

The Corporation of the Township of North Huron

By-law No. 41-2020

A by-law to establish an Economic Development and Recovery Committee as a Committee of Council for the Township of North Huron and to authorize and adopt Terms of Reference for the Economic Development and Recovery Committee

WHEREAS the *Municipal Act, 2001*, S.O. 2001 c.25, as amended, authorizes municipal councils to pass by-laws for establishing a Committee of Council and appointing such officials and servants as may be necessary for the purposes of the Corporation, or for carrying into effect the provisions of any Act of the Legislature or By-law of Council;

AND WHEREAS the Council of the Township of North Huron adopted By-law No. 66-2018; being a By-law to establish an Economic Development Committee and authorize a Terms of Reference for the Economic Development Committee;

AND WHEREAS By-law No. 66-2018 expired on November 30, 2018;

AND WHEREAS the Province of Ontario issued an Emergency Declaration on March 13, 2020 to address a COVID-19 pandemic;

AND WHEREAS the Province of Ontario issued Orders closing non-essential businesses;

AND WHEREAS the Provincial Orders were necessary to protect the health and safety of Ontario residents;

AND WHEREAS the closure of non-essential businesses has had an economic impact on North Huron's economy;

AND WHEREAS the Council of the Township of North Huron is desirous of executing a By-law to establish an Economic Development and Recovery Committee as a Committee of Council for a term of office ending November 30, 2022 for the Township of North Huron and to authorized and approve Terms of Reference for the Economic Development and Recovery Committee;

AND WHEREAS Council deems it expedient to establish and Economic Development and Recovery Committee and to authorize and approve Terms of Reference for this Committee;

NOW THEREFORE the Council of the Corporation of the Township of North Huron ENACTS as follows:

1. That By-law No. 66-2018 is hereby repealed;
2. That the Reeve and Clerk are hereby authorized to sign, on behalf of Council, a By-law to establish an Economic Development and Recovery Committee as a Committee of Council for a term of office ending November 30, 2022 for the Township of North Huron;
3. That the Terms of Reference for the Economic Development and Recovery Committee attached hereto as "Schedule A" is hereby authorized and adopted and shall form part of this By-law;
4. That this By-law shall come into force and take effect on the day of the final passing thereof.

Read a first and second time this 15th day of June, 2020.

Read a third time and passed this 15th day of June, 2020.

CORPORATE SEAL

Bernie Bailey, Reeve

Carson Lamb, Clerk



SCHEDULE “A” TO BY-LAW NO. 41-2020 TOWNSHIP OF NORTH HURON

ECONOMIC DEVELOPMENT AND RECOVERY COMMITTEE TERMS OF REFERENCE

PREAMBLE:

The Province of Ontario issued an Emergency Declaration on March 13, 2020 in response to a COVID-19 outbreak. Elected officials, residents and staff are in unprecedented times, with every day bringing additional news reports about the number of new coronavirus (COVID-19) cases and the loss of life. Provincial and Federal Chief Medical Officers are doing incredible work in attempting to control the spread of COVID-19, including putting forward guidelines for hand washing, social and physical distancing, suggestions to work at home if possible, and restricting the size of gatherings.

Without doubt, North Huron acknowledges that these public health guidelines are necessary to control the spread of COVID-19. The closer they are adhered to, the quicker this virus will be contained. But we are all social creatures by nature and the outbreak of the COVID-19 pandemic has affected everyone. This global health emergency is having a negative impact on economies, livelihoods and our wellbeing. Businesses have had to close their doors with limited operations, if any, due to Provincial Orders to cease non-essential business.

During this unprecedented time, the North Huron Economic Development and Recovery Committee will facilitate the Township’s economic recovery. The Committee will:

- dialogue with the business community and share information about programs and services designed to support local businesses;
- support the workforce and enhance retention efforts in an effort to re-build an economy reflective of the economy prior to the outbreak;
- lead the Township’s economic development recovery during and after COVID-19;
- maintain communication with Council in an advisory role;
- collaborate with the Huron County Economic Development Board, Community Futures Huron, Huron County Emergency Management Services, other municipalities, Provincial ministries, the Blyth and Wingham Business Improvement Associations and other public forums on initiatives that facilitate an economic recovery;
- collaborate with economic experts to support and empower the North Huron business community during and after the COVID-19 pandemic;
- work closely with the Office of the CAO for the purpose of gathering and distributing information and implementing measures to facilitate economic recovery;
- advocate senior governments for support of local businesses.

MANDATE:

The mandate of the Corporation of the Township of North Huron's Economic Development and Recovery Committee is to enhance the economic opportunities as well as the quality of life for all Township residents. The Economic Development and Recovery Committee provides comment and makes recommendations to Council on matters related to economic development, business attraction and retention and recovery. The Committee leads the Township’s economic recovery during and after COVID-19, and provides input and advice on marketing and tourism related matters implemented by the Township of North Huron's Recreation and Community Services Department.

PURPOSE:

- To provide workshops and forums for citizens and the business community to raise issues and concerns regarding economic recovery, job growth and sustainable development;
- To provide recommendations and guidance to Council on matters pertaining to policies,
- practices and programs concerning economic development and economic development recovery;
- To communicate/market and engage in advocacy of senior governments to facilitate economic recovery;
- To review and provide comment on the economic needs of the community;
- To provide creative discussions in order to support and improve the quality of life in the community;
- To provide support and coordination of regional efforts necessary for the development and implementation of economic related and economic recovery programs;
- To provide comment on the development of lands for economic development and compatible uses that promote greater growth within the community and region;
- To serve as the Review Committee for Community Improvement Plan applications;
- To advise Council on the co-ordination of economic development strategies, recoveries and initiatives with other regional organizations such as the County of Huron, other municipalities, Community Futures Huron, Regional Tourism of Ontario 4, the Ministry of Economic Development and Job Creation, the Ministry of Agriculture Food and Rural Affairs, the Ministry of Municipal Affairs and Housing, the Blyth Business Improvement Association and the Wingham Business Improvement Association;
- To be consulted by the Township of North Huron's Recreation and Community Services Department regarding the Township marketing strategy.

