



**Document Title:** Economic Development & Planning Committee Terms Reference  
**Document Type:** Terms of Reference  
**Supporting Bylaw:** 2024-60; 2021-10- Procedural Bylaw

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## 1. PURPOSE

1.1 To assist Council in creating an inclusive, safe, and progressive community built on the natural surrounding beauty of tall pines and sparkling waters. The committee will develop, encourage and assist initiatives that enhance the overall social and economic prosperity of the community, and encourage appropriate planning ideologies when considering new development opportunities. The committee shall provide advice and recommendations to Council.

## 2. PRINCIPLES

2.1 Principles that guide the work of the Township of Sables-Spanish Rivers Economic Development & Planning Committee (EDPC) include:

- A commitment to enhancing the quality of life of all residents.
- A commitment to responsible and sustainable growth.
- A commitment to transparency in all committee operations.
- A commitment to collaboration and partnership with all residents, businesses, organizations, etc. to achieve common objectives.

## 3. MANDATE

3.1 The mandate of the Economic Development and Planning Committee shall be as follows:

- To apply innovative marketing and promotion techniques for the Township of Sables-Spanish Rivers as a key destination in Northern Ontario.
- Provide support for business retention and expansion opportunities for existing economic sectors within the community.
- To investigate initiatives to support housing development in the community.
- Identify new and emerging economic sectors and assess their relative growth potential.
- Provide comments and feedback on proposed planning policies, regulations or studies related to development.
- To support and attract agricultural related business within the community.
- To organize economic development and planning events such as information sessions, networking forums, etc.
- To enhance efforts to retain Township businesses through ongoing encouragement to existing business groups, to foster partnerships, promote and encourage communication, determine problem areas and identify strategic solutions.
- Partner with other economic development and tourism organizations to enhance prosperity throughout the region.
- To research Age-Friendly and Accessibility needs/requirements within the community.
- Assist in the creation, review, and implementation of the Township's Strategic Plan.
- Assist in the review of the Township's Official Plan and Zoning Bylaw.
- To provide a voice for business related to Township initiatives put forward by staff that may have identified an economic development impact.
- Undertake other assignments as may be requested by Council.

## 4. COMMITTEE COMPOSITION & RESPONSIBILITIES

4.1 The EDPC shall be comprised of 9 members, consisting of:

- 3 members of Council
- 6 residents
- Youth members- the committee may advertise for youth members to be appointed to the committee by Council. This would provide a learning opportunity; their participation would not contribute to quorum.

4.2 Notwithstanding Section 4.1, Council may change the composition of the committee if required. This may include adding/reducing the number of members.

4.3 Members shall be appointed by Council for the duration of the council term.

4.4 The Chairperson of the committee shall be appointed by Council for the entirety of the term, subject to circumstances as identified by Council. A Co-Chairperson may be appointed at Council's discretion.

4.5 All members will be expected to devote time between meetings to review and work on matters being considered by the committee.

- 4.6 By majority vote, the EDPC may recommend to Council the removal and/or replacement of any member who misses three consecutive full meetings of the committee, subject to circumstances surrounding the absence.
- 4.7 If at any time a committee seat becomes vacant, Council shall appoint an appropriate number of new members.
- 4.8 Members will be expected to be aware of relevant municipal policies, programs and other initiatives in carrying out committee activities.

## **5. STAFF LIAISON AND SUPPORT**

- 5.1 A member from the administrative department shall be designated as the staff liaison to the committee. Staff are to provide technical support, policy advice and guidance, as required.
- 5.2 These functions include monitoring of the committee budget, preparation of meeting agendas, in consultation with the Chairperson, and completing meeting reports.
- 5.3 In addition to the designated staff liaison, the Regional Economic Development Officer may aid the committee as required.

## **6. REPORTING**

- 6.1 The EDPC is an advisory committee established by Council in accordance with these adopted Terms of Reference.
- 6.2 The EDPC reports to Council through the Clerk-Administrator or designate. Committee reports are to be prepared by the staff liaison and submitted to the Clerk-Administrator to be put on the Council agenda for approval.
- 6.3 Recommendations for Council consideration should be clear and concise and are to be summarized at the end of the report. Additional information may be provided with the committee report to support the recommendations made by the committee.

## **7. PROCEDURES & RULES**

- 7.1 As a formal Committee of Council, the EDPC is subject to Township policies and procedures including the Procedural Bylaw which governs the procedures of council and its committees, the Code of Conduct, the Workplace Violence and Harassment Policy and any other applicable policies and/or procedures.

## **8. MEETINGS**

- 8.1 The committee shall normally meet the third Tuesday of each month, or at the call of the Chairperson with adequate notice given to all members. All committee meetings are open to the public.
- 8.2 The committee may invite delegations to address the committee on matters relating to economic development and planning.
- 8.3 Quorum for a committee meeting will be 50% of the current membership, plus one (1).
- 8.4 On matters requiring votes, the committee shall strive for consensus and shall normally only communicate the consensus or majority position to Council.
- 8.5 The committee may recommend the establishment of sub-committees for various topics, issues or proposals as required. The structure of such committees would be at the discretion of Council. Sub-committees shall report to the EDPC through the committee Chairperson(s) and/or the municipal staff liaison.

## **9. CONFLICT OF INTEREST**

- 9.1 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.
- 9.2 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.

## **10. AMENDMENTS**

- 10.1 Amendments to the Terms of Reference shall only be made by the Council of the Township of Sables-Spanish Rivers.
- 10.2 The EDPC may wish to review the Terms of Reference periodically and make recommendations to Council regarding amendments.