



## **Community and Economic Development Commission**

### **Terms of Reference**

#### **Mandate**

The Community and Economic Development Commission (CEDC) will encourage and facilitate organizations, institutions and individuals within the community to be involved in joint ventures, partnerships and other cooperative efforts to support economic growth and sustainability across all sectors in Prince Edward County.

The CEDC will identify opportunities to initiate economic stability and growth for Prince Edward County and support municipal project related to local, social and economic priorities.

#### **Goals/Purpose**

The goals and purpose of the Community and Economic Development Commission are to:

1. Provide recommendations and advice to Council on matters related to community and economic development;
2. Provide input on municipal programs and policies, when related to economic and community development;
3. Advocate for local businesses and community groups, and encourage evidence-based decisions on matters that impact their operations and projects;
4. Identify and conduct activities relating to business retention and expansion;  
and
5. Liaise with community partners and staff to ensure feedback and input from the broader community with respect to community and economic development issues.

## **Membership**

1. Two (2) members of Council to serve for a 4 year term.
2. Six (6) public representatives appointed by Council for the term of Council or until reappointed, all of whom should have demonstrated interest in matters related to community and economic development.
3. One member from the Prince Edward County Chamber of Tourism and Commerce.
4. One youth representative who is enrolled in secondary education.
5. One member of The County Foundation
6. Mayor is an ex officio member of the committee.
7. A Chair and Vice-Chair will be elected by members at the first meeting annually.
8. Council may terminate the appointment of any member without notice.

## **Roles**

1. Members will actively participate, and provide support and expertise.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the CEDC.
3. Council appointees will act as a liaison between the CEDC and Council. They will serve as voting members and count towards meetings quorum.
4. The Clerk's Office will manage administrative functions, and provide procedural and legislative guidance to the CEDC.

## **Responsibilities of the CEDC**

It is the responsibility of all appointed members to comply and work with County procedures, by-laws and Provincial legislation, with guidance from staff:

- a. Council's Code of Conduct
- b. County Accountability and Transparency Policy
- c. County Procedural By-law
- d. Other applicable County by-laws and policies

- e. *Municipal Act*
  - f. *Municipal Freedom of Information and Protection of Privacy Act*
  - g. *Municipal Conflict of Interest Act*
2. The CEDC will make recommendations to Council on various issues related to the CEDC's mandate, through meeting minutes, motions, and reports.
  3. Annually the Community and Economic Development Commission will undertake a strategic priority review in order to establish objectives and priorities for the upcoming year.
  4. The CEDC may take on additional initiatives as directed by Council or recommended by the Chief Administrative Officer (CAO).

### **Working Groups**

The Community and Economic Development Commission may form working groups on specific subject matters. The working groups will report to the CEDC and include at least one CEDC member. The CEDC will ensure that working group opportunities are shared with the public, receive and review applications, and recommended appointments to be ratified by Council.

The establishment of a working group and any changes to the group must be reported in the Community and Economic Development Commission meeting minutes.

### **Term**

The term of office for the public and technical Community and Economic Development Commission members will be the term of Council.

### **Staff Support**

While the Clerk's Office provides procedural support, the entire Corporation will provide input and support to the CEDC as required, with the approval of the CAO and/or the relevant Director.

### **Reporting Relationship to Council**

Recommendations for implementation must first be considered and approved by Council or recommended by the CAO.

The CEDC will report to Council or Committee of the Whole as required, and once per year with a written report and 10-minute deputation on its activities and its intended direction or projects.

All CEDC minutes will form part of the next applicable Committee of the Whole agenda.

### **Finances**

The CEDC will prepare an annual budget for Council's approval.

No member shall receive remuneration for services.

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

### **Attendance**

If a member is absent for three consecutive meetings they have forfeited their membership, unless their absence has been approved by the Chair.

### **Meetings**

The Community and Economic Development Commission shall meet a minimum of twelve (12) times per year, and more frequently at the discretion of the Chair. Meetings shall be governed by The County's Procedural By-law as may be amended from time to time.

The meeting, agenda, and minutes will be available to the public, on the municipal website.

As per the *Municipal Act*, electronic participation is permitted but shall not count towards quorum. Under the *Municipal Emergency Act*, the CEDC may participate in electronic meetings during a declared municipal or provincial state of emergency. Online participation and voting will count towards quorum, as per the *Municipal Emergency Act*.

Members of the public may participate electronically as requested, in accordance with the Procedural By-Law.