

Terms of Reference for Business, Economic Development and Tourism Adhoc Committee

PURPOSE:

1. To determine how to retain and improve our local businesses.
2. To collaborate with area economic development and tourism organizations.
3. To create a viable economic, business and tourism development plan which will retain, sustain and create a healthy business, economic and tourism environment.
4. To engage the public at large through public meetings.
5. To advise and make recommendations to Council on matters pertaining to creating jobs and creating opportunities for new business to start and flourish in McKellar and area.

COMPOSITION:

1. The Committee shall be composed of 7 to 11 members who are residents or ratepayers or representatives of local businesses of the Township of McKellar. No member of the committee shall be an employee or officer of the Township other than the appointed Council member(s), nor a relative of the Council representative(s). Relative is defined as any person who is a spouse, child, sibling, niece, nephew, parent or grandparent, in-laws, and person's whose relationship is similar to that of persons who are family members or are related by marriage.
2. A quorum of the Committee shall constitute more than 50% of the membership and each member shall have one vote.
3. The officers of the Committee shall be a Chair, Vice Chair, and a Secretary. The Committee shall elect a Chair, Vice Chair and Secretary who shall be chosen from amongst the members of the Committee. The officers shall be elected by ballot, except in the case of acclamation, and shall hold office until their successors have been elected.
4. Council shall appoint member(s) to the Committee for the present term of Council or until Committees mandate has been fulfilled.
5. Council shall have the power to remove any member(s) of the Committee at any time.
6. Each member of the committee shall have one open vote, with the exception of the Chair who shall only vote in the case of a tie.
7. Meetings shall be held on a regular monthly basis as determined by the Chair. Meetings schedule to be submitted to Council for approval.

8. Public meetings shall be held as determined by the Committee. A minimum of 21 days' notice of public meetings shall be given.
9. Minutes shall be kept of the proceedings and decisions of each meeting and shall be provided to the Clerk in a timely manner for distribution to the Reeve and Council.
10. Robert's Rules of Order, latest edition, shall be the parliamentary guide for all business sessions.

DUTIES OF OFFICERS:

1. The Chair shall preside at all meetings of the Committee. If the Chair is absent, the Vice-Chair shall assume his/her duties. The Chair, in discussion with the Secretary, shall prepare the Agenda for each regularly scheduled meeting, copies of which will be available prior to each meeting.
2. The Secretary shall record minutes of each meeting of the Committee and shall distribute said minutes to each Committee member prior to the next meeting of the Committee.
3. The Chair shall only vote in the case of a tie.

BUDGET:

1. It is not anticipated that the Committee will incur any financial costs. The Committee may have access to the Township facilities and assistance of the Township staff for Council approved meetings and projects. Requests for staff assistance shall be made in the form of a recommendation to Council for approval. The use of such is to be considered an "in kind" contribution from the Township.

THE COMMITTEE:

- shall prioritize items of concern for Council's approval
- shall make recommendations to Council within one year or as determined
- shall involve interested expertise from the community
- shall provide Council with written reports detailing the Committee's suggestions in an ongoing and timely manner
- recognize that Council will only act on suggestions in the form of a written report adopted by resolution of the Committee and forwarded to Council through the Clerk
- recognize that Council ultimately has the discretion of approving, amending or defeating a suggestion

SOME ITEMS TO BE ADDRESSED:

- How to help, promote, retain and start new local businesses
- Reduced advertising costs on municipal signs and booklets
- Tourism destination
- Rentals
- Commercial land acquisition
- New commercial services
- Hold trade shows at the Ridge – spring
- Email list of businesses – directory/market input
- Cottage industries – Health & Wellness

NOTES:

- (i) The Business, Economic Development & Tourism Adhoc Committee shall, by resolution of Council, exist and operate as a Committee of the Council of the Township of McKellar.
- (ii) The Business, Economic Development & Tourism Adhoc Committee members shall be appointed by resolution of Council.

December 17, 2018