

Economic Development Advisory Group

Terms of Reference

Name: Economic Development Advisory Group (EDAG)

Support: Economic and Community Development and County of Grey Economic Development

Type: Advisory Committee of Council

TOR Approved by Council: 2024-12-04

Purpose:

Reporting through staff to Council, the Economic Development Advisory Group (EDAG) will provide strategic advice to facilitate and promote a holistic and sustainable long-term approach to economic and business development that will benefit Grey Highlands and its residents.

Mandate:

- To provide advice on the ongoing maintenance of the overall economic development strategy, which includes supporting the strategy, continuously assessing the present situation and capability, identifying emerging economic conditions, and focusing on long-term and lasting sustained economic growth;
- To provide advice regarding policies, strategies and implementation plans to support and enhance the Municipality's economic development initiatives;
- To utilize the economic development framework and advise and make recommendations regarding its implementation for economic development matters across the municipality;
- To support economic and business development opportunities to encourage sustainability and prosperity within the community;
- To work with staff and economic and business development partners to foster and promote a positive community image and a healthy business environment for existing and prospective businesses;
- To receive annual economic development workplans and provide market insights, industry expertise and feedback on community sentiment;
- To hear and consider representations by individuals, organizations or delegations of citizens with respect to economic and business development and make recommendations as warranted;
- To support the undertakings of the Economic & Community Development department in the public, and liaise, as appropriate with ratepayers and stakeholders;
- To remain fully informed and act as a strategic advisor on tourism projects, business and industrial developments in the community, as well as proposed future projects which could affect the community's economic growth;
- To discuss any matter or issue related to economic development referred to the committee (EDAG) by Council that may be deemed to require review, evaluation or input from the public as a whole;
- To participate in relevant ad hoc sub-committees as established and deemed necessary for a specific purpose by EDAG or by Council.

- To support the principles and direction outlined in the Vibrant Economy pillar of the 2024-2027 Strategic Plan: "The Municipality of Grey Highlands is dedicated to being a leader in fostering innovation, creativity, and vibrancy to build a strong, resilient and sustainable economy."

Delegated Authority:

EDAG is an advisory Committee to Council and has no delegated authority to act without Council direction unless otherwise provided for under the Delegation of Authority By-law in effect at the time or as provided in these Terms of Reference.

EDAG has no authority to direct staff. EDAG is not responsible for the undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters, shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters.

Composition:

EDAG will consist of:

- 3 members of Council

Council appointments will be appointed by Council for the term of Council. During an election year, current members will remain in place until a new term of Council commences, and new term appointments are made by Council.

At the first meeting of each calendar year, EDAG will elect a Chair and Vice-chair for the committee.

Only those members appointed by Council may vote on any matter.

Vacancies Mid-Term:

Resignations from members received mid-term shall be received by Council and a new member appointed.

Lead Department/Reporting Relationship:

The Lead Department supporting the Committee will be Economic and Community Development with assistance from a representative of Grey County's Economic Development department. The Lead Department may call on other departments and outside agencies as required.

Meeting minutes will be forwarded to Council upon Committee review for inclusion on the next available Consent agenda to be received for information.

Administration:

Corporate Services will provide meeting management support.

Save and except as set out in these Terms of Reference, the rules of procedure for Committees or as set out in the Procedural By-law shall apply in this Economic Development Advisory Group. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Committee may request by resolution the attendance of experts, and/or representatives from Special interest groups at meetings to provide guidance on specific issues. The Committee may

also request through resolution the attendance of staff at meetings for specific matters with the approval of Council.

Sub-committees or working groups may be struck by EDAG to address research or other appropriate response to requests or issues to meet the mandate of the committee.

Delegation:

Any person desiring to delegate to EDAG or make a request of EDAG shall give notice in writing to Corporate Services staff not later than seven business days (7) prior to the Regular Meeting. Delegations will be limited to 10 minutes in length and must confine their remarks to the business stated in the request. Any information to be presented must also be provided to Corporate Services staff a minimum of 5 business days prior to the meeting. Any person or group shall be limited to 1 delegation in a calendar year on the same subject matter.

There will be a limit of 1 delegation per meeting.

Schedule/Location of Meetings:

EDAG will endeavor to post a yearly schedule and location of meetings prior to January 1 of each year when possible; with up to six (6) meetings per year to be scheduled. Notice of EDAG meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

Meeting Attendance:

It shall be the duty of members to make every effort to attend all committee meetings.

Where a member is absent from three (3) consecutive meetings, their absence will prompt a review of their membership status by the Clerk or their designate.

Budget and Financial Report:

This advisory committee does not have access to municipal funds without the prior approval of Council.