

Terms of Reference - The Township of Schreiber

Economic Development Committee

Establishment & Authority:

The Municipal Act, 2001 and Township of Schreiber Procedural Bylaw 1-2004 provides that the Mayor may establish Committees, determine the structure thereof and make or change appointments from time to time.

Composition & Structure:

Permanent advisory committee appointed by Mayor and serve at Council pleasure
Council and Mayor to recognize and appoint EDC members on an annual basis

Ex Officio – 2 Council Members (minimum one council member present at every EDC meeting

EDC made up of Schreiber residents representing a diversified cross-section of the community as example business, labour, services, age, and other specialty groups as council and Mayor or EDC sees fit (currently April '06- 7 members Andrea Stortini, Brian Doig, Joe Musolino, Chad Lynsay, Dan Goehdhard, John Redins, Mike Mineau).

Community Development Officer (currently Anthony Friedrich) serves as staff resource for the committee

Committee meets a minimum of once a month or at call of Chair, minutes are kept and forwarded to committee of the Whole (Council) for information and with recommendations

Minutes are transcribed by the committee

Minutes presented at Committee of the Whole (Council) by EDC Chair or elected committee member

Committee recommendations are reached by consensus where possible, where consensus cannot be obtained, each member is entitled to one vote with the exception of support staff and ex-officio or council representatives

In order for a motion to be passed, 50% of the members plus one must be obtained
All motions presented at initial meeting will be voted upon at the following meeting
Proxy voting shall be permitted

Responsibilities:

1. Be a positive catalyst for the community as it applies in the local, regional, national and global marketplace
2. To act as one body and speak as one body
3. To have the authority to make decisions and take action
4. Interact with a other associations and interest groups examples include; (Schreiber Heritage and Tourism, Schreiber Parks and Recreation, Heritage Days, Aguasabon Chamber of Commerce, Terrace Bay/Schreiber Community Adjustment Partnership CAP)
5. The EDC must have a clear plan of action, including means for regularly reviewing its activities and evaluating the effectiveness of its initiatives.
6. Identify, discuss and explore options and ideas relating to economic betterment of the community and make recommendations to council regarding same
7. To foster a positive economic and business climate in the Township of Schreiber through liaison and advocacy
 - To determine the needs for information and research on specific sectors or aspects of the local economy
 - To assist in development of policies and programs to strengthen and promote the economic strength of the community and employment opportunities within the community including promotion, enhancement of the community image and working with the business community in promotion efforts
 - To encourage new business and facilitate growth or retention of existing businesses
8. To provide valuable feedback to the Economic Development Department regarding projects and proposals
9. To review and evaluate the terms of reference annually

Purpose:

To serve the Township of Schreiber as an advisory committee on initiating, planning, implementing and evaluating matters pertaining to economic development within the Schreiber community.