

Board - Committee
Chapter 0072- Woodstock Economic Development
Advisory Committee

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Article 1 - Established

72.1.1 Committee - purpose

A special body to be known as the “Woodstock Economic Development Advisory Committee” hereinafter called “the Committee” is hereby established in order that Woodstock City Council may receive direct citizen input into matters relating to economic development. By-law 7993-04, June 3, 2004.

72.1.2 Committee - composition - members - qualifications

The Committee shall be composed of:

- a. two voting members of Woodstock City Council ; one being a member of Woodstock City Council and one being the Head of Council for the current term.
- b. one voting member nominated from the Chamber of Commerce and approved by Council.
- c. one voting member nominated from the Woodstock Downtown Business Improvement Association and approved by Council.
- d. a minimum of six voting members of the public who are a resident, an owner of property, or an employee within the City of Woodstock; and
- e. up to four non-voting student members who are students attending any high school or college located in the City.

72.1.3 Appointments - effective - upon resolution – expiry

All appointments to this Committee shall be for a four year period and become effective upon the passing of a resolution of Council which provide for such appointments, and shall expire upon the completion of the term appointed by Council or when a successor to such appointee has been appointed. All appointments are at the discretion of Council.

72.1.3.1 Repealed: By-law 8319-07, February 1, 2007

72.1.3.2 Vacancy - term

Persons appointed to fill vacancies where a committee member has resigned or is removed, shall have the same term as the committee member who has resigned or is removed. By-law 8319-07, February 1, 2007.

72.1.4 Chair - chosen - first meeting

A Chair shall be chosen from among the members at the first meeting of the Committee following the Council's appointment at which a majority of members are present after November 30.

72.1.5 Chair - term - expiry

An appointment as Chair shall continue until November 30 in the following year, unless revoked by the Committee in the interim.

72.1.6 Chair - not Council member

The Chair shall not be a member of Council.

72.1.7 Chair - duties

The Chair shall:

- a. chair all official meetings of the Committee; and
- b. Set the agenda in consultation with the Development Commissioner.

72.1.8 Vice-Chair - duties – Chair - absent

The Vice-Chair shall assume the duties of the Chair when the latter is not available.

72.1.9 Vice-Chair - not Council member

The Vice-Chair shall not be a member of Council. By-law 7993-04, June 3, 2004.

72.1.10 Quorum - minimum

A quorum shall consist of a majority of the currently appointed voting members of the Committee either in person or, in special circumstances, by means via teleconference if deemed appropriate by the staff representative and the chair. Committee members attending meetings via teleconference shall constitute as being part of quorum. By-law 8319-07, February 1, 2007, By-law 9003-15, October 1, 2015.

72.1.11 Member - disability - transportation

The City will reimburse Committee Members the equivalent of a local round trip taxi fare for all lay members who are unable, due to the nature of their disability, to utilize a personal automobile to attend scheduled meetings within the City.

Article 2 - Responsibility

72.2.1 Presentation – to Council

The Committee shall be responsible for presenting to Council its recommendations relating to the matters set out in this Article in the form of a written report which may be accompanied by a presentation to Council.

72.2.2 Objectives - policy - development

The Committee shall be responsible for presenting to Council its recommendations relating to the setting of objectives and policies to be followed in connection with economic development matters.

72.2.3 Objectives - monitor - performance

The Committee shall be responsible for reviewing and reporting to Council on the performance against the objectives set for economic development.

72.2.4 Objectives - budget - strategies

The Committee shall comment on the Department's annual operating business plan to ensure it coincides with the approved strategies.

72.2.5 Objectives - activities - consideration - as required

The Committee shall make recommendations relating to those matters pertaining to the general objectives and policies as may from time to time be referred to it for consideration by Council.

72.2.6 Policy matters - as required

The Committee may make recommendations relating to policy matters that may come to the attention of the Committee or provide advice on specific issues when requested by the Department.

72.2.7 Program - status - need - determination

The Committee shall make recommendations relating to the status of programs and their relationship to business retention and attraction.

72.2.8 Policy matters - other levels of government

The Committee shall advocate on behalf of the business community to Council regarding policies from all levels of government which may be seen as affecting business retention and attraction.

72.2.9 Member - speak as Committee - directly to Council

The role of the Committee is to provide advice to Council on matters identified in this Chapter and matters as referred from time to time by Council. Individual members contribute to the recommendations of the Committee and are expected to respect the recommendations forwarded to Council.

72.2.10 Recommendations to Council - only – exception

Committee recommendations are to be directed to Council and not to external agencies, boards, individuals, or other authorities unless authorized to do so in writing by Council.

72.2.11 Member - speaking - criticism prohibited

Individual members of the Committee have a responsibility to speak through the Committee, to respect the decisions of the Committee and Council and shall not criticize the deliberations and decisions of the Council to any outside body or persons.

Article 3 - Staff – Responsibility

72.3.1 Commissioner - attendance - advisory capacity

The Economic Development Commissioner or his/her designate shall attend all meetings in an advisory capacity only.

72.3.2 Secretary

The Committee shall appoint from within the Committee a member who shall cause the minutes to be recorded.

72.3.3 Minutes forwarded to Commissioner

The minutes shall be forwarded to the Economic Development Commissioner, or his/her designate, for completion and distribution.

72.3.4 Reports to Council

The Economic Development Commissioner or his/her designate shall prepare the reports with recommendation for submission to Council for their consideration. (A copy of all minutes shall be forwarded to the Clerk's Department for records management purposes.)

Article 4 - General Provisions

72.4.1 Meetings - every three months - Chair

The Committee shall meet at the time or times to be determined in advance by the Chair provided that at least one meeting shall be held within every three month calendar period.

72.4.2 Meetings - notice - to all members - by Chair

The Economic Development Commissioner shall ensure that written notice of meetings is given to all members of the Committee as far in advance of any meeting as possible and in no event shall the notice be less than forty-eight hours.

72.4.3 Agenda

The notice of the meeting shall include an agenda detailing the matters to be dealt with.

72.4.4 Meetings - interested group - organization

The Committee shall meet from time to time with groups, organizations and individuals interested or involved in economic development to determine their particular concerns in their area of interest.

72.4.5 Meeting - open - exception - confidential matters

All meetings of the Committee shall be open to the public except when the provisions of subsection 239 (2) of the *Municipal Act, 2001* apply to the matter or matters being discussed.

72.4.6 Annual report

The Committee shall have an opportunity to present an annual report on the activities of the Committee to Council.

72.4.7 Economic development project - as requested

The Committee shall attend to any project of an economic development nature as requested by Council.

72.4.8 Education - community

The Committee may make recommendations regarding the education of the community on economic development issues.

72.4.9 Public awareness - understanding

The Committee may make recommendations to increase public awareness and understanding of economic development issues within the City.

72.4.10 Policy - procedure - established by Council – execution

Upon the establishment by Council of any change in policy as set out in this Chapter or any other by-law, the Chief Administrative Officer, and such other members of the City administrative staff as may be prescribed or may be necessary, shall be responsible for the proper execution of those policies and procedures.

Article 5 - Repeal – Enactment

72.5.1 By-laws – previous

All other by-laws or parts thereof inconsistent with the provisions of this Chapter are hereby repealed.

72.5.2 Effective date

This Chapter shall become effective as of third and final reading of the enabling by-law. By-law 7993-04, June 3, 2004.