

Newmarket Economic Development Advisory Committee: Terms of Reference Amendments

Type	Previous Terms of Reference	Proposed Amendments
Format (Sub-heading)	<ol style="list-style-type: none"> <li>1. Alignment with Corporate Strategic Plan</li> <li>2. Newmarket Economic Development Advisory Committee Mandate</li> <li>3. Governance (Roles, Responsibilities, Assignment)</li> <li>4. Term</li> <li>5. Nomination Committee</li> <li>6. Resignation and the appointment of new members</li> <li>7. Meetings</li> <li>8. Procedure</li> <li>9. Support Services</li> <li>10. Program Budget</li> </ol>	<ol style="list-style-type: none"> <li>1. Name</li> <li>2. Reports to</li> <li>3. Status</li> <li>4. Established</li> <li>5. Enabling Legislation/ /</li> <li>6. Mandate</li> <li>7. Deliverables</li> <li>8. Strategic Plan Linkage:</li> <li>9. Committee Composition</li> <li>10. Qualifications</li> <li>11. Frequency of Meeting</li> <li>12. Budget Consideration</li> <li>13. Work Plan</li> <li>14. Remuneration</li> <li>15. Term of Office</li> <li>16. Committee Review/ /</li> </ol>
Mandate	<p>The Newmarket Economic Development Advisory Committee (NEDAC), comprised of a diverse cross-section of business and community leaders, will provide Council and staff with strategic advice on facilitating and promoting balanced, sustainable, long-term economic growth that will benefit Newmarket and its residents through the attraction, expansion and retention of businesses.</p>	<p>NEDAC will provide Council and staff with strategic advice on facilitating and promoting balanced, sustainable, long-term economic growth that will benefit Newmarket and its residents through the attraction, expansion and retention of businesses.</p> <p>The Committee will be responsible for:</p> <ul style="list-style-type: none"> <li>• Liaise with the business community for business development</li> <li>• Provide guidance and support to the Economic Development Officer on</li> </ul>
Alignment with Corporate Strategic Plan/ Strategic Plan Linkages	<p>The Community Strategic Plan for the Town of Newmarket articulates the goals of:</p> <ul style="list-style-type: none"> <li>• Well-equipped and well-managed...which focuses on an appropriate mix of jobs to population and people to industry while providing an ideal mix of residential, commercial, industrial and institutional land use;</li> <li>• Well-balanced...which encourages a sense of community through an appropriate mix of land uses and amenities;</li> <li>• Well-planned and connected...which promotes downtown and neighbourhood revitalization as well as a long term strategy for growth matched with short term action plans.</li> </ul>	<p>This mandate meets the following objectives:</p> <p>Well-equipped and well-managed: by providing an ideal mix of residential, commercial, industrial and institutional land use;</p> <p>Well-balanced: by encouraging a sense of community through an appropriate mix of land uses and amenities;</p> <p>Well-planned and connected: by promoting downtown and neighbourhood revitalization as well as a long term strategy for growth matched with short term action plans.</p> <p>This mandate meets the following objectives:</p> <p>Economic Development/Job Creation: by providing strategic advice on facilitating and promoting balanced, sustainable, long-term economic growth that will benefit Newmarket and its residents through the attraction, expansion and retention of businesses.</p>

