



THE CORPORATION OF THE TOWNSHIP OF AUGUSTA

BY-LAW NUMBER 3288-2017

**A BY-LAW TO AMEND BY-LAW 3142-2015
(ESTABLISHING COMMITTEES FOR THE
TOWNSHIP OF AUGUSTA)**

WHEREAS by Section 5 of the Municipal Act, 2001, S.O. 2001, c. 25, the powers of a municipal corporation are to be exercised by its Council;

AND WHEREAS Council wishes to amend By-Law 3142,

NOW THEREFORE the Council of the Corporation of the Township of Augusta enacts as follows:

1. That Appendix A be amended to include the updated Terms of Reference for the Economic Development and Tourism Committee.
2. That this amendment will come into force and effect on the date of passing.

READ a first and second time this 13 day of February, 2017.

READ a third time and passed this 13 day of November, 2017.


MAYOR


CLERK

Schedule A By-Law 3288

ECONOMIC DEVELOPMENT AND TOURISM COMMITTEE TERMS OF REFERENCE

MISSION

Under the Direction of Council and Senior Staff to work in an advisory capacity to attract, promote, retain and expand economic development and tourism within Augusta Township to make our Township a sustainable community in which to reside, work and play.

TERMS OF REFERENCE

The following Terms of Reference for the Economic Development and Tourism Committee (EDTC) were developed to guide committee members in the fulfillment of their duties. The EDTC is an important resource to assist Council in maintaining an economically sustainable community.

STRUCTURE OF THE COMMITTEE

1. Council shall appoint the Chair who shall be a member of Council.
2. The EDTC shall consist of 7 members appointed by Council.
3. The Township shall appoint a staff member as the secretary for the committee.
4. A quorum of the Committee shall consist of a majority of its members, or 51%.
5. All Township residents or representatives of businesses active in the Township interested in serving on the EDTC will be asked to identify themselves through the application process. Those names will be put forward to Council and representatives will be selected by Council for the term of Council, with consideration for the following criteria;
 - 5.1 Candidates from various business/industry sectors;
 - 5.2 Candidate's willingness to take on responsibilities for specific areas of the economic development program;
 - 5.3 Candidate's qualifications and commitment to the functions of the committee as outlined below; and
 - 5.4 Candidate's availability to participate.
6. In the event that a committee member resigns from the committee they will be replaced within 60 days of the resignation.
7. Any member who misses three consecutive meetings shall be dismissed from the Committee at the discretion of the Chair and be replaced by a qualified candidate appointed by Council.

8. The Committee shall meet every month, on the Monday of the first full week of that month. More than one meeting or a change of schedule may occur at the discretion of the Chair.

9. The Chair may invite any additional person(s) to attend the meeting to provide additional information and comment, but such invited person(s) shall not participate in the regular business of the meeting.

FUNCTIONS OF THE COMMITTEE

To achieve the mission of the EDTC the committee's functions shall be to:

- Maintain and improve economic development opportunities in Augusta;
- Assist staff and Council and participate in marketing programs
- Represent and advocate for Augusta in economic development matters;
- Along with Council and staff, participate in future strategies to enhance Augusta's economic viability;
- Develop and/or recommend economic development policies (for example marketing programs, special projects and initiatives);
- Work with outside agencies and the private sector to ensure the development and promotion of Augusta;
- Consult with community groups and businesses in matters relating to economic development;
- Evaluate and review economic development programs/policies and make recommendations to Council;
- Assist in the implementation of Council adopted strategies and plans;
- Any other duties which may be specifically referred by Council to the Committee.

RECOMMENDATIONS OF THE COMMITTEE

The EDTC shall report directly to Council. Any resolutions/recommendations that come out of the committee meeting will be forwarded for Council as a recommendation for consideration at the next Council meeting during the 'Committee Report' section.