

# THE CORPORATION OF TAY VALLEY TOWNSHIP

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## BY-LAW NO. 2013-065

### SUSTAINABLE ECONOMIC DEVELOPMENT WORKING GROUP TERMS OF REFERENCE

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**WHEREAS**, Section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Municipal Act or any other Act;

**AND WHEREAS**, Section 5 (3) of the *Municipal Act, 2001*, S.O. 2001, c. 25, as amended, provides that a municipal power, including a municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**NOW THEREFORE BE IT RESOLVED THAT**, the Council of the Corporation of Tay Valley Township enacts as follows:

#### 1. GENERAL REGULATIONS

1.1 **THAT**, the Sustainable Economic Development Working Group – Terms of Reference, attached hereto as Schedule "A", be adopted.

#### 2. ULTRA VIRES

Should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

#### 3. EFFECTIVE DATE

ENACTED AND PASSED this 12<sup>th</sup> day of November, 2013.

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Keith Kerr, Reeve

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Amanda Mabo, Clerk

**THE CORPORATION OF TAY VALLEY TOWNSHIP  
BY-LAW NO. 2012-023**

**SCHEDULE “A”**

**TAY VALLEY TOWNSHIP**

**SUSTAINABLE ECONOMIC DEVELOPMENT WORKING GROUP  
TERMS OF REFERENCE**

**MANDATE**

The mandate of the Working Group is to provide advice and recommendations to Council for the purposes of enhancing the economic well-being of the community. To fulfill its mandate, it is anticipated the Working Group will, among other things:

- Identify economic development initiatives and programs that stimulate economic activity.
- Support and strengthen the agricultural, recreation & tourism, artisan, and small-medium size business sectors.
- Identify barriers, real or perceived, to starting a home based business.
- Develop a small business support plan and tourism incentive plan.
- Develop better connections with Perth and District Chamber of Commerce and the Ontario’s Highlands Tourism Organization to leverage business partnerships.
- Support and encourage use of idle agricultural land to increase capacity for food production and commodity agricultural activities while improving the attractiveness of the Township. Explore food entertainment opportunities within the agricultural sector.
- Identify eco-tourism markets.
- Provide support to identify markets for locally produced food to assist producers to become sustainable.
- Identify assets, including skills and talent, champions and mentors to assist new businesses.
- Promote economic and community development in conjunction with Lanark County Tourism, Valley Heartland Community Futures, Small Business Advisory Centre, and the Perth and District Chamber of Commerce to support business attraction, retention and expansion.
- Coordinate work with that of other Township working groups (e.g. Recreation, Waste Management, 200<sup>th</sup> Anniversary)

The deliverables of the Working Group are to be guided by and be consistent with the vision statement for Tay Valley Township:

*Tay Valley Township is a rural community that honours our culture and heritage, whose citizens and leaders strive to improve the quality of life for all residents and visitors in a sustainable, adaptable and secure environment.*

## **SCOPE OF AUTHORITY**

The Working Group is advisory in nature and established by Council in accordance with the adopted Terms of Reference.

Actions of the Working Group that require Council approval include use of Township funds not assigned to the Working Group by budget approval, the use of staff resources other than those outlined in the Terms of Reference, and use of Township equipment or other resources.

## **REPORTING RESPONSIBILITY**

The Economic Development Working Group will communicate its findings and recommendations to the Committee of the Whole. Attendance and agenda topics will be coordinated through the Clerk or designate. The Working Group will present an annual report to Committee of the Whole highlighting the Working Group's activities over the last year along with goals for the next year. In-year updates from the Working Group will be communicated to Committee of the Whole on a regular basis by the Council Member representative(s).

## **MEMBERSHIP**

The Economic Development Working Group shall comprise a maximum of ten (10) members appointed by resolution of Council plus staff as non-voting resources. Working Group membership will reflect the diversity of economic activity and strengths within Tay Valley Township and shall include representation from:

1. Council - representation shall include two (2) members;
2. The public - eight (8) members who will, to the greatest extent possible, represent the following sectors:
  - i) Agriculture;
  - ii) Small and home-based business;
  - iii) Creative economy (e.g. artisan);
  - iv) Real property/development;
  - v) Building contractors;
  - vi) Hospitality/tourism;
  - vii) Manufacturing/industrial.

The chairperson shall be a member of Council. Staff resources will include the Chief Administrative Officer or designate and an Administrative Assistant.

Replacement members can be appointed, if needed, during the course of the term.

## **MEETINGS**

The Working Group will meet at least quarterly or at the call of the Chairperson. The agenda will be posted on the Township website one week prior to the meeting. The Clerk or designate will serve as Recording Secretary. Meeting minutes will be action only and will record those members in attendance and any topics discussed. A quorum of members (50% plus 1) will be required for a meeting to take place. In the absence of the Chairperson, the quorum will appoint a Chairperson for that particular meeting from the members in attendance. All meetings will be open to the public and will generally occur at the Township office at 217 Harper Road.

## **TERM**

The term of appointment shall be for the term of Council. Re-appointment is encouraged to facilitate continuity.