



Township of Cramahe Economic Development Committee

Date Approved by Council: TBD (Pending January 28th, 2025 Meeting)

Sunset Date: End of Council Term

Mandate:

The Township of Cramahe Economic Development Committee will promote and facilitate ongoing communication and cooperation between the Township and local businesses. Through the Committee, members will share expertise with respect to business attraction, retention and expansion; marketing and tourism, thereby inspiring and supporting entrepreneurship, creating a vibrant future for young adults within the community and building a stronger rural and small town identity.

Goals/Objectives:

1. Provide recommendations to Council and Staff on matters relating to Economic Development throughout the Township of Cramahe.
2. Build relationships between municipal government and local businesses.
3. Provide an economic development perspective on how Township policies on matters that are referred to the Committee by Council.
4. Identify opportunities for business development and expansion to encourage entrepreneurship.
5. Make recommendations and submit draft budgets to Council on potential initiatives and funding opportunities identified by the Committee.
6. Liaise with economic development efforts of Northumberland Economic Development (NED) and other partners.
7. Any other recommendations as they arise.

Composition:

The committee shall be comprised of voting members as follows:

5-7 members of the Public who must be Cramahe residents representing a variety of business sectors and organizations including, but not limited to

Economic Development Committee

Retail, Tourism, and Service Sector (restaurants, lawyers and other professionals).

- 1 council appointee
- 1 alternate council appointee

The Chair of the committee will be a voting member of the public appointed by committee at the first meeting and will be in place for the term of council.

Appointments will run concurrent with the term of Council or until their successors are appointed. Appointments may be revoked at any time at the discretion of Council. The citizen appointments should represent a broad diversity of the community.

Stakeholder groups may be invited to attend meetings as needed to provide expertise related to a specific topic or provide additional information regarding a topic of discussion.

The Committee will receive administrative support from Township staff, including the recording of minutes, meeting preparation and communicating Committee recommendations to the Township Council and other relevant stakeholders.

Relevant staff/departments will provide technical support to the Committee for the purposes of providing background information associated with policy and process. Staff support members shall not be voting members.

Attendance Requirements:

Per the procedural by-law 2021-91 Section 27.19 – Quorum: A quorum shall consist of more than 50% of the Membership of the committee. The meeting must have quorum to commence.

Per the procedural by-law 2021-91 Section 3.6 - Duties of the Advisory Committees: If three consecutive meetings lack attendee participation resulting in no quorum, it shall be deemed inactive until such a time as new members can be recruited.

Members who are absent for 3 consecutive meetings without a written notice, shall be removed from the committee and have their space advertised as available.

Leave of Absence Requests:

Members who require an extended leave of absence shall provide written notice to the committee secretary, and shall be provided with approval of their leave. During the approved leave of absence, their attendance shall not be considered for quorum.

Reporting to Council:

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 be first considered by staff and/or Council. Reports regarding matters related to the mandate of the committee will be made to the Committee of the Whole as required.

The committee may form sub-committees as necessary to investigate or report on specific issues and then report back to the Economic Development Committee. The members of the sub-committees would schedule their meeting(s) as needed, at a time and location that is convenient for all members.

Administration Section

Department Linkage: Planning and Development Department

Staff Support: Legislative and procedural support to be provided by the Clerk or Designate.

Meeting Frequency: The Economic Development Committee shall establish the regular meeting time and location at the first meeting of each term. It is expected that the Economic Development Committee will meet quarterly.

Public Participation

All Committee meetings are open to the public. Members of the public are not permitted to participate in Committee discussions but may appear as a delegation before the Committee. Delegations shall be for a maximum of 10 minutes. Those wishing to appear as a delegation at a committee meeting must so advise the staff liaison a minimum of five working days before the meeting. The Chair may eject any member of the public from a meeting if, in the opinion of the Chair, that person is being disruptive or disrespectful.

Declaration of Office

I do solemnly promise and declare that:

1. I will truly, faithfully and impartially, to the best of my knowledge and ability execute the position of Committee member, to which I have been appointed in this Township.
2. I have not received and will not receive any payment, or promise thereof, as a result of my appointment.
3. I will disclose any pecuniary interest, direct or indirect.
4. Any member of the Committee shall not direct Staff or other Personnel in the day-to-day operation of employees in relation to managing/supervising/assignment of tasks.
5. I will abide by the following Township of Cramaha policies and by-laws:
 - Council and Committee Code of Conduct
 - Procedure By-Law
 - Committee Policy
 - Procurement Policy
 - any other relevant policies or by-laws.

Name: _____

Signature: _____

Date: _____

Appointment Date:

Resolution Number: