



Town of Georgina Economic Development Committee (GEDC)

Terms of Reference

1. Purpose

1. The Committee develops and recommends to Council, strategies and implementation plans to support and enhance the Town of Georgina's Economic Development Programs. The Committee is also responsible for making a recommendation to Council regarding the disbursement of funds provided through the Economic Development & Community Building Grant application, Development Application Fee Rebate Program and the Community Improvement Plan Program.

2. Meetings

1. The Committee shall meet as required throughout the year, to a maximum of twelve (12) times a year.
2. Quorum for the Committee shall be the majority of the active members (50% plus 1 or round up to nearest whole number).
3. Members of the Committee who are unable to attend a regular meeting are required to report their absence prior to the meeting date and/or time.
4. The office of a member becomes vacant if the member is absent from the meetings for three successive months without good reason or notification as determined by the remaining committee members.

3. Responsibilities

1. The Committee will elect and appoint a Chair and Vice Chair, and shall:
2. Each member of the Economic Development Committee will assume an active role in committee activities.

3. Where deemed necessary by the Committee/Board or Council, Sub-Committees may be established to conduct research and report back to the Committee/Board.
 - Sub-Committee members are not necessarily required to be Committee/Board members but a Committee/Board member shall Chair Sub-Committee meetings. Sub-Committees must report in a timely fashion to the Committee/Board.
4. To develop, recommend and be actively involved in the implementation of programs and initiatives that support the retention and expansion of Georgina's business community.
5. The Committee shall be responsible for making a recommendation to Council regarding funding as set out in the Economic Development & Community Building Grant application, Development Application Fee Rebate Program and the Community Improvement Plan Program. A review team may be established to evaluate and provide recommendations to the Economic Development Committee with respect to these applications.

4. Term & Membership Composition

1. Appointed by Council, the Committee shall consist of nine (9) members composed of:
 - Two (2) members of Council;
 - Two (2) citizen members who reside or work in the Town of Georgina with desire to encourage youth membership;
 - President (1) of the Chamber of Commerce or their designate who holds a position of Director;
 - One (1) member appointed by the South Lake Futures Development Corporation;
 - Three (3) members of the general business community preferably one representative from Keswick, Sutton/Jackson's Point and Pefferlaw
 - Mayor as ex-officio

To be eligible to make application and to serve on this Committee the individual must be a resident of the Town of Georgina and over the age of 18 years.

2. Under the direction of the Economic Development Division, secretarial and other support services will be provided on an as needed basis by the Town of Georgina.
3. Resignations from the Committee must be in writing.

4. The Committee shall be appointed for the term of Council, but shall continue until such time as new Committee members are appointed by a new Council following an election. Members may be reappointed at the discretion of Council.
5. Recognizing that vacancies may arise, Council will request submissions from the public and will appoint citizens to fill such vacancies.
6. An end of term report indicating accomplishments and, if required, outlining objectives going forward is required.

5. Remuneration

1. \$40.00 per meeting, not to exceed twelve (12) paid meetings per year

6. Member in Good Standing

1. The rules governing the procedure of Council and the conduct of members shall be observed by this Committee. All members should reflect appropriate conduct when attending meetings and/or representing the GEDC.

7. General Conduct

1. All members will abide by the Town of Georgina's Code of Conduct and other applicable Town policies and guidelines.

8. Budget

1. The Committee, if deemed necessary, will submit a budget for Council's approval, to include anticipated revenue and estimated expenditures. Any purchases over and above the approved budget and the Procurement By-law will require Council's approval. The Council will also provide a budget and this budget will be administered by the Manager of Economic Development and Tourism. In addition, other funds may be requested of Council for special projects or undertakings.

9. Use of Town Logo/Letterhead

1. The Committee has the ability to draft correspondence and make contacts with external organizations/individuals to solicit information to/from the public, to carry out its mandate. However, the nature and information shall not bind the Municipality and shall be reviewed by the Communications Division when deemed necessary. The Committee shall adhere to the Town logo policy in carrying out the mandate of the Committee.

10. Authority

1. The Committee shall work within the scope of their responsibilities as set out in this Terms of Reference. Any information or action that binds the Corporation will require Council's approval.

11. Confidentiality

1. The *Municipal Act, S.O. 2001, c. 25*, shall bind the members of the Committee as it relates to confidentiality, conflict of interest, closed sessions, and any other requirements under the *Act*, which pertain to the conduct of officials.

12. Procedural By-Law

1. The rules and regulations contained in the Town of Georgina Procedural By-law shall be observed in all proceedings of the Committee and shall be the rules and regulations of the dispatch of business by the Committee.

History: Amended by Council August 15 2018