



APPLICATION FOR APPOINTMENT TO THE COUNTY OF BRANT ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

ECONOMIC DEVELOPMENT

Last Name (Please Print)

First Name

Address

City

Postal Code

Phone Number (Home)

Phone Number (Business)

Email Address

Please check which boxes apply, you:

- Reside in the County of Brant, Work in the County of Brant, Own property in the County of Brant

Which categories best represent your experience, skills and knowledge:

(please check a maximum of 2 categories)

- Agriculture, Manufacturing, Labour / Workforce Development, Financial Services, Health Care, Hospitality / Tourism, Industrial / Commercial, Retail, Institutional / Educational, Other (Please Specify):

Previous experience/skills that relate to the above indicated category(s):

(attach resume, if available)

Please explain why you would like to serve on the Economic Development Advisory Committee: (Attach additional sheets if needed)

Applicant's Signature: Date:

For questions/comments please contact Eric Rowen, Manager of Economic Development & Tourism. Completed application to be forwarded to the attention of Eric Rowen: 66 Grand River Street North, Paris, Ontario N3L 2M2. Fax: 519-442-3461 Phone: 519-442-6324 x3017 Email: EcDev@brant.ca. Personal information collected is managed in accordance with the requirements of the Municipal Freedom of Information and Protection of Privacy Act, RSO 1990 and the Personal Health Information Protection Act 2004.



ECONOMIC DEVELOPMENT

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

May 2010

Table of Contents

1. Nature of Advisory Committee	2
2. Mandate of Advisory Committee	2
3. Advisory Committee Composition	2
4. Roles/Responsibilities	3
5. Appointment Process /Criteria for Selection	4
6. Resignation & Dismissal	5
7. Rules of Procedure / Order	5
8. Schedule / Location of Meetings	6
9. Access to Meetings/Closed Meetings/Pecuniary Interest	6
10. Meeting Structure, Agenda, Minutes	7
11. Budget & Financial Reporting	7
12. Sub Committees & Focus Groups	8

Brant Economic Development Advisory Committee

TERMS OF REFERENCE

1) Nature of Advisory Committee

The Economic Development Advisory Committee is a standing Advisory Committee of The County of Brant Council whom reports to Council through the Corporate & Development Services Committee (CDC).

2) Mandate of Advisory Committee

The mandate of the Advisory Committee shall be to:

- a) Advise Council on matters pertaining to economic development issues in the County of Brant, in order to sustain and expand the vitality of the municipality's economic base;
- b) Foster alliances and partnerships between individuals, businesses, organizations and government through financial and other means to advance the County's strategic plan for economic development and tourism;
- c) Provide a forum for discussion and coordination of economic development initiatives and programs with other community groups and agencies.

3) Advisory Committee Composition

- a) The Advisory Committee will be comprised of no more than 9 volunteer members, all of whom will either be individuals who reside, work or own property in the County of Brant.
 - b) Five (5) members will be appointed for a two (2) year term at the second Council meeting held in January of every even numbered year.
 - c) Four (4) members will be appointed for a two (2) year term at the second Council meeting held in January of every odd numbered year.
 - d) A Chair and Vice Chair will be selected by the Advisory Committee at its first meeting of each calendar year.
 - e) The Mayor shall serve in an ex-officio capacity.
 - f) Council shall assign one (1) Council Liaison to the Advisory Committee who shall serve in an ex-officio capacity.
 - g) The Manager of Economic Development & Tourism or his designate will act as the County Staff Liaison.
 - h) Each member of the Committee shall have one vote on matters with the exception of the Staff Liaison which shall not be a voting member.
 - i) All citizen members of the committee shall be eligible to serve for one additional consecutive 2 year term at the expiry of their initial term.
- * The Committee may choose to establish Sub-Committees (see Section 12)

4) Roles / Responsibilities

a) The Advisory Committee, as a whole, shall:

- i) Advise in preparation, implementation and maintenance of economic development strategic plan(s) for the County of Brant.
- ii) Advise on industrial and commercial land requirements, general zoning and land use policy, municipal infrastructure and marketing strategy , and other County policies and programs which may impact on the County's economic development efforts;
- iii) Consult with stakeholders and community organizations and to actively encourage coordination and cooperation;
- iv) Attend and assist with meetings of Sub-Committees and Focus Groups of the Advisory Committee specializing in certain sectors and to report back on issues, news and recommendations from those committees;
- v) Invite participation of the County's federal and provincial representatives on a regular basis to keep abreast of senior government policies and programs which affect economic development;
- vi) Assist staff with the organization of at least one major Economic Development event per year to involve stakeholders from across the County of Brant and potential or existing customers and contacts from outside the County of Brant;
- vii) Advise Council on matters referred to them by Council.

