



Terms of Reference

Economic Development Advisory Committee (EDAC)

Approved by Council Resolution CR-2023-128 on April 3, 2023.

Alternative formats available upon request by contacting:
accessibility@scugog.ca or 905-985-7346 ext. 115

Economic Development Advisory Committee

Terms of Reference

1. Purpose

The role of the Economic Development Advisory Committee is to provide advice, comments and recommendations to Council on services, activities and initiatives related to economic development in the Township of Scugog.

2. Mandate

The mandate of the Economic Development Advisory Committee shall be as follows:

- Provide support in the implementation of the Growing North Durham: Rural Economic Development Plan (2023-2027);
- Undertaking business retention and expansion related activities through the Scugog Business Program, this may include conducting sector specific surveys and advising on actions to support the business community;_
- Provide comments and feedback of proposed planning policy, regulations or studies related to the downtown, Port Perry Waterfront and employment areas in Scugog;
- Identify opportunities to further develop and promote the www.inscugog.ca investment attraction tool to market Scugog as an ideal location for business;
- Work to develop programs to retain the viability of the existing Downtown Core;
- Work with the Scugog Chamber of Commerce and Port Perry Business Improvement Area to retain and recognize local business and attract new business;
- To solicit, assess and act as a sounding board in response to community feedback with respect to service levels, costs, priorities, issues and concerns pertaining to economic development within the community;
- To support and attract agricultural related business and industry for the Township;
- To foster community awareness of the Committee's actions;
- Assist in planning and hosting economic development events, such as the Building Business Forum, and act as ambassador in the local and business community;
- To enhance efforts to retain Township businesses through providing ongoing encouragement to existing business groups, to foster partnerships, promote and encourage communication, determine problem areas, and identify strategic solutions;
- Undertake other assignments as may be requested by Council from time

- to time; and
- Participate in annual Township sector (Agricultural and Manufacturing) Roundtables.

3. Committee Composition

The EDAC shall be comprised of eleven (11) voting members, consisting of:

- One (1) Council member;
- One (1) representative from the Agriculture Industry Sector;
- One (1) representative from the Scugog Chamber of Commerce;
- One (1) representative from the Port Perry BIA;
- One (1) representative from the Manufacturing Industry Sector;
- One (1) member from the Real Estate Sector;
- One (1) member from the Accommodation Sector;
- One (1) member from the Mississaugas of Scugog Island First Nation (MSIFN);
- One (1) member from the University of Ontario Institute of Technology or Durham College; and
- Two (2) citizen members to be selected by Council.

Council members shall be appointed to the committee to provide continuity between the committee and Council and shall be a voting member of the committee. The Mayor is a member ex-officio.

The MP and MPP are non-voting member's ex-officio. In making its citizen appointments, Council shall have regard for the diversity of business interests and qualifications of candidates.

Youth members (ages 13 – 18) are encouraged and welcomed and would be appointed by Council as non-voting members.

4. Subcommittees

The Committee may form subcommittees and working groups as may be necessary to address specific issues. The Committee shall establish a clearly defined, specific work plan for the subcommittee or working group, which shall not be the core function of the Committee. The work plan for the subcommittee or working group shall be provided to Council. These subcommittees may draw upon a member of the Committee as well as outside resource members, as deemed necessary. The Chairperson of a subcommittee and/or working group shall be a voting member of the Committee. Staff support will not be provided to a Subcommittee or working group.

5. Staff Support

Township staff has two principal functions in regard to Committees: Committee Coordinator role and Staff liaison role, providing technical support, policy advice and guidance, as needed.

The Committee will receive administrative support (Committee Coordinator) from Development Services. This will include the recording of minutes, the preparation of agendas, support necessary to convene a meeting and other support as may be necessary from time to time.

The Director of Development Services or designate will provide technical support, policy advice and guidance, as needed.

6. Procedures and Rules

As a formal Committee of Council, the Committee is subject to the Procedural By-Law which governs the procedures of Council and its Committees and Board, Rules of Procedure for Committees, Boards and Advisory Committees Code of Conduct, the Township's Harassment Policy and any other applicable policies and/or procedures.

7. Conflict of Interest

A conflict of interest may arise for Committee members when their personal or business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50 will apply to the Committee.

If a Committee member discloses a pecuniary interest, that member shall remove themselves from the meeting for the duration of the discussion and voting (if any) with respect to that matter.

8. Council Role

Council may, at its discretion, at least annually, review the composition of the Committee to ensure that it is representative of their mandate and is working effectively. Council can, with or without the advice of the Committee, make changes to the composition of the committee to ensure Committee effectiveness.

9. Youth Members

Youth members shall serve a term of up to twelve (12) months, generally corresponding with the traditional school year and are not eligible to act as Chair or Vice Chair, and must meet the following requirements:

- Youth members shall reside in the Township of Scugog.
- Youth members must be secondary school students aged 13 to 18 and express an interest in economic development.

- It is important that the youth member be able to attend as many EDAC meetings as possible. The member should be able to be contacted or reached during the day should additional meetings be required.
- Applicants for youth membership must include a letter of reference from their school and a letter of parental/guardian support with their expression of interest.