

# Township of Centre Wellington

## Terms of Reference

### Economic Prosperity and Growth Advisory Committee

#### Alignment to the Strategic Plan

- The advisory committee aligns with two Township Strategic Plan goals:
  - Create the conditions for economic prosperity; and
  - Managing growth while enhancing the community's unique character.

#### Purpose

- Economic Prosperity and Growth Advisory Committee will act as an advisory body to Council and the Managing Director of Planning and Development, the Managing Director of Community Services, and the Managing Director of Infrastructure Services.
- The purpose of the committee is to provide advice on strategies and policies to proactively advance a smart and balanced approach to community growth and economic prosperity that protects and showcases Centre Wellington's unique character, while enabling residents and businesses to prosper.
- Recommendations from the Economic Prosperity and Growth Advisory Committee will be presented to Council for final approval.

#### Scope

- Advice in developing overall growth strategies, policies and practices that contribute to the economic sustainability of the community;
- Liaise and facilitate discussions with the development and business community to effectively communicate preferred growth approaches and strategies between community groups and the development community;
- Monitor and advise on implementation of the economic development strategic action plan;
- Seek additional partnerships, where appropriate, with other community and regional groups and organizations to further development opportunities in the Township;
- Advising Council on marketing strategies to attract diversified housing types based on need and affordability, facilitate new investment, enhance local business/employment opportunities, tourism initiatives, while ensuring a healthy balance between jobs and housing; and
- Provide the necessary infrastructure and related environment to provide for the needs of growth and investment, including:
  - Designation and servicing of area for industrial and commercial development;
  - Streamlined and efficient approvals processes;
  - Provision of appropriate and useful information for related investment decisions; and
  - Business retention, expansion, and attraction.

## Committee Membership and Composition

### Chair & Vice-Chair

- The Chair and Vice Chair will be elected from among the members of the Committee ideally at the first meeting of each year. The Council representative to the Committee shall not be the Chair or Vice Chair. The Chair should be able to devote some time between meetings to working informally with Township staff when circumstances warrant.
- No Committee member may serve as Chair for more than two consecutive terms.

### Membership

- Committee members will be appointed on the basis of community knowledge and involvement, action-oriented, communication, team-player and the availability to attend meetings. Citizen members shall be residents, property owners, business owners, or non-government organizations of Centre Wellington and at least 16 years of age.
  - Voting Members to include:
    - 1 Representative from the Agriculture Sector (i.e. Wellington Federation of Agriculture)
    - 1 Representative from the Centre Wellington Chamber of Commerce
    - 1 Representative from the Fergus BIA
    - 1 Representative from the Elora BIA
    - 1 Representative from the youth population
    - 5 Representatives from the community with an interest or expertise in business, healthy growth and/or housing
  - Non-Voting Members to include:
    - Two (2) Members of Council and the Mayor ex officio;
    - CAO or designate as required;
    - Managing Director of Planning and Development and/or designate as required;
    - Managing Director of Community Services and/or designate as required;
    - Managing Director of Infrastructure Services and/or designate as required;
    - Municipal Clerk or designate; and
    - Additional Township staff and representatives will be invited to attend meetings as needed to provide expertise related to a specific matter.

### Selection of Members

- Council will be responsible for the appointment of all members of the Committee.
  - The Municipal Clerk is responsible for administering the recruitment, selection and appointment process for new members.
  - A member who is absent for three consecutive meetings without reasonable explanation may be subject to removal from office and replacement.

## Term of Office

- Members will serve for the term of Council, of four (4) years, with recruitment in the Spring in the year following a municipal election. In the event a member resigns or is unable to continue their membership on the committee, the vacancy shall be filled in a timely manner by Council.
- A member may serve two consecutive terms after which time they must take a leave of one term before reapplying. This requirement may be waived if there is an insufficient number of members, or it is in the best interest of the committee.

## Meetings

- The Committee will meet on a monthly basis.
- The Committee may establish working groups for specific topics, issues or proposals as required on an ad-hoc basis. Working groups will report back to the full Committee and may include non-Committee members when additional expertise is required. Working groups will cease when the issue has been reported on or resolved.
- Minutes will be taken at each Committee meeting.

## Agenda/Minutes

- Staff will be responsible for the development of the agenda, in consultation with the Chair and/or Vice-Chair, one week prior to the meeting.
- Staff will distribute the agenda and any accompanying material to all committee members by the Thursday prior to the meeting.
- The agenda and meeting minutes will be posted on the Township website.
- The Committee shall keep accurate minutes and records of its meetings and shall keep copies of all documents relating to the business of the Committee.
- The Committee shall forward copies of the meeting minutes and records to all members of the Committee, the Municipal Clerk, and the applicable Managing Director, as soon as possible after each meeting.

## Delegations

- Delegations are asked to register with Legislative Services staff and provide written documentation and electronic documentation (if possible) relating to the matter to be discussed. Information is to be received in time to circulate with the agenda.
- Delegations will be allowed five (5) minutes for individuals and ten (10) minutes for groups.

## Closed Meetings

- Advisory Committees do not usually consider business of a “closed” nature; however, if circumstances arise, there must be strict compliance with the Township’s Procedure By-law and the Municipal Act.

## Committee Procedures

- Quorum will be a majority of the members, excluding Township Staff.

- Consensus is preferred for Committee decisions. However, a simple majority will suffice for decisions where consensus is not possible.
- The Township's Procedural By-law governs Committee procedures and the conduct of individual members.
- A meeting can proceed without quorum for information exchange only, however, no decisions/recommendations can be made.
- All recommendations will be provided to Committee of the Whole or Council through the appropriate Managing Director within 30 days of the Committee meeting.
- The Committee will develop a work plan identifying projects and items (including timelines) that will be worked on over the course of their term and provide regular communications on this work plan to Council.
- The Committee will appoint a spokesperson, normally the Chair, to speak with the public and media on behalf of the Committee. When the public and media approach members of the Committee, members should distinguish whether they are speaking on behalf of the Committee or presenting their personal views.

## Expenses

- No member shall receive payment for any work or services performed for the Committee or Centre Wellington, except that, with the approval of the Committee, reimbursement may be made for travel or other expenses incurred in the performance of duties specifically requested by the Committee. Rates paid will be consistent with rates paid to Township of Centre Wellington employees in effect at the time expenses are incurred.

## Conflict of Interest

- All members of the Committee shall adhere to the Conflict of Interest Policy for Advisory Committees approved by the Township of Centre Wellington.
- Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interest could be in conflict with the interests of the Township is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents in the municipality.