b) Individuals members of the Advisory Committee shall:

- i) Attend meetings;
- ii) Prepare for the meeting by reviewing material provided and/or consulting with stakeholders regarding issues;
- iii) Participate in discussions and activities;
- iv) Carry out tasks assigned to them;
- v) Solicit suggestions and resources from the community and elsewhere;
- vi) Actively encourage financial partnerships with individuals, organizations, business and government, as part of the County of Brant's Economic Development Strategy and Implementation Plan in an integrated and collective approach, with the assistance of County staff
- vii) Attend deputations made by the Advisory Committee to CDC &/or Council;
- viii) Refer media enquiries on Advisory Committee issues to the County Staff Liaison; and
- ix) Refrain from making any purchases or accepting any revenue on behalf of the County of Brant or the Advisory Committee.

c) The Chair shall:

- i) Run meetings in an effective manner;
- ii) Communicate on a regular basis with members, the Council Liaison, the County Staff Liaison and, when appropriate and relevant, the Chairs of other Council committees;
- iii) Notify the Vice Chair when his / her support is needed to fulfill the role of the Chair; and
- iv) Lead any deputations prepared by the Advisory Committee to CDC &/or Council.

d) The Council Liaison shall:

- i) Provide regular verbal reports to to CDC &/or Council on the progress of the Advisory Committee
- ii) Provide support to the Advisory Committee and the County Staff Liaison when reports or presentations in regard to the Advisory Committee come before CDC &/or Council;

e) The County Staff Liaison shall:

- i) Prepare the appointments report for Council's consideration;
- ii) Prepare and distribute agendas and schedule meetings in cooperation with the Chair;
- iii) Record and distribute agendas and schedule meetings in cooperation with the Chair;
- iv) Record and distribute minutes to Advisory Committee Members, Resource Members, and the County Clerk for consideration to CDC &/or Council;
- v) Provide other documents, where appropriate and relevant, prior to meeting via email or for pick-up at the Economic Development & Tourism office;
- vi) Encourage participation by County staff in other departments of the County to the Advisory Committee, when available and relevant.

5) Appointment Process / Criteria for Selection

- a) Vacancies for appointments shall be publicly advertised in local newspapers and on the County of Brant website in the month of September each year;
- b) By mid-October of each year, applicants shall be required to complete and submit to County staff an application form, available from County offices and the County of Brant website. Once the applications have been reviewed by staff, a report recommending selected appointees will be prepared by the County Staff Liaison and presented in November of each year for approval by Council (via CDC). All applications received shall be forwarded to Council (via CDC) with the staff report.

- c) Criteria for selection shall include residents, workers or property owners in the County of Brant who have direct experience, knowledge and connections to County-wide stakeholders in one or more of the following sectors:
 - i) Agriculture / Agri-Business
 - ii) Education / Training
 - iii) Financial Services
 - iv) Health Care / Human Services
 - v) Hospitality / Tourism
 - vi) Industrial and /or Commercial Development
 - vii) Labour / Workforce Development
 - viii) Manufacturing
 - ix) Retail / Small Business
- d) Upon Council's approval of Advisory Committee appointments, the Clerks Office will prepare the necessary appointment by-law.
- e) The Clerks Office, on behalf of Council, shall send out confirmation letters to new Advisory Committee appointees and advise of their staff liaison and any other relevant contacts.

6) Resignation & Dismissal

- a) If any Advisory Committee member is absent from three consecutive meetings, without justification, the Chair of the Advisory Committee, in consultation with the staff liaison, will ask the member whether or not they wish to attend future meetings and remain on the Advisory Committee or resign.
- b) Advisory Committee members wishing to resign their appointment shall submit a letter of resignation to the Staff Liaison which shall be forwarded as soon as possible to the Clerk. Upon acceptance of the resignation by Council, the Clerk in consultation with the County Staff Liaison will prepare a report outlining options to fill the vacancy.
- c) Council, at its discretion, can dismiss the Advisory Committee in its entirety or any member thereof at any time.

