

THE CORPORATION OF THE TOWNSHIP OF SEGUIN

BY-LAW NO. 2025-016

Being a By-law to Establish the Township of Seguin Business Committee and Adopt Terms of Reference for the Committee and to Repeal By-law No. 2023-054.

WHEREAS, Section 10 of the Municipal Act, 2001, S.O. 2001, c.25, as amended, in part provides that a single-tier municipality may pass by-laws respecting the governance structure of the municipality and its local boards;

AND WHEREAS, the Council of The Corporation of the Township of Seguin deems it advisable to establish by by-law, the Township of Seguin Business Committee and the Committee's Terms of Reference.

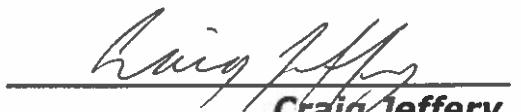
NOW THEREFORE the Council of The Corporation of the Township of Seguin hereby enacts as follows:

- 1. THAT** Council does hereby establish the Township of Seguin Business Committee and does hereby adopt the Township of Seguin Business Committee Terms of Reference attached as Schedule "A" to this By-law.
- 2. THAT** persons who are currently appointed as Members of the Township of Seguin Business Association shall automatically be appointed Members of the Township of Seguin Business Committee for the remainder of the term of Council.
- 3. THAT** Township of Seguin By-law No. 2023-054 is hereby repealed.

READ a FIRST, SECOND and THIRD TIME, PASSED and ENACTED this 3rd day of March, 2025.




**Ann MacDiarmid,
Mayor**


**Craig Jeffery,
Clerk**

Schedule "A" to Township of Seguin By-law No. 2025-016

Township of Seguin Business Committee Terms of Reference

AIM:

The Business Committee has been created to support and promote the interests of the Seguin Business Community. The Committee will perform activities that include but not be limited to:

- Information, research and data gathering,
- Organizing networking and educational events and opportunities,
- Identifying industry specific needs and opportunities,
- Help ensure that the Township of Seguin is properly supported and represented in the allocation of federal, provincial and regional support (financial or otherwise) for economic development,
- Support the Township of Seguin's overall image and brand standards,
- Working with Seguin Council to identify key areas where staff assistance is required to effectively meet the Committee's goals.

COMPOSITION:

The Committee shall consist of up to nine (9) members of the community plus 2 appointed members of Council. The Members shall elect a Chair amongst themselves. All members of the Committee shall be appointed by resolution of Council. The Clerk's Department is responsible for the preparation of Committee meeting agendas and recording of minutes of Committee meetings. Any and all other requests for staff support must go through Seguin Council.

QUORUM AND VOTING:

Majority of all appointed Members of the Committee constitutes a quorum. All appointed Members of the Committee shall have one vote.

TERM:

Members are appointed by Council for the term of Council. Members missing three consecutive meetings without notification may be removed from the Committee. The Committee Chair shall notify Council in writing of the aforementioned absence of any Members of the Committee, including a recommendation from the Committee in the form of a resolution, that the Committee recommends the Member's appointment be revoked.

MEETING FREQUENCY:

Yearly meeting schedule will be established by the Committee.

INNOVATIVE DUTIES AND RESPONSIBILITIES:

1. The Business Committee will do its best to ensure that representatives from key business sectors are represented at the Committee. These include but are not limited to: hospitality, retail, manufacturing, tourism, marinas, construction, real estate and artisans.
2. The Business Committee will collect industry specific data to guide the development of annual workplans.
3. The Business Committee will develop a comprehensive and living directory of businesses located in and operating in Seguin. It will be essential to work with Seguin's Communication Lead to incorporate this directory into the updating of the seguin.ca website so that it can be searchable, easily updated by individual businesses and simple to use. The use of Google Maps as a search engine should be considered.
4. The Business Committee will organize at least one major networking and/or educational event per year for local businesses.
5. The Business Committee will work collaboratively with other regional development organizations such as Community Business & Development Centre, Chambers of Commerce and Explorer's Edge. These should also include the First Nations and representatives from not-for-profit organizations such as Habitat for Humanity, shelters and the District of Parry Sound Social Services Administration Board.
6. The Business Committee will advocate for key business issues as identified by the Committee.
7. The Business Committee will develop an annual workplan and associated budget to be presented to Council by October of the year preceding its implementation. Sub Committee will be established annually to lead each identified project.

REMUNERATION:

Committee Members will receive honorariums as per Township Policy to a maximum of 12 meetings per year.

AUTHORITY:

The Committee is a Committee of the Council of The Corporation of The Township of Seguin and has the authority to function within the parameters of the Committee's Terms of Reference.