



**“SCHEDULE A”  
By-Law 2017-57**

Economic Development Committee  
**Terms of Reference**  
Amended March 4, 2019 Res 31-2019

**Goal**

It shall be the goal of the Committee to assess the economic development needs and opportunities in the Township of Rideau Lakes, implement a program of work within the scope of its mandate, and report and make recommendations to Council regarding said matters.

**Mandate**

The mandate of the Committee shall include the following:

- To generate better understanding of the economic needs and opportunities in Rideau Lakes.
- To provide advice and recommendations to Council on matters of economic development.
- To work in a distinct and/or complimentary role with other economic development and business sector organizations.
- To implement a program of work consistent with its mandate, and within the approved resource allocation.
- Other duties as assigned/approved by Council.

**Administration**

The following administrative structure will apply to the Committee:

- The Committee shall be comprised of five (5) members of Council, comprised of four (4) Councillors and the Mayor (“Regular Members”).
- Up to two (2), non-Council members (“At Large Members”) may sit on the Committee, on a non-remunerated/volunteer basis. These two (2) optional At Large Members shall be included in the determination of quorum.
- Appointment of Regular Members shall be at the direction of the Mayor as per the procedural by-law. Appointment of At-Large members shall be for two years on the recommendation of the Committee and approval of Council.
- Appointments shall seek to represent the various geographic areas of the Township, while also considering representation of strategic priorities, areas of unique need and/or opportunity, and member expertise.
- Committee business shall adhere to the Township’s by-laws, including, but not limited to, the procedural by-law and procurement by-law as applicable.

- The Committee generally meet monthly on a set date to be determined by resolution of Council, and noticed in accordance with the applicable by-law.
- In completing its mandate, the Committee may expend allotted funds as set by Council in the annual budget, if any. The expenditure of funds within this allotment does not require the ongoing and/or direct approval of Council.
- The Committee shall report to Council via regular minutes

### **Staff Resources**

The following staff resources will be provided:

- The CAO or alternate shall act as a primary resource the Committee, providing advice, reporting, and invoice signing authority, and implementing programs of work and other duties as necessary.
- The Development Services Departmental Secretary or alternate shall act as a secretary to the Committee, and may be assigned duties by the CAO in completion of the Committee's mandate.
- The work of the Committee shall consume, on average, no more than 30 hours of staff resources in any given month.
- It is recognized that staff time required for the core operational needs of the Township will take priority over Committee work. Accordingly, there may be seasonal variability and/or periods of limited resource availability.

### **Committee Member Responsibilities**

The duties of the Regular Members shall be:

- To receive information and advice and provide recommendations to Council.
- To provide policy direction to staff within the scope of the Committee's mandate and resource allocation.
- To act as ambassadors for the economic development interests of the municipality.
- To direct economic development inquires to appropriate staff for follow-up.

The duties of the At Large Members shall be:

- To provide information and advice within the scope of their expertise.
- To provide a liaison mechanism between the Committee and their organization/sector.
- To act as ambassadors for the economic development interests of the municipality.

### **Deliverables**

Deliverables shall be developed by the Committee and approved by Council annually through the work planning and budget approval process. Deliverables shall generally align with the broader priorities established by the Committee and/or set by Council.

### **Performance Measures**

During the current term of Council, the following performance measures shall be considered:

- Annual reporting, including public feedback.
- Meetings generate substantive and reasonable work plans and recommendations, and goals and timelines are met.
- Enhanced municipality-to-business and municipality-to-agency/partner communications, including an increased number of contacts.