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## Community Economic Development Advisory Committee Terms of Reference

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### 1.0 Mission Statement

The Community Economic Development Advisory Committee (CEDC) is an advisory committee of Council with a mandate to foster, promote and implement economic, business and tourism development initiatives within the Municipality of Mississippi Mills. Mississippi Mills is a diverse municipality with strong rural and urban roots; the committee will work to promote development across all sectors.

### 2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to promoting community and economic development.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Identify activities, events and opportunities to promote economic growth and tourism in Mississippi Mills.
- e. Provide a voice and forum for businesses, rural and urban communities, beautification, and arts and culture for the greater good of Mississippi Mills.
- f. Encourage community involvement in matters and projects related to economic development.
- g. The Committee shall assist with the development of new and innovative programs and services that positively affect the operation of the Department of Recreation and Culture.
- h. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.

- i. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

### **3.0 Appointment of Committee**

- a. The Committee shall consist of the following:
  - i. 1 to 2 Council members
  - ii. Mayor (ex-officio)
  - iii. Staff support
  - iv. 5- 7 members of the public representing various sectors of the business community with diverse knowledge. Ideally membership may include representation from all wards and expertise in the following areas:
    - rural business community
    - urban business community
    - arts and culture community
    - marketing or tourism related experience
    - beautification
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.
- e. The CEDC shall meet a minimum of six (6) times per year.
- f. The CEDC shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.

### **4.0 Committee Support**

The Community Economic & Culture Coordinator is designated as the staff resource. Additional staff resources may be utilized as required.

### **5.0 Expenses/Budget**

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

## APPENDIX I

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### **Riverwalk Expansion Working Group Guidelines**

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The Riverwalk Expansion Working Group is an advisory group to the Community Economic Development Committee. The Riverwalk Expansion Working Group has a clear mandate to promote, advance, define, extend and fundraise for the expansion of the Riverwalk.

#### **General Objectives:**

- Promote and encourage community involvement in the Riverwalk project.
- Assist with projects and programs related to the Riverwalk.
- Host public fundraising events or initiatives for the Riverwalk.
- Liaise with the CEDC on the Riverwalk expansion.
- Report back to the CEDC with advice or information in writing, verbal report, or as a delegation to the CEDC.

#### **Membership:**

- The working group should be comprised of Mississippi Mills residents representing the various sectors of the community.
- 1 member of the CEDC will be a liaison between the working group and the CEDC.
- The terms of office for the working group shall be established by the CEDC.

## APPENDIX II

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### Beautification Working Group Guidelines

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The Beautification Working Group is an advisory group to the Community Economic Development Advisory Committee. The purpose of the working group is to promote, advance and maintain the aesthetics of the natural and built resources of Mississippi Mills.

#### **General Objectives:**

- Coordinate and/or assist with projects and programs related to: public art, streetscapes, banners, planting (including baskets), maintenance and clean up (Pitch in Program)
- Encourage community involvement in advancing and maintaining the beautification and aesthetics of Mississippi Mills.
- Assist with the implementation of programs as prescribed by the Community Economic Development Advisory Committee.
- Report back to the Community Economic Development Advisory Committee with advice or information in writing, verbal report, or as a delegation to the Community Economic Development Advisory Committee.

#### **Membership:**

- The working group should be comprised of Mississippi Mills residents representing the various sectors.
- 1 member of the Community Economic Development Advisory Committee will be a liaison between the working group and the Community Economic Development Advisory Committee.
- The terms of office for the working group shall be established by the Community Economic Development Advisory Committee.