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Governance	<p>Sponsor • Accountable to the Public for making decisions consistent with the economic development objectives of the Newmarket Strategic Plan. • Responsible for the allocation of the budget and resources for the economic development program. Assignment: • Mayor and One (1) Councillor to participate as Committee members and provide a communication link between the Committee and Council. Mayor and Members of Council Administration • NEDAC will be administered through the resources of the Corporation in accordance with the strategic priorities and direction of Council. Assignment: Chief Administrative Officer</p> <p>Committee Chair • Chair meetings, facilitating group discussion and, in cooperation with the Administration and Staff Resources, ensure an open and productive environment exists to meet mandate. Assignment: Recommended and appointed by full Committee; selected from community and business sector members</p> <p>Committee Vice-Chair and Second Vice-Chair • Fulfill the duties of the Chair in his/her absence. Assignment: Recommended and appointed by full Committee; selected from community and business sector members</p> <p>Nomination Committee • Recruit, select and recommend to NEDAC qualified candidates to serve on NEDAC</p> <p>• Ensure candidates/continuity of Chair and Vice Chair positions. Assignment: Mayor, Economic Development Officer (EDO), and one (1) non-political NEDAC member.</p> <p>Staff Resources • Provide professional resources, presentations, and/or information requirements to NEDAC with respect to strategic planning and annual work plans. • Provide information on Town policies, applicable legislation, and procedures affecting business growth in Newmarket. • Administer NEDAC meeting schedule. • Liaise with the Committee and Community stakeholders as required to achieve desired economic development results. • Provide secretarial support for NEDAC meetings. Assignment: EDO, Commissioner, Legal &amp; Development Services, EDO, and other staff resources as required, EDO, EDO, community organizations as necessary, Clerk's Office</p> <p>NEDAC members • Liaise with the business community to identify potential opportunities for business development. • Provide guidance to the Economic Development Officer and Council on strategic directions for economic development and annual work plans. • Participate in economic development promotional events/activities as required. • Receive economic development policy recommendations emanating from the Downtown Development Sub-Committee and take action where appropriate. Assignment: Total = 13-15 members, plus CAO as an ex-officio member. Quorum is a majority of current members. NEDAC members include: Mayor and One (1) Councillor; Two (2) Professional/Knowledge sector; One (1) Chamber of Commerce; One (1) Culture/tourism; One (1) Downtown; Two (2) Manufacturing; One (1) Education; One (1) Health Care; balance of NEDAC members (up to 4) representing community/business sector.</p> <p>Newmarket Downtown Development Sub-Committee (NDDS) members • Review and make recommendation to the CAO regarding funding application requests under the Community Improvement Plan's Financial Incentives Program. • Provide general advice and input on downtown economic development issues through the Downtown representative on NEDAC. • NDDS minutes circulated to NEDAC. Assignment: Total = 5; Quorum is 3. Chaired by NEDAC Downtown representative; Ward 5 Councillor; 3 property owners or business tenants located within the downtown CIP area. Communication and Reporting Relationships • Members of Council serving on NEDAC and staff are responsible for communicating the views and recommendations of NEDAC to Council and to provide feedback to NEDAC regarding Council's disposition of Committee business. • Committee minutes circulated to Council for information. • NEDAC to submit written comments to Council on significant economic development initiatives or when requested by Council. • Joint NEDAC/Council information workshops will be scheduled annually. Assignment: Mayor, Council representative and ED Chair and Vice Chair</p>	Not Included.
Term	<p>NEDAC is comprised of 13-15 members, including the Mayor and one (1) Councillor of the Town of Newmarket. In addition, the CAO shall be an ex-officio member of NEDAC.</p> <p>Each new non-political Committee member shall sit for a two (2) year term coinciding with a new term of Council, and may be reappointed at the mid term of Council for another (2) year team. All members may be reappointed for a maximum of five (5) terms (a total of ten years), but then must retire from the Committee for a minimum of one (1) year before being considered for reappointment.</p> <p>A Chair and Vice Chair shall be appointed by NEDAC. The Vice Chair will chair meetings if the Chair is absent or otherwise unable to act, Should both the Chair and Vice Chair be absent or unable to act, another NEDAC member may serve as Chair.</p>	Each new non-political C term coinciding with a n the mid-term of Council r reappointed for a maxim then must retire from th before being considered
Recruitment/ Qualifications	Not included.	<p>Consideration shall be gi experience in the followi</p> <ul style="list-style-type: none"> <li>• Health Sector Innovatic</li> <li>• Business Services</li> <li>• Information and Commr</li> <li>Digital Media</li> <li>• Post-Secondary Educat</li> <li>• Industrial Commercial I</li> <li>• Manufacturing</li> </ul>
Support Services	The Economic Development Officer shall provide primary support services to NEDAC. Staff from other municipal departments would provide additional resources on an as-needed and/or project specific basis. The clerk's office would provide all recording/minute keeping of NEDAC activities.	Not Included.
Program Budget/ Budget Consideration	NEDAC meeting and related expenses will be allocated from the existing Economic Development budget to be approved by Council annually.	The fiscal year of the Comr Committee will work with t that reflects their upcoming corporate budget direction
Meetings	<p>The Environmental Advisory Committee shall conduct quarterly meetings with the Members of Council and the Sponsor and Staff Resource Person to receive information regarding the service levels, policies, procedures and practices of the Town and to provide input regarding same. * THAT Council approve a revision to the NEAC mandate to include 10 Formal NEAC meetings a year with secretarial support and that senior support staff continue to be required to attend on a quarterly basis;</p> <p>AND THAT the minutes of the NEAC meetings be brought forward to Council through Committee of the Whole.</p>	<ul style="list-style-type: none"> <li>• Meet quarterly (or at the committee business) additi</li> <li>• One(1) annual Economic I</li> <li>• One (1) annual NEDAC/Cc</li> </ul>

