

## **Economic Development Advisory Committee Terms of Reference**

1. The Economic Development Advisory Committee is an Ad-Hoc Committee of Council whose mandate is:
  - (a) To provide local perspective, guidance and expert strategic advisement in the delivery of economic development services in the City of Port Colborne;
  - (b) To serve in a non-governance capacity with a focus on provision of advice and recommendations for consideration.
  
2. The principal responsibilities of the Economic Development Advisory Committee are:
  - (a) Provide advice to the City on policies, procedures and strategic direction that should be considered for the purpose of encouraging job creation, sustaining employment and business development in Port Colborne;
  - (b) Provide suggestions that may have financial implications;
  - (c) Advise on the selection of market sectors supported by the City with sector experts as they change, shift and expand;
  - (d) Advise on new business attraction opportunities, programs or strategies;
  - (e) Advise on business expansion and retention opportunities, programs or strategies;
  - (f) Advise on potential partnerships;
  - (g) Provide a conduit to local business community;
  - (h) Identify barriers and opportunities in the community to direct strategic direction;
  - (i) Advise on the dissemination of information from the City to the local business community and partners;
  - (j) Other issues as requested by Council and staff.
  
3. The Economic Development Advisory Committee shall consist of the following voting and non-voting members:
  - (a) Up to twelve voting members including two representatives from City Council, one representative from the Port Colborne-Wainfleet Chamber of Commerce Board of Directors, one representative from the Main Street Business

Improvement Area (BIA), one representative from the Downtown Port Colborne BIA, one representative from the City's Tourism & Marketing Advisory Committee and up to six voting members from the Port Colborne business community to be appointed by resolution of Council;

- (b) The process to select the Business Improvement Area representatives shall be open to the general membership of the BIAs. The BIAs shall be responsible for soliciting interest from the general membership and making a recommendation to Council regarding appointment;
  - (c) Non-voting members of staff who shall be designated by the Chief Administrative Officer and who shall act as resource persons, recording secretaries and shall provide administrative support to the Committee;
  - (d) The member from the Port Colborne-Wainfleet Chamber of Commerce must be a resident of Port Colborne or affiliated the Port Colborne business community;
  - (e) If any organization listed in subsection (a) is unable to supply a representative to serve on the Economic Development Advisory Committee, that position shall be held in abeyance until a suitable appointment is made;
  - (f) In the case of a vacancy for any cause other than expiration of term, the member appointed to fill the vacancy shall hold office for the balance of the term of the member whose place is vacant;
  - (g) The six voting members from the Port Colborne business community identified in subsection (a) shall include representatives of businesses located in Port Colborne. In such cases, it is not necessary for these voting members to qualify as municipal electors in Port Colborne.
4. All meetings of the Economic Development Advisory Committee shall be open and no person shall be excluded therefrom except for improper conduct or except matters identified in Section 239(2) of the *Municipal Act, 2001*, S.O. 2001, c.25.
  5. All members of the Committee shall serve without remuneration excepting that the remuneration of the non-voting staff member shall be governed by the Administrative Policies of the City of Port Colborne or the collective agreement whichever is applicable.
  6. The Chair, or in his/her absence the Vice-Chair, shall call a meeting of the Economic Development Advisory Committee on a quarterly basis. Meetings shall also be called upon a written request from Council or a majority of Committee members for the consideration of any business within the Committee's mandate.

7. A quorum of the Economic Development Advisory Committee shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.
8. Subject to such limitations and restrictions as the Council may herein or hereafter either by resolution or by-law impose the Economic Development Advisory Committee shall:
  - (a) Appoint from the voting members a Chair and a Vice-Chair;
  - (b) Make regulations governing its proceedings, the calling of meetings, and the conduct of its members;
  - (c) Provide reports to Council as requested.
9. The Committee shall hold public meetings when, in their opinion, the issues being discussed require community input. Notice of a public meeting shall be given in the local newspaper(s) no less than five days in advance of the meeting.
10. The minutes of all Economic Development Advisory Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the next regular Council Agenda. The minutes shall be open to inspection in accordance with Section 253(1) of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended and such minutes will be posted on the City's website.

*The above Terms of Reference form Schedule A to By-law 6299/125/15 as amended by By-law 6326/06/16.*