

Terms of Reference Lakehead University – Simcoe County

President’s Advisory Council on Economic Development (PACED-Simcoe)

Mandate: Advise the President of Lakehead University of opportunities within the regional economic development ecosystem with a focus on strategic partnerships with local communities, municipalities, business and industry to support innovation, economic development and the creation of highly skilled job-seekers in Simcoe County.

Objectives:

Advise the President of Lakehead University on ways to:

- Communicate and promote overall economic impact on Simcoe County (e.g. overall expenditures, student impact, capital projects, research and development, etc.);
- Measure and report resources, entrepreneurial activities and quality of life indicators provided or enhanced by Lakehead University in Simcoe County;
- Build on collaborative partnerships with the economic development ecosystem within Simcoe County to create and sustain jobs (including self-employment);
- Enhance and institutionalize strategic partnerships with all levels of government, small and medium-sized businesses, industry, non-government organizations, Georgian College, and Indigenous partners;
- Better develop and support a highly-skilled and entrepreneurial workforce who will help to sustain and grow healthy economies in Simcoe County;
- Create special sub-committees on specific economic development sectors and opportunity areas, as appropriate.

Meetings: PACED will normally meet quarterly, with meeting dates advised to the council one year in advance commencing 30 July of each year. Additional or special meetings may be called, as deemed necessary, by the Chair. Meeting days and times will be established after consultation with PACED members, and could be on a periodic pre-determined set of dates and times. Copies of the Agenda and minutes of previous meetings will be circulated to the PACED members in advance of each meeting. A quorum for the purposes of such meetings shall be a simple majority of the appointed members.

Staff: PACED will receive administrative support through the University's Economic Development and Innovation office (EDI).

Composition: Up to twelve (12) volunteers appointed by the President of the University, with the Chair and Vice-Chair chosen each year by the Committee. Members will be chosen from a broad spectrum of sectors relevant to the regions Lakehead University serves. Appointments should be guided by the Recommendations from the Membership Sub-Committee report, put forth on September 14, 2018. Face-to face-meetings are preferred, and designates are not allowed. Ex officio membership will be extended to include one staff representative from both the City of Orillia and the County of Simcoe.

Sub-Committees: PACED has the authority to create sub-committees to work on a variety of initiatives. Such sub-committees shall be ad hoc in nature with specific clearly articulated mandate(s). All sub-committees shall be reviewed by PACED annually to determine whether they need to continue. Membership on sub-committees may be expanded to include people who are not members of PACED to take advantage of individual expertise.

Term: PACED member appointments will be staggered two (2) year periods and may be extended up to two times to a maximum of 6 years. Terms are staggered so that a maximum of four (4) council seats turn over annually. Council member terms will commence 30 July of each year.

Conflict of Interest: Members are selected "at large". They are not selected as advocates for the group that they are chosen from. If any member of PACED has an interest in a proposed subject to be considered and voted upon by the Committee, including without limitation by:

- being a consultant or agent for a material supplier to, or an employee, officer, director, councillor, or member of any organization or corporation that has an interest in a proposed subject or any participant in such a proposed project of Lakehead University; or
- having any other interest considered to be a material conflict of interest,

such member shall declare such conflict to PACED, not take part in any consideration of such proposed project by PACED, and shall, if requested by the other members, remove himself or herself from the meeting while such proposed subject is being considered and shall not be entitled to vote on the proposed subject, and the remaining members of PACED shall consider and vote on the proposed subject.