REPORTING RELATIONSHIP:

The Committee is to serve as an advisory body to Council. The Committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be passed by motion at the Committee level and then sent to the Township Clerk to be considered by Council. Council may cause the Committee to review and report on matters pertaining to the Committee's mandate.

MEMBERSHIP – VOTING MEMBERS:

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

The Committee shall be comprised of a maximum of 11 voting members comprised of:

- Two (2) Council Representatives;
- One (1) appointed Blyth BIA Representative;
- One (1) appointed Wingham BIA Representative; and
- Up to seven (7) Public Members at large. Public members at large will be chosen to represent a broad spectrum of business sectors including but not limited to: manufacturing, construction, creative industries, agriculture, real estate, retail, and finance.

The Reeve of the Township of North Huron is an Ex-Officio member of the Committee with voting privileges, but is not included for calculating quorum.

In making public member appointments, Council shall have regard for the diversity of business interests and qualifications of citizen candidates for the Committee and to

have representation from all wards of the Township. Council shall endeavour to have at least one member appointed to represent the interests of the sectors indicated.

Public members shall be residents, property owners or business owners of the Township of North Huron and be at least 18 years of age.

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.

All members are to be appointed by Council resolution.

MEMBERSHIP – NON-VOTING MEMBERS:

In addition, the following staff members will sit on the Committee as non-voting members:

- The CAO as Economic Development Officer;
- One (1) staff member as a Resource Person. The Resource Person will provide technical support to the Committee by:
 - Assisting the Chair in the creation of agendas.
 - Taking minutes at meetings and distributing minutes within one week of a meeting.
 - Distributing meeting materials at least one week prior to the next scheduled meeting.
 - Acting as a resource for the Committee during meetings, which may include presenting background reports, distributing government information and similar activities.
 - Facilitating recommendations to Council through the creation of reports.
 - Coordinating Committee initiatives with other Township departments.
- One (1) staff member of Community Futures Huron;
- One (1) staff member of Huron County Economic Development Department;
- One (1) staff member of the Ontario Ministry of Agriculture, Food and Rural Affairs;
- One (1) staff member of Huron County Emergency Management Services.

The Committee 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. These attendees have no voting privileges.

TERM OF OFFICE:

The term of office for voting members shall be for term of Council commencing upon the establishment of the Committee. Once appointed, members may apply for reappointment by Council if they continue to be eligible.

APPOINTMENT TO THE COMMITTEE:

In order to be considered for appointment or reappointment, interested persons should submit a letter of interest to Township staff by the stated deadline determined in a given year. All letters received from eligible applicants will be forwarded to Council for review and appointment.

Wingham BIA Representative and Blyth BIA Representative appointments are to be recommended by the respective BIA Associations. For a BIA Representative to be considered for appointment or reappointment, the BIA shall submit a letter to Township staff indicating their recommended appointee. All letters received will be forwarded to Council for review and appointment.

COMMITTEE CHAIR AND VICE-CHAIR:

The Chair is responsible for ensuring the effective operation of the Committee and its roles in accordance with the municipality's meeting procedures. The Chair shall be responsible for:

- Calling meetings to order;
- Conducting meetings in accordance with the municipality's procedure by-law;
- Acting as the spokesperson in conjunction with the Economic Development Officer; and
- Representing the Committee when necessary.

In the absence of the Chair, the Vice-Chair shall assume the duties of the Chair.

APPOINTING THE CHAIR AND VICE-CHAIR:

A Chair and Vice-Chair shall be elected by majority vote. If a Chair or Vice-Chair is not present, members are to select an acting Chair to serve in the same capacity for the duration of the meeting.

The Chair and Vice-Chair will be elected from among the voting members of the Committee at the first meeting of each calendar year. All nominations for the Offices of Chair and Vice-Chair shall be endorsed by a mover and a seconder on the Committee.

The term of Chair and Vice-Chair appointments shall be one year.

DECISION MAKING AND VOTING:

Where possible, decisions will be made by way of consensus. When a resolution is to go to Council, a motion must be moved and seconded and recorded in writing prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. The Committee shall not reconsider a previous motion, unless directed to do so by Council.

QUORUM:

Quorum shall be 50%+1 of the voting Committee members. If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Chair may reconvene a Special meeting in order to determine Committee support for that particular item.

MEETING STRUCTURE AND FORMAT:

Regular meetings will be held on a monthly basis, as required. Meetings may be held more frequently at the call of Chair, the Economic Development Officer or a consensus of the Committee. Agendas for each meeting will be distributed to members and posted on the Township's website in advance, along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the Committee's mandate.

During the declared state of emergency for COVID-19, the Committee will be authorized to meet electronically, at the discretion of Council. Once deemed safe, the Committee's meetings will transition to in-person meetings.

ATTENDANCE:

If a Committee Member misses three (3) regular meetings without explanation or valid regrets, they may be asked to resign from the Committee. Regrets should be sent to the Staff Resource Person as early as possible.

PROJECTS:

Based on its stated mandate and purpose, the Committee will establish its priorities at the beginning of each new year and develop a plan to focus its attention and action. Additionally, the Committee may address items referred to it by others. The Committee may consider matters that are deemed to be of importance and within its purview. The Committee will also consider matters referred to it by Council or other Committees.

EXPENSES:

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

OPEN MEETINGS:

Committee meetings are open to the public. 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.

The Township of North Huron Procedure By-law shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council.