7) Rules of Procedure / Order

- a) Quorum will be considered to be a majority of the total number of members on the Advisory Committee.
- b) Advisory Committee members shall observe the Rules of Procedure outlined in the Council Procedure By-Law, as far as applicable, keeping in mind that members may feel more comfortable and appreciate the opportunity to exchange views with fellow Advisory Committee members in a more informal atmosphere.
- c) In the event that a quorum is not present within fifteen (15) minutes after the appointed time of the meeting, the names of those present will be recorded and the meeting will commence in the absence of a quorum. Minutes will be taken and distributed as usual. Advisory

Committee recommendations must be confirmed at the next advisory meeting prior to presentation to the CDC &/or Council.

- d) In the absence of the Chair, the Vice-Chair shall conduct the meeting. If neither is present, the Committee shall appoint an Acting Chair from amongst those members present to preside over that meeting.

8) Schedule / Location of Meetings

- a) The Advisory Committee will establish a meeting schedule, setting out the time and place for meetings at the beginning of each year. All Advisory Committee meetings will be held within the County of Brant.
- b) Meetings of the Committee shall be either monthly or more frequently by special meeting from time to time as required.
- c) Adequate provision for accessibility shall be made by the Chair of the Advisory Committee and relevant staff to ensure that meeting locations, agenda and minute formats, communications and conduct of meetings are accessible, to ensure maximum participation and quality customer service. Reference may be made to the provisions of the Ontarians with Disabilities Act, and similar legislation, policies and guidelines.

9) Access to Meetings / Closed Meetings / Pecuniary Interest

- a) Except as provided in this section, all meetings shall be open to the public and Advisory Committee Minutes shall be available upon request. The Chair may expel any person for improper conduct at a Meeting.
- b) A meeting may be closed to the public if the subject matter being considered is identified in the Municipal Act as a matter that is permitted as an in camera meeting.
- c) Before holding a meeting or part of a meeting that is to be closed to the public, the Advisory Committee shall state by Resolution:
 - i) the fact of the holding of the Closed Meeting; and
 - ii) the general nature of the matter to be considered at the Closed Meeting.
 - iii) The Chair must confirm with the Clerk that the matter to be discussed in camera adheres to the Municipal Act governing such matters.
- d) All deliberations while in Closed Session shall remain confidential. Only the final results of deliberations may be made public when such disclosure is authorized by a majority vote of the Advisory Committee.
- e) If an Advisory Committee member has a pecuniary interest in any matter and is, or will be, present at a meeting at any time which the matter is the subject of consideration, the member:
 - i) shall, before any consideration of the matter, at the meeting verbally disclose the interest and its general nature;
 - ii) shall not, at any time, take part in the discussion of, or vote on, any question in respect to the matter; and

- iii) shall leave the meeting and remain absent from it at any time during consideration of the matter.

10) Meeting Structure, Agenda and Minute Formats

- a) An orientation session will be held at the first meeting of the Advisory Committee each year.
- b) Agendas and minutes for Advisory Committee meetings may include any or all of the following components:
 - i) Date, time, location of meeting
 - ii) Members present (i.e. Chair, Recording Secretary)
 - iii) Members absent/regrets
 - iv) Disclosure of Pecuniary Interest
 - v) Approval of previous minutes
 - vi) Presentations/Delegations
 - vii) General business and reports
 - viii) Correspondence
 - ix) Other business
 - x) Closed Session (In Camera)
 - xi) Next meeting
 - xii) Adjournment
- c) Minutes will briefly outline the substance of each agenda item discussed during the meeting, including actions taken and recommendations by motion.
- d) Minutes of the Advisory Committee shall be forwarded to the Clerk in order to present them to CDC and onto Council as information on a timely basis.
- e) The minutes of meetings will be circulated to all Economic Development & Tourism staff, as well as "Resource Members" i.e. representatives of all appropriate ministries and other agencies of the provincial and federal governments, and other non-profit organizations, locally and regionally, as determined by the County Staff Liaison. Representatives of these Ministries and Agencies are openly invited to attend meetings.