Newmarket Economic Development Advisory Committee: Terms of Reference Amendments

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Enabling Legislation	Not Included.	<p>Legal and Development Services provided the framework for the Development Advisory Committee in 2007.</p> <p>The Newmarket Economic Development Act, 2013-46, as amended from time to time, requires the Committee to adhere to the provisions of the Act and Committee Administration Regulations.</p>
Deliverables	Not Included.	<p>The Committee will accomplish the following:</p> <ul style="list-style-type: none"> <li>• Preparation and completion of an annual report</li> <li>• Coordination of an annual report</li> <li>• Coordination of at least one report from established community organizations forward (i.e. Innovation Team)</li> <li>• Participation in economic development activities as required.</li> </ul>
Committee Composition and Staff Resources	*See information under Governance	<p>NEDAC will be composed of:</p> <ul style="list-style-type: none"> <li>• Seven (7) citizens.</li> <li>• Two (2) Members of Council</li> <li>• One (1) representative from the business community</li> <li>• CAO</li> </ul> <p>NEDAC will be supported by:</p> <ul style="list-style-type: none"> <li>• Commissioner of Community Development Office</li> <li>• Legislative Services staff.</li> </ul>
Remuneration	Not Included.	•No remuneration.
Committee Review/Sunset Date	Not Included.	Every four years to coincide with the next provincial election or when legislation impacts the obligations of the Committee.

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Procedure	<p>NEDAC and any Sub-Committee meetings shall be carried out in accordance with the procedural by-law of the Town of Newmarket. NEDAC members shall take action and make recommendations based on consensus. Should a consensus on any particular action or recommendation not be possible, NEDAC members shall then vote on the matter, with a one-person, one-vote rule in effect. A majority vote would be necessary for any action to be taken or recommendation made. Only NEDAC members in attendance at the meeting are eligible to vote, however, members may participate in all NEDAC matters via external telecommunications sources, such as teleconferencing.</p> <p>To take effect, all decisions require a quorum comprising a majority of current voting members.</p> <p>Minutes of meetings will be reviewed by the Chair of NEDAC. Upon his/her “sign-off”, these will be sent to the next meeting of the Committee of the Whole of Town Council (or directly to Town Council in case of urgency) for information.</p> <p>Minutes of the Downtown Development Sub-Committee meetings will be reviewed by its Chair. Upon his/her “sign-off”, these will be sent to the next meeting of the Committee of the Whole of Town Council (or directly to Town Council in case of urgency) and to NEDAC for information.</p>	Not Included
Resignations and the appointment of New Members	<p>In the event a Committee member resigns from NEDAC, either during or at the end of his/her term, the nomination committee shall recommend to Council a replacement candidate from the roster of eligible candidates. Vacant positions will be replaced at the beginning or at the mid-point of a Council four year term as necessary. Candidates should have a strong interest in the future development of Newmarket and bring specific strengths in one of the identified strategic sectors for economic growth.</p> <p>The failure of a member to attend three consecutive regular meetings without reasonable cause may be treated by NEDAC as a formal resignation. In such case, the Chair may request the Nomination Committee to recommend a replacement candidate to Council. The new member is eligible to fully participate in the next scheduled NEDAC meeting following his/her appointment by Council.</p>	Not Included
Nomination Committee	<p>A nomination committee shall be struck consisting of the Mayor, Regional Councillor, Chair of NEDAC, Vice Chair of NEDAC (or alternate) and the CAO (or alternate). The duties of the nomination committee shall be to:</p> <ul style="list-style-type: none"> <li>• Maintain a roster of eligible candidates to serve on NEDAC at the beginning of a new term of Council and after 2 years (mid-term). The nomination committee would seek and receive names broadly from Council members, NEDAC members, and through general advertising.</li> <li>• Provide the roster of eligible candidates to Council and recommend candidates for vacant appointments and/or reappointments.</li> <li>• Elect a Chair and Vice Chair. At the end of the Chair and Vice Chair’s two year term, determine NEDAC’s interest in a) retaining these individuals in their current position for another two year term, and b) identifying the Chair and Vice Chair’s interest in retaining their respective positions for an additional two year term. Should both these conditions be satisfied, the Chair and Vice Chair will be appointed for an additional two year term.</li> </ul> <p>In the event the Chair wishes to step down, either during or at the end of his/her term, the Vice Chair shall be approached by the nomination committee to serve as Chair. Should either of these positions become vacant at any time, the nomination committee will seek interested candidates from NEDAC to fill the vacant position. In the case where more than one member is nominated and has consented to let his/her name stand for any of these positions, a vote shall be held by the Nomination Committee to determine the successful candidate. The Mayor, Town Councillor and CAO are ineligible to sit as Chair or Vice-Chair of NEDAC, but are eligible to vote for each position in the event a vote is required.</p>	Not Included