



Economic Development Advisory Committee

Terms of Reference

Project: Economic Development Advisory Committee – Terms of Reference

Date: February 28, 2024

Adopted: March 6, 2024

1.0 Purpose & Mandate

The Municipality of Middlesex Centre’s Economic Development Advisory Committee (“EDAC”) will provide strategic input with respect to the development of policies and strategies to further economic development objectives in the Municipality.

The Committee will provide meaningful feedback related to economic development projects and initiatives while creating a forum for discussion and co-ordination of activities with other agencies and groups respecting economic development.

Coordinated by the Chief Administrative Officer, the EDAC will be responsible for the following:

1. Advising Council in the development and implementation of economic development strategies and programs, both in the short-term and long-term;
2. Connecting a network of local businesses and drawing upon community expertise to facilitate strategic partnerships between the public and private sectors;
3. Advising Council on marketing and branding strategies to attract investment and promote local business opportunities;
4. Monitoring and assisting with implementation of recommendations stemming from strategic and master plan initiatives;
5. Providing leadership experience for Middlesex Centre’s business community and acting as a positive advocate for economic development in the Municipality; and
6. Undertaking reviews or research as directed by Council on matters that impact the economic sustainability and growth of the Municipality.

The EDAC aligns with the following strategic themes for Middlesex Centre identified in the 2021-2026 Strategic Plan:

- Engaged Community
- Sustainable Infrastructure and Services
- Responsible Municipal Government

2.0 Criteria for Membership

The Committee is open to members of the public who represent local business, industry and development. To the extent possible, these members will consist of a cross-section of representatives from the manufacturing, commercial, agricultural and sole entrepreneur areas.

The following membership criteria also applies:

- An ability to constructively participate in a fair and open-minded manner;

- An ability to consider a broad range of views that reflect the diversity of the community;
- Good knowledge and understanding of the local issues that are relevant to economic development;
- A cross-section of geographic business locations and representation from different wards wherever possible; and
- A willingness to advocate on behalf of and celebrate the success and achievements of the business community in the Municipality of Middlesex Centre.

3.0 Membership Composition

The EDAC will consist of the following membership structure:

- Two (2) Councillor representatives (appointed by Council resolution to serve for the duration of the Council term);
- A maximum of four (4) members representing businesses as outlined in the criteria for membership;
- One (1) member representing the Ilderton and Area Business Improvement Area (BIA);
- One (1) member representing the Komoka/Kilworth Business Improvement Area (BIA);
- The Mayor of the Municipality of Middlesex Centre, or their designate;
- One (1) staff liaison (non voting); and
- Co-opted members with specific input and / or expertise will join the committee on a temporary basis as required and will be non-voting members.

Membership to the EDAC is voluntary and there will be no remuneration for members. Mileage costs and other minor expenses related to committee activities may be eligible for reimbursement subject to budget approvals by Council.

4.0 Committee Chair and Vice-Chair

The Mayor of the Municipality of Middlesex Centre, or their designate, shall function as the Chair of the EDAC. The members of the Committee shall, by majority vote at the first meeting of each calendar year, elect a vice-chair from the voting membership.

The Chair is responsible for ensuring the effective operation of the EDAC meetings. Specifically, the Chair shall be responsible for:

- Calling meetings to order and completing roll call of members present;
- Conducting meetings in accordance with the Municipality's Procedure By-law;
- Encouraging the exchange of ideas through conversation and discussion;
- Acting as spokesperson for the Committee; and
- Representing the Middlesex Centre EDAC when necessary.

5.0 Selection and Appointment of Members

Terms of membership for the Committee shall align with the term of Council. Unless otherwise legislated, membership on the EDAC will expire December 31 of a municipal election year. A member who has been appointed to fill a vacancy partway through the Council term will be appointed for the balance of the existing term.

Coinciding with the end of each term of Council, a call for nominations will be advertised on the Municipality's website and social media platforms.

Nominations also will be sought from interested individuals and all nominations will be assessed against the criteria for membership. Nominations received will be considered by the Striking Committee and recommended appointees will be forwarded to Council for consideration and approval.

All nominees will be interviewed by the Chief Administrative Officer, or staff designates, before being recommended for appointment to the EDAC.

6.0 Meeting Schedule

Meetings of the EDAC will be held quarterly, or on an as-needed basis by agreement between the committee members. A schedule of meetings will be developed and agreed to annually. A meeting may be cancelled or rescheduled at the discretion of the staff liaison.

It is expected that each member of the EDAC will attend a minimum of two (2) meetings each year. Should a member miss two (2) or more scheduled meetings in a calendar year, the member may be vacated from their role at the discretion of the staff liaison.

7.0 Quorum

Quorum will be a simple majority of the EDAC members (50% + 1). If quorum is not achieved at a meeting fifteen (15) minutes after the scheduled commencement time, the meeting will be adjourned. If quorum is lost during a meeting, the Chair will call for a recess for a period of fifteen (15) minutes, or until a quorum is present. If there is still no quorum achieved after fifteen (15) minutes, the meeting will stand adjourned.

If quorum is not achieved or is lost, any business requiring a vote will be deferred to the next scheduled meeting.

8.0 Voting

Members will work toward a consensus model for decision making; if this is not possible a simple majority vote will be held.

In the event of a majority vote, all members who are present have the right to vote in favour or opposition of the motion, or to abstain from voting.

The Council Representatives will have voting privileges on EDAC.

In the instance of a tie, the Chair will break the tie. The Chair may vote on any motion.

9.0 Code of Conduct

All employees and volunteers will be guided by the Municipality of Middlesex Centre's policies and procedures, including but not limited to the Respect in the Workplace policy and the RZone policy.

Such policies support a positive and respectful workplace that is free from personal harassment and workplace conflict.

Committee members will be provided with an orientation of the Municipality's relevant policies and procedures at the beginning of their term.

10.0 Conflict of Interest

Members should be cognizant of perceived conflict in terms of issues which may serve to benefit them personally. Members shall not use their status on the EDAC for personal or political gain.

11.0 Applicability and Amendments to the Terms of Reference

Any responsibilities not clearly identified within these Terms of Reference shall be the responsibility of the Municipality of Middlesex Centre. Council may, at its discretion, change the Terms of Reference for this Committee at any time.

Any changes proposed to these Terms of Reference by the Committee shall be recommended to Council.

At the discretion or upon the mandate of the Committee being fulfilled, the Committee may be dissolved by resolution of Council.

12.0 Staff Support

The EDAC will be supported by staff within the Office of the Chief Administrative Officer and Office of the Clerk.

Staff will provide support by:

- Providing the Terms of Reference to new committee members;

- Facilitating a review process for the committee and its Terms of Reference every term of council;
- Overseeing the recruitment and selection process for committee membership;
- Providing information and education on good governance issues such as conflict of interest, confidentiality, and register of interests;
- Providing training on relevant Middlesex Centre policies and procedures;
- Compiling and circulating agendas, attending meetings, and compiling and distributing minutes; and
- Preparing staff reports / reporting back to Council.