



CORPORATION OF THE
TOWNSHIP OF BLACK RIVER- MATHESON
367 FOURTH AVE, P.O. Box 601, MATHESON, ON POK 1N0
TELEPHONE (705) 273-2313
WEBSITE: www.twpbrm.ca

ECONOMIC DEVELOPMENT COMMITTEE TERMS OF REFERENCE

1. PURPOSE

The Economic Development Committee (EDC) will guide and promote economic growth, diversification, and long-term stability in the Township of Black River-Matheson. The committee will collaborate with businesses, investors, community groups, and government agencies to foster a thriving local economy.

Key Objectives:

- Business Retention & Expansion – Support local businesses, assist with funding access, and encourage networking.
- Investment Attraction & Diversification – Market the township to new industries, attract investors, and promote commercial land development.
- Infrastructure & Development – Advocate for improved internet, transportation, and business-friendly policies.
- Funding & Partnerships – Secure grants and collaborate with economic agencies.

2. MEMBERSHIP

The Economic Development Committee will be comprised of two (2) members of Council and **two (2)** members of the public appointed by Council who meet the criteria as outlined in these Terms of Reference.

The two members of Council who will form part of the committee shall be:

1. His Worship, the Mayor
2. Councillor from Ward 2

Public members will be selected from the community at large on the basis of their demonstrated interest and participation in business matters; academic or technical qualifications; availability; work and volunteer experience; knowledge and professional expertise.

Should a committee member resign or be unable to fulfill their duties, Council will appoint a replacement for the remainder of the term.

3. TERM OF OFFICE

Appointments of the Committee are made by council. The term of office or all appointments shall be for the term of Council.

The Chair shall be selected by the Committee members at the first meeting. The Chair shall serve for no longer than two terms.

The Committee shall inform Council if a member misses three (3) consecutive meetings without justification. Council may consider the replacement of the member.

4. MEETINGS

The Committee will recommend a meeting schedule at the first meeting in consultation with all appointed members and staff availability. The schedule will be approved by Council and posted publicly.

A quorum of a meeting shall consist of a simple majority of the members of the Committee. All meetings shall be held in accordance with all applicable municipal policies and by-laws.

5. DUTIES AND RESPONSIBILITIES

The Economic Development Committee will analyze the local economy and identify opportunities for growth by marketing the region's strengths and potential to businesses, investors, and developers. They will develop long-term strategies to improve infrastructure, workforce development, and business climate to foster sustainable economic growth. The EDC will seek to collaborate with provincial and federal government, businesses, educational institutions and other organizations to implement projects and programs that stimulate economic activity.



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The goal is to work as a facilitator and advocate for economic progress and sustainability within the Township Black River-Matheson. This committee will play a key role in shaping the economic future of the township through strategic planning, business development, community engagement, and collaboration across various sectors aiming to create a balanced and thriving economic environment that benefits both the local businesses and residents.

6. AUTHORITY AND ADMINISTRATION

The Economic Development Committee is created by and responsible to Council.

The Economic Development Committee is an advisory committee and does not have any delegated authority.

7. CODE OF CONDUCT AND CONFLICT OF INTEREST

Committee members shall, at all-time follow the policies and procedures set out in the Township of Black River-Matheson Code of Conduct policy. A conflict of interest may arise for committee members appointed by Council when personal or business interests clashes with or affect the duties and decisions of the committee. These members are required to adhere to the Municipal Conflict of Interest Act which contains strict rules regulating participation in matters to which there is a direct or indirect pecuniary interest. The onus to declare a conflict of interest lies with the members and not municipal staff. Committee Members can seek advice from the Municipality's Integrity Commissioner respecting obligations under the Municipality's Code of Conduct policy and the Municipal Conflict of Interest Act.