



Brockton Economic Development Committee –Terms of Reference

Mandate

The mandate of the Brockton Economic Development Committee is to support and expand the range of business, trade and industry within the Municipality of Brockton and to encourage community development that enhances the quality of life of people currently working and living in the community, as well as future residents.

It is the Committee's goal to facilitate the orderly development and expansion of business, trade and industry by:

- Having available, properly zoned lands and buildings for orderly and timely development
- Advising Municipal Council on the need for new and permissive legislation
- Attracting new business, trade and industry to all lands and buildings available within the Municipality
- Ensuring data is available regarding real estate (for sale or for lease), zoning, avenues of financing, any legislation in the making that can have an impact on development of business, trade and industry plans and developments related to business, trade and industry
- Supporting community development designed to help grow Brockton's population, housing base and work force
- Supporting succession planning and investment attraction to retain and attract new business
- Supporting tourism development and marketing that may help attract potential residents and new businesses
- Supporting agribusiness development throughout the region
- Reaching out to other organizations, municipalities, and the County, where appropriate, to partner in activities that further economic development in Brockton

The Committee is accountable to the Municipal Council in the above-mentioned endeavors and is aware of the economic environment and impact of changes on the retail, commercial and industrial sectors.

The Committee will develop an Economic Strategic Plan for approval by Council that will align with these goals and guide the activities of the Community Development Coordinator and the Committee.

The Municipality's Community Development Coordinator will investigate and inform members about initiatives and funding opportunities that may help fulfill the Committee's mandate. These include County programs such as Business to Bruce and Spruce the Bruce, and Provincial programs such as the Rural Economic Development fund. The Committee will be apprised of any such programs undertaken by the Municipality and given regular updates regarding their implementation.

The Committee will work to identify any barriers to economic and community development in Brockton, and seek solutions.

The Committee may recommend, or undertake, ventures that will support Brockton businesses and development, such as a business recognition program, job fair, Mayor's roundtable, investor tour or similar initiatives. The committee may also identify barriers to Brockton's economic development and make recommendations for the removal of these barriers.

The Committee supports the orderly development of Brockton's East Ridge Business Park and efforts to attract investment, ensuring competitive terms, up to date information and effective promotional tools.

Recognizing Bruce Power as a major economic driver, the Committee will support the Municipality's involvement in its ongoing regional nuclear partnership and innovation streams.

The CAO will keep the Committee apprised of budgetary matters regarding Economic Development and the East Ridge Business Park.

Definitions

For the purposes of this By-Law, the following definitions shall apply and have the following meanings:

"Act" shall mean the Municipal Act, 2001 S.O. 2001, c. 25 as amended.

"Brockton"

Shall mean the Corporation of the Municipality of Brockton

"Committee"

Shall mean persons appointed by Council to the Economic Development Committee to review and report on areas of ongoing interest to the Municipality and that continue to do so for the Term of Council or on an indefinite basis according to the Terms of Reference; all members will be appointed by By-Law.

“Council”

Shall mean the Council of the Corporation of the Municipality of Brockton consisting of the Mayor, Deputy Mayor and five Councillors.

“Councillor”

Shall mean a person elected or lawfully appointed to the Council of the Corporation of the Municipality of Brockton, but does not include the Mayor or Deputy Mayor.

“Chair”

Shall mean the member who presides at the Economic Development Committee meeting.

“Chief Administrative Officer”

Shall mean the Chief Administrative Officer or designate duly appointed by Brockton Council as prescribed in Section 229 of the Act and designated by By-Law.

“Clerk”

Shall mean the Municipal Clerk or Deputy Clerk or designate duly appointed by Brockton Council as prescribed in Section 228 of the Act and designated by By-Law.

“Delegation”

Shall mean a person or group of persons who are not Members of Council or Brockton staff who have requested and are permitted to address the Committee, individually or on behalf of a group.

“Minutes”

Shall mean a record of the proceedings of a meeting, and shall be made by the Community Development Coordinator without note or comment.

“CDC”

Shall be the Community Development Coordinator for the Municipality of Brockton.

“Secretary”

Shall be the CDC of the Municipality of Brockton.

Structure

The Committee shall consist of eight (8) voting members appointed by By-law, including the Mayor or Deputy Mayor, two (2) Councillors, a representative of the Business Improvement Area (either staff or a nominee of the BIA Board of Directors), and four (4) members of the public at large, who shall be Brockton residents over the age of 18.

