



## Terms of Reference

### Grimsby Economic Development Advisory Committee (GEDAC)

#### 1. Name

The name shall be the Grimsby Economic Development Advisory Committee (GEDAC).

#### 2. Definitions

In these Terms of Reference, unless the context requires otherwise:

**“Chair”** means the Member recommended as Chair of the Committee by Members and approved by Council.

**“Committee”** means the membership appointed by the Council of the Town of Grimsby to GEDAC.

**“Council”** means the Council of the Town of Grimsby.

**“Meeting”** means any meeting of GEDAC held in accordance with the provisions of the Procedural By-law.

**“Member”** means a member of GEDAC as appointed by Council.

**“Motion”** means a question or proposal to be considered by GEDAC and which is moved and seconded and is subject to debate. When a motion is adopted by Committee, it becomes a resolution.

**“Resolution”** means a motion, moved by a member and seconded by another member, and is the formal expression of opinion, decision or intention by the Committee. Any resolution of GEDAC is not final or binding until approved by Council.

#### 3. Purpose

Grimsby Town Council established GEDAC for the purpose of advising Council on Economic Development matters and promoting Economic Development in the Town of Grimsby. To assist in fulfilling its mandate, the Committee has developed the following as its Terms of Reference which may be amended from time to time.

#### **4. Core Functions**

1. GEDAC acknowledges that it is an Advisory Committee and will recommend to Council ways and means by which to retain and recruit appropriate industrial, commercial and other business enterprises to the Town.
2. As its guide, GEDAC will review and endeavor to focus on initiatives and activities identified in the Council's Strategic Priorities document.

More specifically, GEDAC will focus on business attraction, growth and retention, and fostering a vibrant business environment in Grimsby. This includes the following initiatives:

- Review the structure and resources allocated to economic development in Grimsby and identify opportunities for enhancement.
  - Support the growth of existing businesses by providing more mechanisms for local businesses and associations to bring their needs and concerns to the Town.
  - Develop and implement a marketing strategy to clearly demonstrate Grimsby's advantages to prospective businesses and investigate the potential for Town participation in trade missions.
  - Support programs and information for entrepreneurs and small businesses and explore greater use of incentives to encourage new ventures.
3. GEDAC may, for the purposes of retention and recruitment of commercial and industrial enterprises, review and recommend participation in grant programs of the Federal and Provincial Agencies or private funding sources.
  4. GEDAC may recommend a marketing strategy, including development and implementation components, for the purpose of business attraction, tourism and promotion of the Town of Grimsby. This may include print, electronic or other forms of media.
  5. GEDAC members may communicate, through personal visitations or other means, with existing business enterprises in the Town of Grimsby as a means by which to retain and foster positive business relationships.

#### **5. Budget**

1. GEDAC may request from Council funding allocations for special projects. Council may accept, reject or modify as necessary any such requests.
2. GEDAC shall operate within the Council approved budget of the Economic Development Officer (EDO) who will manage this budget under their sole discretion. The EDO may seek guidance and input from GEDAC on matters related to annual budgeting and special initiative funding, but will retain sole authority over the Council budgeted funds.

3. GEDAC does not have the authority to obligate the Town to any financial responsibilities.
4. Members of GEDAC shall serve without compensation and shall not represent him or herself as representing the Town of Grimsby.

## **6. Composition and Term**

GEDAC membership shall be constituted as follows:

### Voting Members:

- Council representatives (2)
- Laypersons or community/business stakeholders (4)

### Non-Voting Liaison(s):

- Town of Grimsby Economic Development Officer (1)
- Town of Grimsby administrative resource (1)
- Grimsby and District Chamber of Commerce representative (1)
- Grimsby Downtown Business Improvement Area representative (1)
- Employment Help Centre representative (1)
- Grimsby Hydro representative (1)
- Niagara Gateway Tourism Information Centre representative (1)

Should a voting member of GEDAC resign their membership, the balance of the Committee shall seek and select a replacement member by majority vote. Member recruitment shall be completed in accordance with the established procedures to appoint community members to Advisory Committees and Boards of Council.

Should the Grimsby and District Chamber of Commerce or Grimsby Downtown Business Improvement Area representative resign their engagement as non-voting liaisons to the Committee, that organization shall select a replacement representative. Selection of a new/replacement representative shall be communicated to GEDAC by way of a resolution of the Board of Directors of said organization identifying the selected representative.

Members who fail to attend three (3) consecutive meetings of Committee without authorization from the Committee by resolution, that Member's membership on the Committee will be deemed to have resigned their appointment.

## **7. Roles and Responsibilities**

### **Recommendation of the Chair**

The Committee shall recommend a Chair from among its Council representatives. The recommendation of the new Chair is not final or binding until approved by Council.

The Chair shall hold the appointed position for the term of Council. The previous Chair may stand for re-election.