11) Budget & Financial Reporting

- a) The spending authority for the Economic Development & Tourism division is the Manager of Economic Development & Tourism, who reports to the Director of Development Services. When applicable, the Manager delegates his purchasing authority to appropriate staff.
- b) The Advisory Committee may make requests for budget allocations through their staff liaison in advance of the County's annual budget process and with support from the Economic Development Advisory Committee. All related revenue and expenditure transactions will follow Council approved policy. Requests must relate to specific activities approved in the Advisory Committee's mandate and work plan. Requests shall be submitted by the appropriate department head for consideration in the County's budget review.

- c) Members of the Advisory Committee are not remunerated. If approved by the Staff Liaison prior to the expenditure being incurred by a member, a member may submit a receipt for reimbursement of specific expenses related to Advisory Committee activities.

12) Sub-Committees and Focus Groups

a) Nature / Reporting and Functional Relationships

- i) When appropriate and relevant, Sub-Committees may be formed by the Advisory Committee. They will be provided with a specific mandate and a timeline for completion by the Advisory Committee and shall follow these Terms of Reference. When appropriate and relevant, Focus Groups may be formed by Economic Development & Tourism staff. These will be informal gatherings. The mandate and timeline of a Focus Group is typically encompassed within one meeting.

b) Sub-Committee Composition

- i) Except where set out under separate policy by Council as per Section 12 (a) II; a Sub-Committee will have a minimum of five (5) members. A Sub-Committee that meets for three (3) consecutive meetings with less than minimum attendance will be reviewed by the Advisory Committee for possible intervention or termination
- ii) The mandate, timeline, membership and Chair of each Sub-Committee will be reviewed by the Advisory Committee meeting at its first meeting of every calendar year.
- iii) Members of Sub-Committees shall serve without remuneration.
- iv) The Advisory Committee shall appoint one of its members as Chair of the Sub-Committee.
- v) A Staff member of the Economic Development & Tourism Division (when able) shall also attend the meetings in a resource capacity.
- vi) At its first meeting each year, a Vice-Chair will be selected by the members of the Sub-Committee.
- vii) Any Sub-Committee member who is absent from three consecutive meetings without leave of absence or without reason satisfactory to the Sub-Committee, shall forthwith cease to be a member. The Advisory Committee will review the vacancy at its next meeting.
- viii) Focus Groups are composed of any number of participants as determined and notified by County staff.

c) Sub-Committee Roles and Responsibilities

Sub-Committee Members shall:

- A. Notify the County Staff Liaison in advance of their intent to be absent from a meeting;
- B. Prepare for the meeting by reviewing material provided and/or consulting with stakeholders regarding issues;
- C. Assist in considering the goal or task assigned to them by the Advisory Committee;
- D. Consult with stakeholders and community organizations and actively encourage coordination and cooperation with the Committee and County staff; and
- E. Actively encourage financial partnerships with individuals, organizations, businesses and government, as part of the County of Brant's Economic Development Strategic Plan in an integrated and collective approach, with the participation of County staff.

ii) The Sub-Committee Chair shall:

- A. Run meetings in an effective manner, and communicate on a regular basis with members and the County Staff Liaison. The Chair will also notify the Vice Chair when his/her support is needed to fulfill the role of the Chair
- B. Work with the Staff Liaison to ensure appropriate membership representation on the Sub-Committee; and
- C. Report membership on the Sub-Committee at the beginning of each year to the Advisory Committee.

iii) The Staff Member assigned to the Sub-Committee shall:

- A. Schedule meetings, prepare agendas and distribute agendas to the Sub-Committee Members and Advisory Committee members;
- B. Act as recording secretary for each scheduled meeting for the purpose of recording the minutes, which will consist of only recording attendance, recording specific tasks assigned to individuals, and recording any resolutions;
- C. Distribute the minutes of the Sub-Committee to the Advisory Committee members, and the Staff Liaison for the Advisory Committee within seven (7) working days following the meetings.

d) Sub-Committee Appointments

- xiii) The Advisory Committee shall appoint a minimum number of five (5) members, including the Chair (who must be a member of the Advisory Committee);
- xiv) Any Sub-Committee member who is absent from three consecutive meetings without leave of absence or without reason satisfactory to the sub-committee, shall forthwith cease to be a member. The Advisory Committee will review the vacancy at its next meeting.
- xv) Names of Chair, Vice Chair, members and Staff Liaison will be reported to the Advisory Committee at the beginning of each year.

(May, 2010)