

Terms of Reference for the CED Committee

Terms of Reference

The committee is responsible for the administration and implementation of the Local Initiatives Program (LIP).(see description below) The committee also provides advice to the HCDC staff and Board of Directors related to Community Economic Development activities in Haliburton County.

The CED Committee receives input from residents and stakeholders throughout the County on an on-going basis, then collates and prioritizes this information in relation to CED initiatives.

It will be the responsibility of the committee to:

- become familiar with needs and opportunities related to Community Economic Development in Haliburton County.
- provide recommendations to the HCDC Board of Directors regarding Community Economic Development.
- seek, review and assess proposals from the community.
- provide seed money through LIP funding for specific initiatives or sectoral developments.

The Committee shall review all eligible applications. The committee will make recommendations for the approval of funding for qualified applicants. The Board Members, who serve on the CED Committee, have the authority to approve the LIP Projects on behalf of the HCDC Board of Directors.

The Program & Operations Coordinator will report to the Board of Directors on the analysis and disposition of funds. The Committee meets at the call of the Chairperson and Agendas for the meetings are prepared by the Program & Operations Coordinator and reviewed by the Chairperson.

Membership

The CED Committee is comprised of 6 Board members plus 4 other Community representatives. These members are volunteers who have a wide variety of expertise and interest in community economic development.

The Community members of the CED Committee will have tenure, similar to HCDC directors, set at 3x3 year terms.

The Chair for the CED Committee will be a member of the HCDC Board of Directors and will sit for a 2 year term and could be renewed for an additional 2 year term. The Chair of the CED Committee will serve as a member of the Executive Committee of the Board of Directors.

A Vice-Chair will be selected from the Board Members on the Committee and will sit for a 2 year term and could be renewed for an additional 2 year term. The Vice-Chair will Chair the meetings in the absence of the Chair.

A quorum for the CED Committee is the majority of its committee members with a

minimum of four board members in attendance. Decisions for funding require a quorum of the Board Members (half plus 1) serving on the committee. Since all Directors are invited to a meeting and have a vote, the Committee agreed that any Directors in attendance will become part of the quorum.

Duties and Responsibilities

- Manages the LIP budget and monitors disbursements
- Develops and monitors changes in LIP policies to the Committee for approval.
- Reviews all LIP applications.
- Reports activities to Board
- Provides direction to Program & Operations Coordinator related to CED issues
- Provides advice to the Board of Directors concerning Community Economic Development in Haliburton County.
- Recommends applications for approval by a quorum of the Board Members of the CED committee.

Role of the Chair

- Maintains order in the regular course of CED Committee meetings
- Reviews and approves minutes
- Acts as liaison between HCDC staff, CED Committee members and HCDC Board of Directors

Role of the Vice – Chair

- Fulfills the duties of the Chair in the Chair's absence

Role of the HCDC Staff

- Advises Committee members on CED issues, opportunities and initiatives
- Provides Committee with progress reports in the HCDC strategic plan
- Develops and distributes correspondence as requested by the Committee
- Researches and reports on items for clarification
- Coordinates agendas, records minutes, and prepares meeting packages
- Maintains complete records of all meetings and actions of the committee
- Reports on CED Committee progress to the HCDC Board of Directors

Community Economic Development Priorities

Community Economic Development (CED) is local community action that contributes to the resiliency and vibrancy of the community. It is a community-based process that fosters the economic, social, ecological, and cultural well-being of communities.

- Support the development of partnerships and initiatives that animate the cultural life of the community.
- Support collaborative efforts of stewardship and environmental organizations to ensure the health of Haliburton County's lakes, forests, and ecosystems.

- Support the development of opportunities for healthy, active living that contribute to the quality of life.
- Investigate opportunities and support initiatives that will attract investment and partners to create a mix of housing in designated settlement areas and other suitable locations.
- Support the County of Haliburton and community partners with initiatives that promote and develop tourism opportunities in the areas of outdoor adventure, arts and culture and culinary experiences.
- Work closely with post-secondary institutions on the development of initiatives that will increase the number of students engaged in studies in the County and will provide the infrastructure required to support this growth.
- Encourage and support initiatives of organizations and businesses that will lessen the carbon footprint of individuals, households, businesses and institutions in Haliburton County and contribute to the development of businesses that address environmental challenges and climate change.

Conflict of Interest/Conflict of Duty Guidelines

The CED Committee members are governed by the Conflict of Interest and Conflict of Duty policies of the HCDC.

CED Committee members will declare any Conflict of Interest or Conflict of Duty related to the work of the Committee. Conflict of Interest is where the committee member or a member of their family may receive some financial gain from a decision of the Committee. Conflict of Duty is where a committee member sits on the Committee or Board of Directors of an Organization that has submitted an application for funding.

In the situation of a Conflict of Duty the Committee member will declare the conflict. They will not be involved in the review or assessment of the application but can act as a resource to answer any Committee questions about the application. The Committee member will leave the room when the Committee discusses the merit of the proposal and is recommending a decision on the application.

Local Initiatives Program Overview

The Local Initiatives Program (LIP) was created in 2014 to strengthen Haliburton County communities by supporting community economic development projects that are incremental (new initiatives or enhancements/additions to existing activities) and strive to enhance the resiliency and vibrancy of the community.

Eligible Projects

- Contribute to the resiliency and vibrancy of the community;
- Be incremental (incremental is defined as a new initiative, enhance existing activities, in addition to existing activities);
- Involve not-for-profit organizations that strive to enhance the community economic development efforts of the community;

- Address the strategic priorities of the Haliburton County Development Corporation;
- Guarantee that the funding will not create a dependency on HCDC;
- Not produce market disruption.
- HCDC staff are available to help brainstorm ideas.
- Please contact Heather or Jim to determine the eligibility of your project.

Eligible Costs

- Costs must relate directly to the project activities. Capital and non-capital costs are eligible.
- Costs relating to pivoting in response to COVID-19. For example, adapting program delivery.

Ineligible Costs

- Operating costs of ongoing operations.
- Wages for current staff. (Funding for current staff is only eligible if it is for additional hours required to undertake a new project).

Application Process

- A call for proposals and applications for funding is made to the public.
- Potential applicants are encouraged to consult with HCDC staff prior to submitting an application
- After discussion with HCDC staff the client completes and submits the LIP application with supporting documentation.
- Each proposal received is reviewed by staff to ensure that it has the information required for the CED Committee to assess.
- CED Committee member reviews and assesses applications against the respective eligibility criteria.
- If an application meets the eligibility criteria the committee scores the proposal and a determination is made regarding funding.
- If an application does not meet the eligibility criteria, the Program & Operations Coordinator contacts the applicant, explains the deficiencies and offers advice on options.
- The Program & Operations Coordinator contacts the applicants whose projects are approved by the CED Committee.
- Upon verbal agreement by the applicant of the terms and conditions of the LIP project approval, the HCDC staff prepares a Letter of Offer to the applicant outlining the terms and conditions of HCDC funding.