**a) Chair**

It is the duty of the Chair to carry out the following responsibilities:

- To work with staff to coordinate meeting agendas;
- To open the Committee Meeting by taking the Chair and calling the meeting to order;
- To announce the business before the Committee in the order in which it is to be acted on;
- To recognize any Member who wishes to speak and to determine the order of the speakers;
- To put to vote all questions which are regularly moved or necessarily arise in the course of the proceedings to announce the results;
- To participate as active and voting member, encouraging active participation by all Members;
- To decline to put vote motions which contravene the provisions of the Procedural By-law;
- To enforce the provisions of the Procedural By-law;
- To enforce on all occasions, the observance of order and decorum among the Members;
- To call by name, any Member refusing to comply with this Procedural By-law and to order the Member to vacate the place of Meeting;
- To rule on any points of order raised by Members; and
- To adjourn the Meeting when the business is concluded;

**b) Committee Members**

It is the duty of Committee members to carry out the following responsibilities:

- To understand their role and expectations, including all applicable Town policies;
- To apply and respect the rules of procedure;
- To attend all scheduled regular and special Committee meetings, sending regrets otherwise;
- To follow the agenda and stay focused on the topic at hand;
- To respect confidential information; and
- To vote on business except when not permitted to by law.

**c) Staff**

The Economic Development Officer will facilitate and coordinate the activities of GEDAC. They will review and consider the advice provided by GEDAC when making recommendations to Council and developing their day-to-day work plan. GEDAC does not have the authority to direct staff or work obligations/projects.

Clerks staff will provide guidance and advice on matters of governance, legislation and operational policies and procedures in conjunction with objectives set out in the Committee's Terms of Reference and related initiatives, as required. Clerks staff will coordinate with the Chair and Economic Development Officer for the preparation and circulation of agenda and minutes.

## **8. Agendas**

The agenda for each regular GEDAC meeting will be posted to the Town's website with as much notice as possible however not less than forty-eight (48) hours prior to the meeting.

The agenda for a Special GEDAC meeting will be posted to the Town's website not less than twenty-four (24) hours prior to such Special meeting.

## **9. Minutes and Reporting**

GEDAC minutes will be provided to Committee of the Whole to be received for information. Items that require Council's approval and ratification will be provided to Committee of the Whole by way of a Council Endorsement Package.

Any resolution of GEDAC is not final or binding until approved by Council.

## **10. Meetings**

GEDAC meetings will occur on a monthly basis with the annual meeting schedule circulated no later than December 15<sup>th</sup> of the previous calendar year. Special or additional meetings of GEDAC may be called by the Chair and must be approved by a majority vote of the GEDAC members.

Special meetings may be called by the Chair, in consultation with staff, to expedite time-sensitive matters.

All meetings shall be open to the public and are subject to the provisions of Section 239 of the *Municipal Act*, 2001, as amended.

## **11. Meeting Procedures**

Meetings shall be governed by Procedural By-law 20-65.

## **12. Conflict of Interest and Confidentiality**

It is the responsibility of individual GEDAC members to determine if; and acknowledge when they may have a real or perceived conflict of interest which is defined as anything where there will be direct personal or corporate benefit (of a company that the member owns, majority owns, has an equity interest in or will in

any way benefit from) from any topic that the Committee will discuss. When unsure, the individual Committee member(s) are encouraged to reach out to the Town Clerk and/or the Deputy Clerk for clarification.

Because the efforts of the GEDAC Committee will involve considerable stakeholder engagement, some of which may involve the exchange of proprietary information, and because stakeholders may only agree to engage with members of GEDAC if/when they are assured their comments and feedback will remain confidential and unattributed to them specifically, each member of GEDAC will be required to sign a Confidentiality Agreement. Failure to sign the Confidentiality Agreement shall constitute grounds for immediate termination of Committee membership.

### **13. Working Groups**

GEDAC may establish, based on majority approval, project or initiative specific working groups in order to advance these initiatives more effectively and efficiently. Each working group will be required to develop its own Terms of Reference and these Terms of Reference shall be made available to GEDAC and Council. Working group Terms of Reference shall lay out, among other things:

- Purpose of group
- Responsibilities
- Membership
- Governance
- Meetings
- Resources
- Conflict of interest and confidentiality

Working groups will be made up of members of GEDAC as well as any other parties or stakeholders who GEDAC, by majority vote, deems vital to the success of the mandate of the working group.

The composition of any/all working groups shall not be permitted to constitute a quorum of GEDAC. For greater clarity, no working group or working group meeting shall be attended by more than 3 voting members of GEDAC.

Working groups will report back to GEDAC on their progress and solicit feedback from the Committee at each regular GEDAC meeting.

Because working groups are project or initiative based they shall have a finite term, ending with the completion of the project or initiative. At this time, the working group shall provide a written report/presentation to GEDAC on the fulfillment of the project or initiative mandate.

### **14. Code of Conduct**

GEDAC members are required to act in accordance with the Town of Grimsby's Procedural By-law, Code of Conduct, *Municipal Conflict of Interests Act*, and any

other application legislation or policies and procedures established by the Town of Grimsby.

## **15. Review**

The Terms of Reference will be reviewed, revised (if necessary) by the Committee once per term or as needed.

Last update: September 9, 2024