

Township of Centre Wellington
Terms of Reference
Economic Development Task Force

1. Name of Committee

- Centre Wellington Economic Development Task Force (CWEDTF)

2. Purpose/Mandate/Scope

- Purpose: An advisory body that provides recommendations to Council to take action to establish and maintain an environment (policies, practices, processes, incentives and fees) to enable businesses to prosper, grow and create jobs in Centre Wellington.
 - Advising Council in developing an overall economic development strategy and implementation plan, for the long term economic sustainability of the community,
 - Monitor and advise on implementation of the economic development strategic plan
 - Advising Council on the co-ordination of economic development strategies and initiatives with other regional organizations such as the County of Wellington, the other townships, Ministry of Economic Development, Trade and Employment, the Ministry of Agriculture and Food, Ministry of Rural Affairs, Centre Wellington Chamber of Commerce, Wellington-Waterloo Community Futures Development Corporation, Fergus and Elora Business Improvement Areas.
 - Seek additional partnerships, where appropriate, with other community and regional groups and organizations to further economic development opportunities in the Township.
 - Advising Council on marketing strategies to attract jobs, investment and promote local business opportunities and employment.
 - Provide strategic planning advice on business, commercial and industrial developments as they arise in the community.
 - Advise on behalf of the business community regarding policies which may be seen as beneficial or detrimental to business attraction and retention and to advise on behalf of economic development in the community.
 - To help businesses to navigate government processes and requirement
 - Leverage our relationship with Wellington County to optimize economic growth in Centre Wellington while contributing to the County economic development strategy.

- All recommendations will be provided to the Committee of the Whole through the Managing Director of Planning and Development or their designate.

3. Task Force Membership

- It is recognized that Economic Development initiatives are most effective when business leaders and staff work in a collaborative way to craft and execute strategies, therefore membership in the Task Force will be as follows:

Total Number of voting members shall not exceed 16.

Voting Members

- Mayor
- Two (2) members of Council
- One (1) representative from the Ministry of Agriculture, Food & Rural Affairs
- One (1) representative from the Centre Wellington Chamber of Commerce
- One (1) representative from the Guelph Wellington Business Centre
- One (1) representative from the Fergus BIA
- One (1) representative from the Elora BIA
- Nine (9) Community Representatives

Voting Citizen Members

- Members will be chosen to represent a broad spectrum of business sectors including but not limited to: manufacturing, creative industries, agriculture, healthcare, real estate, retail and agri-food.
- In making citizen appointments, Council shall direct staff to have regard for the diversity of business interests and qualifications of citizen candidates for the Task Force. They shall endeavour to have at least one member appointed to represent the interests of the sectors indicated.
- Citizen members shall be residents, property owners or business owners of Centre Wellington and at least 18 years of age.

Non-Voting Members

- CAO
- Managing Director of Planning and Development
- Economic Development Officer – staff liaison
- Tourism Destination Coordinator as required
- Clerk or designate

- The Task Force may from time to time require experts or other representatives to attend meetings as presenters, advisors or observers because of their knowledge of the subject or as part of a project or consultation mechanism.

4. Chair and Vice Chair

- The Chair and Vice Chair will be elected from amongst the members of the Task Force at the first meeting of each year. The Council representative to the Committee should not be the Chair or Vice Chair. In the event a member of the committee is unable to fulfil the duties of Chair or Vice Chair, the Council representative or staff may fulfill the duties on a temporary basis until they are chosen from the membership. The Chair should be able to devote some time between meetings to working informally with Township staff when circumstances warrant.
- No Task Force member may serve as Chair for more than two consecutive terms.

5. Selection of Members

- Council will be responsible for the appointment of all members of the Task Force.
- The Municipal Clerk is responsible for administering the recruitment, selection and appointment process for new members.
- A member who is absent for three consecutive meeting without reasonable explanation may be subject to removal from office and replacement.

6. Term of Office

- Members will sit for a term of four (4) years with recruitment occurring in the year following a municipal election. In the event a member resigns or is unable to continue their membership on the committee, the vacancy shall be filled in a timely manner by Council.

7. Meetings

- CWEDTF will meet on a monthly basis on the first Thursday of every month at 9:00 am, except for the months of July, August and December (unless determined to be necessary to advance projects or issues).
- The Task Force may establish working groups for specific topics, issues or proposals as required on an ad-hoc basis. Working groups will report back to the CWEDTF and may include non-Task Force members when additional expertise is required. Working groups will cease when the issue has been reported on or resolved.
- Minutes will be taken of each Task Force meeting.

8. Agenda/Minutes

- Staff will be responsible for the development of the agenda, in consultation with the Chair and/or Vice-Chair, one week prior to the meeting.
- Staff will distribute the agenda and any accompanying material to all committee members by the Friday prior to the meeting.
- The agenda and meeting minutes will be posted on the Township web site.
- The Committee shall keep accurate minutes and records of its meetings and shall keep copies of all documents relating to the business of the Committee. All documents shall be open to the inspection of the members of Council or of any other person or persons appointed for that purpose by Council.
- The Committee shall forward true copies of the meeting minutes and records to all members of the Committee, the Clerk, and the Managing Director of Planning and Development, as soon as possible after each meeting.

9. Delegations

- Delegations must register with the staff liaison and provide written documentation and electronic documentation (if possible) relating to the matter to be discussed. Information must be submitted for circulation with the agenda.
- Delegations will be allowed five (5) minutes for individuals and ten (10) minutes for groups.

10. Closed Meetings of Task Forces

- Advisory Committees of Council do not usually consider business of a "closed" nature; however, if circumstances arise, there must be strict compliance with the Township's Procedure By-law and the Municipal Act.

11. Task Force Procedures

- Quorum will be a majority of the members, excluding Township Staff.
- Decisions of the Task Force will be made by consensus.
- The Municipal Council By-law governs Task Force procedures and the conduct of individual members of the Task Force.
- A meeting can proceed without quorum for information exchange only, however, no decisions/recommendations can be made.
- All recommendations will be provided to the Committee of the Whole through the Managing Director of Planning & Development within 30 days of the Task Force meeting.
- CWEDTF will develop a work plan identifying projects and items (including timelines) that will be worked on over the course of their term and provided regular communications on this work plan to Council.

- The Task Force will appoint a spokesperson, normally the Chair, to speak with the public and media on behalf of the Task Force. When the public and media approach members of the Task Force, they must be careful to distinguish whether they are speaking on behalf of the Task Force or presenting their personal views.

12. Expenses

- No member of the Task Force shall receive payment for any work or services performed for the Task Force or Centre Wellington, except that, with the approval of the Task Force, reimbursement may be made for travel or other expenses incurred in the performance of duties specifically requested by the Task Force. Rates paid will be consistent with rates paid to Township of Centre Wellington employees in effect at the time expenses are incurred.

13. Conflict of Interest

- All members of the Task Force shall adhere to the Conflict of Interest Policy for Advisory Committees approved by the Township of Centre Wellington.
- Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interest could be in conflict with the interests of the Township is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents in the municipality.