

# **CALEDON ECONOMIC DEVELOPMENT ADVISORY COMMITTEE (CEDAC)**

## **TERMS OF REFERENCE - SEPTEMBER 2008 (revised June 9/09)**

### **1.0 MANDATE**

- 1.0** Established to advise Council on matters associated with the long-term and sustainable economic prosperity for the Town of Caledon, the Caledon Economic Development Advisory Committee (CEDAC) will support the efforts of Economic Development & Communications and local economic development agencies/initiatives. In carrying out its mandate, CEDAC will support the achievement of Caledon's economic, social and environmental goals and will not undertake any actions which compromise its commitment to these goals.

### **2.0 MEMBERSHIP & RESPONSIBILITIES**

- 2.1** CEDAC shall consist of 13 voting members as appointed by Council, the Mayor as ex-officio and the Town's Manager of Economic Development & Communications. Representing the entire Town of Caledon, business representative membership shall be an employee, owner or volunteer of a sole proprietorship, business partnership, company or non-profit corporation. Committee representation will be apportioned as follows:

- Council (2)
- Members at large (2)
- Manufacturing (1)
- Service Sector (1)
- Aggregate industry (1)
- Movement of Goods Industry (1)
- Business Association (Chair or Designate)
  - Caledon Chamber of Commerce (1)
  - Bolton BIA (1)
  - Bolton Merchants Association (1)
  - Hills of Headwaters Tourism Association (1)
  - Peel Federation of Agriculture (2)

- 2.2** Members shall be appointed for a term concurrent with the term of Councilor until successor members are appointed. Members may also be appointed for shorter or more flexible terms in consideration of special circumstances (e.g. non-resident "experts", or to fill out a prematurely vacated term).

- 2.3** Eligible members will be residents, taxpayers or business owners in the Town of Caledon, except staff liaison. A limited number (maximum of two) of non-residents or non-taxpayers may be considered where they hold academic qualifications or professional expertise not represented on the Committee.

- 2.4** Members will be selected on the basis of their demonstrated interest and participation in community economic development matters. Academic qualification, availability, work experience, community involvement, knowledge and professional expertise will be taken into consideration.
- 2.5** A Chair and Vice-Chair for CEDAC will be elected for a two-year term by majority vote among the members at the first meeting. The Chair shall not be a member of Council. The Chair will be expected to be available to make presentations to Council on CEDAC reports.
- 2.6** All members will be required to devote some time between meetings to work on matters before the Committee.
- 2.7** In the absence of both the Chair and Vice-Chair, the committee will appoint, from its members, a Chair for that particular meeting, who shall be subject to all the normal responsibilities and privileges assigned thereto.

### **3.0 REPORTING**

- 3.1** CEDAC is an Advisory Committee established by Council in accordance with these adopted Terms of Reference. Committee members are bound by these Terms of Reference, and are accountable to Council.
- 3.2** CEDAC reports directly to Council, under the signature of the Chair or designate. CEDAC reports and communications will normally be directed to Council through the Economic Development & Communications Department, but CEDAC may also appear before Council as a delegation.

### **4.0 FINANCING**

- 4.1** Financial support for the committee will be reviewed annually as part of the Town's regular budget preparation process. Additional special project funding requests may also be submitted by the Committee on occasion for consideration by Council.
- 4.2** Committee members will receive no remuneration for their involvement in committee activities. An exception to this clause may be granted by resolution of Council if so requested by CEDAC.

### **5.0 STAFF LIAISON & SUPPORT SERVICES**

- 5.1** Staff appointees are considered full CEDAC members in all respects, except with regards to voting procedures, and shall attend meetings in this capacity.

**5.2** The CEDAC budget will be administered by the Economic Development & Communications Department.

**6.0 MEETINGS**

**6.1** The Committee shall meet quarterly, or at the call of the Chair and notice of its meetings will be given in accordance with the Town's Procedural By-law.

**6.2** The Committee may invite resource persons to attend a meeting.

**6.3** The Committee may establish sub-committees for various topics, issues or proposals as required. Such sub-committees may include non CEDAC members, with the approval of the Chair, provided the sub-committee is chaired by a CEDAC member. Sub-committees shall report to CEDAC through the sub-committee Chair.