

## **ECONOMIC AND TOURISM DEVELOPMENT ADVISORY COMMITTEE (ETDAC)**

### **TERMS OF REFERENCE**

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#### **1. MANDATE/OBJECTIVE**

The Economic and Tourism Development Advisory Committee (ETDAC), is a Sub-Committee reporting to the Planning & Development Committee on matters that will foster and enhance a strong and stable economy consistent with the attributes of a sustainable community. The committee will act as a primary connection between Hastings County and the various industries/sectors operating within the County, and facilitate and encourage industry engagement throughout the County. The Committee will support economic and tourism development and tourism marketing to enhance the quality of life and prosperity in Hastings County and to meet the needs of the future.

#### **2. MEMBERSHIP**

The Economic and Tourism Development Advisory Committee (ETDAC) shall be comprised of twelve (12) members as follows:

- Two (2) members of the Planning & Development Committee to be selected by the Planning & Development Committee;
- Four (4) business operators from the tourism industry in Hastings County;
- One (1) business operator from each of the following key industry sectors in Hastings County:
  - Agriculture
  - Forestry
  - Manufacturing (i.e. artisan/niche manufacturing)
  - Creative Economy
- Two (2) citizen appointees with an interest in advancing economic and tourism development in Hastings County; and,
- A Chairperson of the Committee will be appointed from amongst, and by the 12 member Committee.

To ensure input from all parts of the County, the Planning & Development Committee shall make an effort to appoint representatives from the private sector who represent a broad cross-section of the County.

All members will be appointed by Hastings County Council.

### **3. TERM**

All members of the ETDAC shall be appointed for the term of the County Council which appointed them.

### **4. REMUNERATION**

County Council members will receive their standard per diem and mileage allowance for attending meetings. Other members will be entitled to mileage reimbursement only for attending meetings.

### **6. DUTIES AND FUNCTIONS**

The mandate of the ETDAC is to provide advice/recommendations to County Council through the Planning & Development Committee on:

- Economic and tourism development needs, strategies and priorities;
- Development and implementation of the County branding and marketing strategy;
- Industry engagement strategies; and
- Acting as ambassadors/champions for Economic and Tourism Development in the County of Hastings.

The ETDAC acts in a supportive and advisory role. The Planning & Development Committee may consider any advice or recommendation from the ETDAC, but is in no way bound by such recommendation.

### **8. MEETING TIMES AND LOCATIONS**

Meetings will be held on a set day and time as may be determined by the Committee or at the call of the Chair. The chair shall cause notice of the meeting (including the agenda), to be provided to members of the Committee a minimum of three (3) business days prior to the date of each meeting. Quorum for meetings shall consist of a majority of the members of the ETDAC.

The location of the meetings will generally be held at the County of Hastings Administration building, or as may be determined by the Chair in consultation with the Economic Development Manager.

### **9. MEETING ATTENDANCE**

Any member of the Committee, who misses three consecutive meetings, without being excused by the Committee, may be removed from the Committee and replaced. The Committee must make recommendations, by a report to Planning & Development Committee for the removal of any member.

## **10. STAFF SUPPORT**

All staff within the Economic and Tourism Development Unit will attend all meetings, provide advice, liaise with the ETDAC, provide administrative resources (meeting agendas, materials and minutes) and provide the Committee with technical assistance.

## **11. REPORTS**

Minutes of all meetings of the Committee shall be forwarded to the Planning & Development Committee.

## **12. PROCEDURES:**

Standard Code, County Procedural By-law and legislation shall govern meetings of the ETDAC.

## **13. CONFLICTS OF INTEREST:**

Members shall be governed by the Municipal Conflict of Interest Act, disclose any pecuniary interest and refrain from participation in any discussion and voting (if any) with respect to that matter.

## **14. AMENDMENTS**

At the discretion of County Council, the ETDAC may be dissolved in whole or in part by resolution and reconstituted through the appointment of a new member(s). Changes to the ETDAC membership may be for such reasons as but not limited to, member(s) being in contravention of any Provincial or Federal Laws, non-compliance with the County's code of conduct, disrupting the work of the ETDAC, Planning & Development Committee or County Council or any other legal issues.