

TERMS OF REFERENCE

Elgin Economic Development Advisory Group

TERMS OF REFERENCE: EEDAG

1.0 Mandate

Provide a forum for local economic development discussions that will support and enhance the County's economic development program.

Strategically position the County of Elgin within the marketplace to attract new investment, retain and expand local investment, and foster an environment of prosperity and opportunity for the County of Elgin, its municipal partners, residents, and businesses.

2.0 Purpose and Scope

- a) To advise the Economic Development department on strategic issues, programs, and policies from a local perspective.
- b) To foster effective and enhanced communication between the Economic Development department and municipal partners in order to enrich regional and local economic development.
- c) To assist municipal partners and stakeholders to work cooperatively to deliver municipal economic development services in the County of Elgin.
- d) To provide a forum for discussion and coordination of economic development initiatives and programs with municipal partners.
- e) To provide and receive relevant economic development information and statistics to members.
- f) To encourage regional thinking in the context of local decision making.
- g) To support local autonomy while emphasizing that local goals can often best be achieved through regional cooperative efforts.

3.0 Authority

- a) The Committee's role is advisory. Advice, comments or recommendations from the Committee shall be received by the department of Economic Development.
- b) Staff of the Economic Development department is not bound by any advice or recommendations put forward by the Committee.
- c) The Committee does not have any budgetary authority.

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4.0 Composition

The Committee shall consist of sixteen (16) voting members. The representatives from each municipal partner must be a staff person directly involved in economic development.

Elected Officials

Two (2) representatives of Elgin County Council (ex officio).

Municipal partners

One (1) representative, CAO or designate, from the Municipality of West Elgin.

One (1) representative, CAO or designate, from the Municipality of Dutton-Dunwich.

One (1) representative, CAO or designate, Township of Southwold.

One (1) representative, CAO or designate, from the Municipality of Central Elgin.

One (1) representative CAO or designate, from the Town of Aylmer.

One (1) representative, CAO or designate, from the Township of Malahide.

One (1) representative, CAO or designate, Municipality of Bayham.

Business Associations

One (1) representative from the Port Stanley Business Improvement Association

Chambers of Commerce

One (1) representative from the Executive of the West Elgin Chamber of Commerce.

One (1) representative from the Executive of the Dutton-Dunwich Chamber of Commerce.

One (1) representative from the Executive of the St. Thomas and District Chamber of Commerce (this individual must represent the businesses in Southwold and Central Elgin).

One (1) representative from the Executive of the Aylmer Chamber of Commerce

One (1) representative from the Executive of the Otter Valley Chamber of Commerce.

5.0 Meetings

a) The Committee shall be Chaired by the County's General Manager of Economic Development. In the absence of the General Manager, Chair responsibilities will be carried out by the County's Business Development Coordinator. The Chair will have the following duties:

- guide the discussion and facilitate meetings

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- encourage participation by Committee members
- act as a spokesperson for the Committee

Economic Development staff will prepare meeting agendas, and supporting materials.

- b) The Committee shall meet as required; and as a minimum on a quarterly basis.
- c) A quorum shall consist of nine (9) Committee members.
- d) Committee members shall be required to attend a minimum 50% of the regularly scheduled meetings.
- e) The meeting rules and procedures will be in accordance with the County Council Procedural By-law.
- f) Minutes shall be kept of each meeting with secretarial services provided by the Economic Development department.
- g) For information purposes, minutes will be circulated to all members of County Council including the Chief Administrative Officer, and to each local municipal council and their respective Chief Administrative Officer.

6.0 Terms of Office

For those members that are staff representatives of a particular organization, membership will be ongoing until the termination of the Committee and/or an individual is replaced by their employer. Members who are participating on a voluntary basis shall serve 2 year terms. County Council representatives shall be appointed on an annual basis.

7.0 Resources

The Economic Development department will provide primary staff support to the Committee. Staff from other County departments will be made available to the Committee as required.

8.0 Administration

- a) County Council may, at its discretion, change the Terms of Reference for this Committee at any time.
- b) Any changes proposed to the Terms of Reference by the Committee shall be recommended to County Council through the General Manager of Economic Development and Tourism.

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- c) At the discretion of County Council or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of County Council.

9.0 Working Groups

The Committee may approve the establishment of working groups to act as a resource to the Committee to address specific issues.