A member of the Committee, the Mayor, the Deputy-Mayor or a Councillor shall be Chair of the Committee, and a Councillor shall be the Vice-Chair, to be elected by the committee at the first meeting following a new term of Council.

The Chief Administrative Officer shall act as a liaison between the Committee and Council and may attend all Committee meetings as a non-voting staff resource.

The Community Development Coordinator shall act as the Committee Secretary and attend all Committee meetings as a non-voting staff resource.

A member of the Saugeen Economic Development Commission may attend all Committee meetings as a non-voting member.

The Mayor may attend all Committee meetings as an ex-Officio member and shall be entitled to vote, but shall not form part of the quorum unless he or she is already an appointed member.

Council will endeavor to appoint to the Committee a broad array of community representatives from various sectors, including but not limited to: finance, industry, agriculture, retail, tourism, real estate, housing, health care, construction and trades.

The selection process of the members appointed to the Committee is at the sole discretion of Council and Council's decision is final.

Committee members are expected to adhere to the Brockton Council Code of Conduct. Failing to abide by the Council Code of Conduct may result in the Committee member being immediately dismissed from the Committee, following written notice.

Term

The term of office of the Members shall expire at the completion of the term of Council in an election year.

Every Member shall be eligible for re-appointment to the Committee; he or she must express their intent to continue on the Committee to the Clerk's office, in writing, in September of an election year.

Council has the right to not re-appoint a Member, in its sole and absolute discretion, and to seek out new members as Council may see fit at any time.

Administration

1. The committee will adhere to all aspects of Brockton's Procedural By-Law.
2. Minutes shall be kept of all Meetings and forwarded to the Clerk by the Committee Secretary, once adopted.
3. The Committee shall hold regular monthly meetings at Brockton's office on the third Monday of the month, or as otherwise scheduled at the call of the Chair.

4. The meeting schedule and agendas will be posted on the Brockton website.
4. Where the Chair has advised the Secretary that he or she shall not be present at the meeting, the Vice Chair shall be advised of the Chair's absence by the Secretary as soon as practicable.
5. A Quorum of Members shall be a majority of Committee members and shall be required to conduct any Committee business.
6. If no Quorum is present within fifteen (15) minutes after the hour appointed for a Meeting, the Secretary shall record the names of those present and the Meeting shall stand adjourned until the next meeting. Those present may choose to continue meeting for discussion purposes only, but no decisions to advance the business of the committee shall be made.
7. Council, on the recommendation of the Committee, may declare vacant the seat of any Member who has missed three (3) or more consecutive Committee meetings without submitting regrets to the Secretary.
8. A person who would like to appear as a delegation or make a presentation at a meeting of the Committee must submit a copy of their delegation report or presentation to the CDC by 1:00 p.m. one week prior to a Committee meeting.
9. The subject matter of the delegation or presentation must be a matter within the committee's mandate, as determined by the CDC, who may refuse a delegation when the subject matter is beyond the jurisdiction of the Committee.
10. No person other than the designated spokesperson may speak on the matter and not for more than ten (10) minutes, unless an extension is permitted by the Chair.
11. The CDC shall have the authority to determine whether sufficient detail has been provided in preparation for a delegation or presentation and to request additional information as required from the presenter.
12. All Committee meetings are open to the public. The Committee may enter into a closed session for sensitive matters pertaining to personnel or the sale of property, and shall only enter into a closed session for the reasons enumerated in Section 239 (2) of the Act. The Secretary or the CAO shall take minutes of the closed session and provide these minutes to the Clerk of the Municipality once approved. The Secretary or the CAO may advise the Chair if, in his or her opinion, the item to be discussed does not meet the criteria in Section 239 (2) of the Act.

Personnel

1. The CDC shall act as Committee Secretary for the purpose of preparing Committee Agendas and Minutes or for other requirements as approved by the CAO.

2. All staff providing assistance to the Committee shall report directly to the CAO.

Financial

1. Annually, by December 1, the Committee shall submit to Council any financial requirements for its approval, and shall make to Council such other financial reports as required.

2. All accounting for the Committee shall be centralized in the office of the Treasurer of Brockton and all purchasing, handling of revenue and the issuing of cheques shall be done according to established procedures of Brockton.

3. Financial information pertaining to the Committee shall be made available to Members at regularly scheduled meetings.