



Terms of Reference

Planning and Economic Development Advisory Committee

Purpose:

To provide a planning advisory role to fulfill legislated requirements and consider planning policies or special studies and economic development, tourism, and culture strategies or initiatives.

Scope of Responsibility:

The Planning and Economic Development Advisory Committee's scope of responsibility shall include:

- Contributing local knowledge and their expertise on emerging issues and new initiatives related to the purpose of this Committee.
- Providing direction and feedback regarding the development of policies, programs, plans, or studies related to the purpose of this Committee.
- Ensuring alignment with and monitoring the implementation progress of plans and strategies related to the purpose of this Committee.

This Committee is not responsible for reviewing or approving private development applications.

Membership:

Voting members of the Planning and Economic Development Advisory Committee are appointed by County Council and shall include:

- Warden and 8 members of County Council representing each municipality, appointed annually
- Executive Director, Georgian College – Owen Sound Campus
- 4 public members, with preference given to representatives of Grey's key sectors and stakeholders who will be appointed concurrent with the term of Council. (this includes Development, Tourism, Manufacturing, Entrepreneur)

At least one of the public members shall be a resident of the County of Grey and meet any legislated eligibility criteria.

Chair and Vice Chair:

The Chair and Vice Chair shall be elected annually from the voting members.

Meetings:

Meetings occur at the call of the Chair or as determined by the Committee (approximately four meetings per year).

Quorum:

A quorum shall consist of more than 50% of the membership of the Committee.

Statutory Authority:

The Planning and Economic Development Advisory Committee is guided by the County's Procedural By-Law, Council's Code of Conduct, other Grey County policies, plans, or studies as applicable, and provincial Acts and regulations, including:

- Municipal Act, 2001
- Planning Act, 1990

The Municipal Act provides Council the power to appoint Committees and assign them functions and further grants jurisdiction over economic development services or the promotion of the municipality for any purpose by collecting and disseminating information.

The Planning Act provides that every upper-tier municipality with planning responsibilities shall appoint a Planning Advisory Committee.

Reporting Relationship:

The Planning and Economic Development Advisory Committee shall report directly to the Committee of the Whole with endorsed recommendations being sent to County Council for ratification.

Lead Staff & Resources:

The Clerks, Planning and Development, and Economic Development, Tourism and Culture Departments will provide staff support and coordination.

Other staff resources or their designates may include:

- CAO
- Deputy CAO
- Clerk
- Director of Finance
- Director of Planning and Development

- Administrative Assistant, Planning
- Director of Economic Development, Tourism and Culture (EDTC)
- Deputy Clerk/Legislative Coordinator
- Manager of Economic Development and Tourism
- Administrative Assistant, Economic Development, Tourism and Culture
- Manager, Grey Roots Museum and Archives
- Grey County Economic Development Officers
- Business Enterprise Centre
- Grey Bruce Local Immigration Partnership
- Local Municipal Economic Development Officers

Participation from external agencies, organizations, or stakeholders will be solicited where appropriate depending on the themes/topics being discussed.

This Committee will have opportunity to participate in business tours throughout Grey County.