



The Town of Niagara-On-The-Lake

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Report:	CS-19-008	Committee Date:	February 04, 2019
		Due in Council:	February 11, 2019

Report To:	Corporate Services Advisory Committee
Subject:	Lord Mayor Advisory Committees - Economic Development Advisory Group and Youth Advisory Council

1. RECOMMENDATION

It is respectfully recommended

- 1.1 That Lord Mayor Betty Disero, Councillor Clare Cameron and Councillor Erwin Wiens be appointed to the Economic Development Advisory Group;
- 1.2 That Lord Mayor Betty Disero be appointed to the Lord Mayor's Youth Advisory Council; and
- 1.2 That the Terms of Reference for the Lord Mayor's Economic Development Advisory Group, attached as Appendix A, and the Lord Mayor's Youth Advisory Council, attached as Appendix B, be forwarded to Council for approval

2. PURPOSE / PROPOSAL

The purpose of this report is to request Council's approval of the attached Terms of Reference for the Lord Mayor's Economic Development Advisory Group and the Lord Mayor's Youth Advisory Council.

3. BACKGROUND

An Economic Development Working Group was established as an outcome of the Strategic Plan follow up in May 29, 2017. The new Lord Mayor's Economic Development Advisory Group will refine their goals and produce a focused action plan.

In 2017, the Town assisted with the development of a Lord Mayor's Youth Advisory Council (LMYAC), comprised of nine students ages 13-18. The Committee is designed to give a voice to the youth of Niagara-on-the-Lake and to provide them an avenue to provide feedback and information to Council regarding Town projects. Since its establishment the group has hosted two successful Holiday Youth Celebrations featuring local youth talent in the month of December. In May, 2018 the LMYAC hosted its first Grade 8 Wellness Conference and they are hopeful to run the event again in Spring, 2019.

4. DISCUSSION / ANALYSIS

The Lord Mayor's Economic Development Group plans to define goals, assess and monitor meaningful economic development strategies. These strategies will be further fleshed out after the group meets to determine their goals.

The Lord Mayor's Youth Advisory Council encourages youth involvement within the community and will provide recommendations to Council as requested.

5. STRATEGIC PLAN

N/A

6. OPTIONS

N/A

7. FINANCIAL IMPLICATIONS

At this time there are no financial implications. Any financial requests from the Lord Mayor's Economic Development Advisory Group must be approved by Council.

The Lord Mayor's Youth Advisory Council's financial needs may be covered through fundraising initiatives and donations. Nominal fees may be covered for youth events at the discretion of the Lord Mayor. Any additional spending must be approved by Council.

8. COMMUNICATIONS

Meetings for both groups will be noted on the Town Calendar on the website. Meeting minutes will be distributed through the Information Packages or included as a report on the COTW Agenda.

9. CONCLUSION

It is respectfully recommended that the Terms of Reference for the Lord Mayor's Economic Development Advisory Group and the Lord Mayor's Youth Advisory Council be approved.

Respectfully submitted,



Victoria Steele
Community Engagement Coordinator



Holly Dowd
Chief Administrative Officer

ATTACHMENTS



Lord Mayor's Economic Development Advisory Group Terms of Reference

PURPOSE

To develop a made in Niagara-on-the-Lake Economic Development Plan.

CONTEXT

The Advisory Group will define goals, assess and monitor meaningful economic development strategies to achieve these goals, and make progress towards the achievement of broader regional economic development priorities.

While strategies benefitting the overall economic development of the Town are of importance, particular focus from this group will further refine economic development interests and goals in the Glendale corridor.

MEMBERS

Lord Mayor Betty Disero

Councillor Clare Cameron

Councillor Erwin Wiens

A representative from Niagara College

A representative from Brock University

A representative from the Niagara-on-the-Lake Chamber of Commerce

Community members with expertise in economic development be invited at the discretion of the Lord Mayor and in consultation with the advisors.

ADVISORS

Chief Administrative Officer or alternate

Director of Community & Development Services or alternate

Economic Development Officer for the Niagara Region or alternate

AREAS OF RESPONSIBILITY

The Working Group will:

- Lead the development and implementation of a made in Niagara-on-the-Lake Economic Development Plan;
- Prepare any and all related budget requests to Council prior to the November Council meeting; and,
- Endeavour to find ways to entice businesses in their expansion, relocation and growth opportunities.

WORKING GROUP FACILITATOR

The Chair of the Working Group will be appointed at the first meeting.

Meetings will be facilitated by the Chair or designate member.

The Facilitator will be responsible for ensuring the agenda is prepared and for setting up the time and location of each meeting. The Facilitator will also be responsible for taking minutes at each meeting and keeping Council up to date through the Information Package.

MEETINGS

Meetings will be held at the call of the Lord Mayor or the Chair.

MEETING GUIDELINES

The following will be upheld at every meeting:

- A shared responsibility for the work of the group.
- Respect for the opinions of all Working Group Members and Advisors.
- Shared contribution towards discussions.



Lord Mayor's Youth Advisory Council Terms of Reference

PURPOSE

The purpose of the Lord Mayor's Youth Advisory Council is to:

- Give a voice to the youth of Niagara-on-the-Lake;
- Encourage youth involvement within the community;
- Offer opportunities for youth to be a part of local activities and events;
- Provide leadership opportunities and experience for youth; and,
- Allow youth to help build the Niagara-on-the-Lake community.

ROLE:

The role of the Lord Mayor's Youth Advisory Council is to develop innovative ways to encourage youth involvement within the community and to provide recommendations to the Council as requested.

AREAS OF RESPONSIBILITY

The Lord Mayor's Youth Advisory Council will:

- Brainstorm, plan and implement innovative ways to support, involve and connect the youth of Niagara-on-the-Lake;
- Cultivate, implement and evaluate youth events and involvement opportunities; and,
- Develop ways for the youth of Niagara-on-the-Lake to present their thoughts, ideas and opinions regarding their community.

MEMBERSHIP

Membership is comprised of youth between the ages of 13-18. All members live in Niagara-on-the-Lake and have committed to serving a one-year term from October to June.

The members shall elect a Chair for the following year at their last meeting.

Applications for new members will be available in August of each year. The Lord Mayor, Community Engagement Coordinator (or designate), and the Chair will review applications and make selections in September of each year.

The Lord Mayor's Youth Advisory Council will break over the summer months unless otherwise agreed upon by the members of the council.

MEETINGS

Meetings will be held once a month, or as required, and will take place at the Niagara-on-the-Lake Community Centre, unless otherwise determined. Meeting dates and times are to be determined by the members of the Council.

Minutes will be taken at every meeting and will be included in the information package. The Community Engagement Coordinator, or designate, will attend all meetings and events when non-members will be in attendance.

MEETING GUIDELINES

The following will be upheld at every Lord Mayor's Youth Advisory Committee meeting:

- A shared responsibility for the work of the group;
- Respect for the opinions of all members; and,
- Shared contribution towards discussions.