

Village of Merrickville-Wolford Economic Development Coalition

Terms of Reference

A. Mandate

The mandate of the Coalition is to advise the Council concerning business promotion and development matters in an attempt to enhance the Village's position as a preferred business and tourism location.

The role of the members include:

- Establishing a three-year economic development strategic plan, to be reviewed annually;
- Monitoring the Villages economic development activities to ensure that they are consistent with the development strategy;
- Provide updates and recommendations to Council on related matters;
- Promoting the goals of the Village, and act as ambassadors for business and tourism opportunities;
- Provide recommendations to increase private sector participation in business and tourism programs;
- Fostering co-operation among local stakeholders concerned with business development;
- Monitoring public response to the programs and policies which assist in economic development.

B. (i) Appointment

Council will appoint ten members representing the following sectors:

- Retail (2)
- Tourism (1)
- Agriculture (1)
- Food and Beverage (2)
- Events (1)
- History and Heritage (1)
- Service Organizations (2)

The CAO of the Village of Merrickville-Wolford will sit as an ex-officio member in a supportive role and report the activities of the Coalition to Council on a regular basis.

(ii) Criteria

The following criteria will be used in the appointment of members.

- Exhibit a strong commitment to the community through demonstrated involvement and leadership.
- Represent the Village of Merrickville-Wolford business, social and cultural interests and diversities.
- Exhibit a broad interest and give priority to issues of significance throughout the Municipality.
- Volunteer significant time to ensure full participation and interest.

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(iii) Attendance

The Chairperson of the Coalition will require the resignation of any member who fails to attend two consecutive meetings without notice or reason or maintain less than 50% attendance at meetings in a calendar year.

(iv) A member of the Coalition will be appointed for a term of two (2) years, which may be repeated.

C. General

Chairperson and Vice-Chairperson

The Chairperson and Vice Chairperson will be selected by the Coalition from within its membership at the commencement of each calendar year.

(i) Meetings

Meetings will be held bi-monthly or at the call of the Chairperson. An agenda for the meeting will be circulated in advance and a record of the proceedings will be maintained.

(ii) Report to Council

A report outlining the activities and suggestions of the Coalition to Council will be provided on a bi-monthly basis.

(iii) Quorum

A quorum for Coalition Meetings will consist of 50% plus one, of the membership. A majority vote of members present will be used to reach a decision on the matter.

(iv) Sub-Committee

The Coalition may establish sub-committees or special project task forces as required. The sub-committees may utilize volunteers from outside of the committee membership to provide additional expertise and support as may be required.