



## **Economic Development Advisory Committee**

### **Terms of Reference**

#### **Mandate:**

To generate new ideas and projects with input from the general public that will stimulate economic growth and renewal.

To review and filter ideas for potential projects and initiatives that would stimulate economic growth.

To assist in the development of strategic and other economic development planning in the community.

To work closely with PKED in ensuring their efforts and initiatives help and support Trent Lakes.

To recommend courses of action, sources for funding and/or additional research opportunities.

To report on matters referred to it by Council.

#### **Scope of the Committee:**

To advise Council in order to meet the following objectives:

- Make recommendations to develop economic and tourism opportunities to aid in the growth and progress of Trent Lakes as a desirable place to move to and to do business;
- Make recommendations to support the growth of a variety of businesses to encourage a sustainable business environment;
- Work with the Municipality to ensure an "Open for Business" friendly culture;
- Review and/or participate in the development of policies, programs and initiatives relating to economic development;
- Make recommendations to support and develop economic and tourism opportunities to encourage sustainability and prosperity within the community;
- Work in partnership with local economic development partners to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses;
- Form sub-committees to deal with specific initiatives and identify strategic solutions; and
- Undertake other assignment as may be requested by Council, as it relates to the overall purpose of the committee.

## **Membership and Organization:**

The Committee shall consist of the following:

Voting members:

- Two (2) Council representatives
- Five (5) citizen members

Non-voting members:

- Staff secretary
- Representative from PKED
- Invited guests by the Committee

In making its citizen appointments, Council shall have regard for the diversity of business and tourism interests and qualifications of citizen candidates for the Committee.

Citizen Members will:

- Be experienced business people with a well-developed business community network and/or have relevant economic development expertise and experience;
- Be a broad spectrum of the business/tourism community representing a cross section of the business/tourism community; and
- Be strong proponents of business and tourism growth for the Municipality.

The Committee shall be appointed to coincide with the term of Council.

The Committee members will abide by the Committee and Board Policy (Policy AD-50) and the relevant Procedure By-law.

## **Remuneration:**

None.

## **Meetings and Minutes:**

The Committee shall hold monthly meetings at the Municipal Office at 5:00 p.m. By majority agreement of voting members, a regular monthly meeting may be cancelled for lack of topics to discuss. Additional meetings of the Committee may be called by the Chair to address urgent matters.

The meetings of the Committee shall be open to the public and conducted in accordance with the provision of the relevant Procedure By-law, as well as the Committee and Board Policy (AD-50).

The agenda shall be publicly circulated one week in advance of a meeting and the minutes including all recommendations and/or requests will be sent to Council following the meeting.