



# Town of Newmarket

## **TERMS OF REFERENCE**

<b>NAME:</b>	Newmarket Economic Development Advisory Committee
<b>REPORTS TO:</b>	Council
<b>STATUS:</b>	Advisory
<b>ESTABLISHED:</b>	February 12, 2007

### **ENABLING LEGISLATION/AUTHORIZING BY-LAW**

Legal and Development Services – Economic Development Report 2007-02 provided the framework for the establishment of the Newmarket Economic Development Advisory Committee and was adopted by Council on February 12, 2007.

The Newmarket Economic Development Advisory Committee (NEDAC) is required to adhere to the provisions outlined in the Town's Procedural By-Law 2015-50, as amended from time to time, Committee Public Appointment Policy, and Committee Administration Policy.

### **MANDATE**

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.

The Committee will be responsible for the following:

- Liaise with the business community to identify potential opportunities for business development.
- Provide guidance and feedback to Council and the Economic Development Officer (EDO) on strategic directions for economic development.

### **Deliverables**

The Committee will accomplish its mandate through:

- Agenda planning meetings coordinated through the Economic Development Officer that includes the Mayor, NEDAC Chair, NEDAC Vice-Chair, CAO, Commissioner of Community Services and the EDO
- Regular quarterly meetings (or at the call of the Chair as required to deal with urgent Committee business);
- Coordination of an annual Community Economic Development Congress;
- Participation in economic development promotional events/activities as required.

## **Strategic Plan Linkages**

This mandate meets the following Corporate Strategic Goals:

- *Well-equipped and well-managed:* by focusing 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;
- *Well-balanced:* by encouraging a sense of community through an appropriate mix of land uses and amenities;
- *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.

This mandate meets the following Council Strategic Priority:

- *Economic Leadership and Job Creation:* Attracting, retaining and expanding jobs through innovation, collaboration and urbanization

## **COMMITTEE COMPOSITION AND STAFF RESOURCES**

NEDAC will be composed of:

- Up to Fourteen (14) residents, local business owners, or key stakeholders
- Two (2) Members of Council (Mayor, Deputy Mayor & Regional Councillor)
- One (1) representative from Chamber of Commerce

NEDAC will be supported by:

- Chief Administrative Officer
- Commissioner of Community Services and staff resources from the Economic Development Office
- Legislative Services staff.

## **Qualifications**

Consideration shall be given to inclusion of the following individuals with experience in the following sections during the appointment process:

- Health Sector Innovation
- Business Services
- Information and Communication Technology Industries, including Digital Media
- Post-Secondary Education
- Industrial Commercial Institutional (ICI)
- Manufacturing
- Software Development
- New Media and Millennial Marketing Sector

## **FREQUENCY OF MEETINGS**

- Quarterly (or at the call of the Chair as required to deal with urgent Committee business);
- One (1) annual Economic Development Congress

## **BUDGET CONSIDERATION**

The fiscal year of the Committee shall be from January 1 to December 31. Any expenses required to support this Committee will be provided through the annual Economic Development budget.

## **WORK PLAN**

A report or presentation summarizing the Committee's accomplishments shall be provided to Council in the fourth quarter annually.

## **REMUNERATION**

None.

## **TERM OF OFFICE**

A Member's term on the Committee shall be concurrent with the Term of Council, unless otherwise indicated in the Committee's Mandate, or until a successor is appointed.

## **COMMITTEE REVIEW/SUNSET DATE**

Every four years to coincide with the Term of Council or when a change to legislation impacts the obligations and responsibilities of the Committee.