

Town of Hanover Economic Development Committee (HEDC)
Terms of Reference
(Revised April 2017)

1.0 GOAL

To advise and assist Council and the citizens of the Town of Hanover on matters related to economic development and planning for the long term prosperity of the community.

2.0 PRINCIPLES

Principles that guide the work of the HEDC include:

- Providing a balanced and sustainable approach to economic, social, environmental and cultural community economic development initiatives for the Town of Hanover;
- Creating an environment for businesses to succeed through a proactive approach to business and job creation, retention and expansion;
- A commitment to ensuring opportunity for successive generations of Hanover Residents;
- A commitment to partnerships and collaboration, as well as communication to achieve common objectives and
- A commitment to enhancing the quality of life for all residents;

3.0 MANDATE

The mandate of the HEDC is to provide advice on a range of economic development activity including:

- Reviewing and/or participating in the development of Town policies, programs and initiatives relating to economic development to ensure such endeavours foster a prosperous business climate in the Town of Hanover and support the overall goals and objectives of the Town of Hanover strategic plan;
- Marketing and promoting the Town of Hanover as a key destination;
- Supporting and enhancing the growth opportunities for existing economic sectors within the community;
- Identifying new and emerging economic sectors and assessing growth potential;
- Identifying the program, infrastructure and partnership opportunities to support a vibrant downtown;
- Ensuring broad consultation with community stakeholders on economic development issues and opportunities;
- Working with other organizations/communities to enhance prosperity throughout the region;
- Developing relationships with other organizations to share resources efficiently;
- Communicating and collaborating where appropriate, with other Town of Hanover Committees (e.g., Planning Advisory Committee, Downtown Revitalization Implementation Committee, Parks, Recreation & Culture, Public Works, Finance); and
- Communicating and collaborating where appropriate with other organizations (e.g., Hanover Chamber of Commerce, Hanover Downtown Improvement Area, Community Improvement Partnership, Saugeen Economic Development Corporation, Youth Activity & Technology Centre).

4.0 MEMBERSHIP AND RESPONSIBILITIES

The HEDC shall consist of 9 members appointed by Resolution of Council. To the greatest extent possible, public representation will be multi-sectoral and include a representative, and in their absence, an alternate, from the following stakeholder groups:

- Council - 1
- Commercial/Small Business/Retail – 1
- Hanover Chamber of Commerce Executive - 1
- Manufacturing/Industrial/Development - 1
- Tourism/Gaming/Recreation - 1
- Health/Education - 1
- Arts/Culture/Heritage - 1
- At-large – 2

The Mayor shall serve as ex officio on the HEDC. Staff support shall be provided by the Economic Development Manager, CAO/Clerk, Director of Development/CBO, Administrative Assistant/Deputy CBO and others as required. Non-resident experts shall also be called upon for input and advice as required.

4.1 Members shall be appointed for the term of Council.

4.2 A Chair for the HEDC will be elected by the members at least once per Council term and no more than annually. The election shall be recorded in the minutes of the Committee.

4.3 All members will be expected to:

- Have demonstrated expertise in their affiliation(s);
- Be a member of the community and recognized as a business person and/or engaged resident with a well-developed (business) community network;
- Be able to allocate sufficient time during the day for participation in regularly scheduled meetings;
- Demonstrate a strong interest in and commitment to remaining informed on economic development issues;
- Participate as a team member, capable of a community ambassador role; and
- Be strong proponents of business growth for the Town.

4.4 In the absence of the Chair, the quorum will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.

4.5 By majority vote, the HEDC may recommend to Council removal and/or replacement of any member who misses three consecutive full meetings of the Committee, subject to circumstances surrounding the absence. Members requesting a temporary leave of absence or intending to resign from the Committee should provide written notification to the Chair 30 days prior to such action.

4.6 In considering new appointments to the HEDC, the Committee may recommend new members to be approached. If the recommended individual accepts the invitation the Committee would then make a recommendation to Council to appoint the new member to the Committee. The Committee may also wish to advertise for new public applications from time to time, in accordance with municipal procedures.

4.7 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out their activities. To assist in this regard, the Committee may, from time to time, request Council to make staff and/or Town consultants available to advise the committee as appropriate.

4.8 Municipal employees do not have voting privileges.

4.9 Committee proceedings shall be governed by the Town of Hanover Procedural By-law and Code of Conduct.

5.0 **REPORTING**

5.1 The HEDC is an Advisory Committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are responsible to Council.

5.2 The HEDC reports directly to Council, under the signature of the Chair or designate. HEDC reports and communications will normally be directed to Council through the Economic Development Manager.

5.3 As part of its ongoing reporting requirements, the HEDC shall prepare an annual Status Report and Work Plan, which shall be submitted to Council in January of each year. The report shall, among other things:

- a. Summarize the activities and achievements of the HEDC over the previous year.
- b. Describe ongoing activities and issues and identify new priorities/concerns.
- c. Outline the Committee's primary projects for the upcoming year, including all anticipated budgetary needs.

5.4 When appearing before Town Council on behalf or as a representative of the Committee, Committee members shall present the Committee's official position on a particular matter. However, where a Committee member appears before Council and clearly indicates that they are appearing on behalf of another organization or as a citizen at large and not in their capacity as a member of the Committee, they may present a position which is their personal position or is the position of that organization they represent.

6.0 **FINANCING**

6.1 Financial support for the Committee will be reviewed annually as part of the Municipality's regular budget preparation process. Additional, special project funding requests may also be submitted by the Committee from time to time for consideration by Council.

7.0 **CONFLICT OF INTEREST**

7.1 HEDC members have an obligation to disclose any issues of pecuniary interests or if they are personally affected by a matter before the Committee where there may be a perceived interest in the matter under consideration by the Committee. Members shall declare the interest at the beginning of the meeting and shall not discuss or vote on the particular matter.

8.0 STAFF LIAISON AND SUPPORT SERVICES

- 8.1** Administrative support to be provided by the Town will include: the coordination of HEDC related communications and correspondence; arranging visits to local businesses through the Business Visitation Program; ensuring HEDC reports are included in Council agenda packages; and technical support as needed, such as photocopying.
- 8.2** The HEDC budget will be administered by the Economic Development Manager and Director of Corporate Services/Treasurer with input from the HEDC.

9.0 MEETINGS

- 9.1** The Committee shall normally meet once every month, or at the call of the Chair with adequate notice to be given to all members. The meetings will generally take place the 3rd Wednesday each month at 9:00 a.m. All Committee meetings are public.
- 9.2** The Committee may, from time to time, invite resource persons to attend a meeting.
- 9.3** The Committee may establish Sub-Committees for various topics, issues or proposals as required. Such Sub-Committees may include non-HEDC members, with the approval of the Chair, provided the Sub-Committee is chaired by an HEDC member. Sub-Committees shall report to the HEDC through the Sub-Committee chair.
- 9.4** Quorum for a full Committee meeting will be 50% of the current membership plus one.
- 9.5** HEDC members are encouraged to participate in the Business Visitation Program, held prior to the regularly scheduled meetings.
- 9.6** Subject to the provisions of the Town's Procedural By-law on matters requiring votes, the Committee shall strive for consensus, and shall normally only communicate the consensus or majority position to Council. On matters where there is a significant lack of Committee consensus, minority positions may also be reported to Council, at the discretion of the Chair. The Chair generally does not vote, unless deemed necessary to break a tie.

10.0 AGENDAS AND MINUTES

- 10.1** An agenda for the upcoming Committee meeting will be prepared by staff for approval by the Chair and e-mailed and/or mailed to Committee members within one week in advance of their meeting.
- 10.2** Formal minutes of the Committee meeting will be prepared by staff and e-mailed and/or mailed to Committee members two weeks following their meeting.
- 10.3** Minutes will be forwarded to the Clerk for inclusion on the Council agenda as soon as possible.

11.0 AMENDMENTS

- 11.1** The HEDC may wish to review the Terms of Reference from time to time and make recommendations to Council regarding amendments.