

KEDCO REVIEW COMMITTEE

Terms of Reference

For quick reference this section has been established for the KEDCO Review Committee.

Role	The Kingston Economic Development Corporation (KEDCO) Board of Directors has struck a Review Committee with the support of Council for the organization to undertake a full corporate review to ensure KEDCO is delivering strategies that are of value to the community and are aligned with City of Kingston priorities. The review will provide an effective and open forum to address issues, questions and concerns. City Council approved this process on October 6, 2015.
Responsibilities	The Committee will provide a review of KEDCO's governance and operations and offer a recommendation to the KEDCO Board and City Council on how to best position Kingston's economy for future generations. This review will address organizational structure and transparency. It will review KEDCO's capabilities and capacity to undertake, promote and fund economic development activities. It will review, evaluate and recommend Key Performance Indicators to gauge community and organizational success that will engage the community in better understanding the value of KEDCO..
Composition	<p>The Review Committee will be comprised of:</p> <ul style="list-style-type: none">• Four members of the public• Two KEDCO Board members (plus CEO)• Two City Councillors (plus CAO)• <p>Members of the public will apply to and be chosen directly by the Council Nominations Advisory Committee. City Council will approve the full Review Committee roster.</p> <p>Plus a contracted external resource knowledgeable in EDO's to provide support to the Committee(not a voting Committee member).</p>
Chairperson of the Meeting	In the event that the Chairperson is absent, the Vice-Chairperson will assume the responsibilities of the Chairperson. If the Vice-Chairperson is also absent, the persons who are present and entitled to vote shall choose another member as chairperson of the meeting and if no member is present or if all the members present decline to take the chair then the meeting shall be adjourned as if a quorum was not present and the provisions of the preceding paragraph shall apply.

Frequency of Meetings

To be determined by the Committee.

Committee Meetings

Review Committee Members are expected to:

- attend all Committee meetings, and notify the Chair or Recording Secretary if you are unable to attend;
- prepare for meetings by reading minutes and preparatory materials;
- participate actively in the meetings by asking questions to clarify issues; by expressing your views; by listening to and considering the views of others; by changing your opinion if the situation warrants; and by making decisions;
- complete any tasks or assignments you accept at Committee meetings or from the Chair on behalf of the Committee;

Quorum

A quorum at any meeting of the members of the Review Committee shall be a majority of members of the Committee being present, at least one of which must be an appointee of the Municipal Council for the City of Kingston and a member of the KEDCO Board of Directors. No business shall be transacted at any meeting unless the requisite quorum is present at the time of the transaction of such business. If a quorum is not present at the time appointed for a meeting of members of the Committee or within such reasonable time thereafter as the members of the Committee present may determine, the persons present and entitled to vote may adjourn the meeting to a fixed time and place but may not transact any other business. Notice of time and place of adjourned meeting shall be given to members.

Confidentiality

KEDCO will protect the confidentiality of our clients, and our business. KEDCO respects the confidentiality of proprietary information and intellectual property, and will not disclose information, directly or indirectly, except as required by law.

KEDCO employees, contract employees, professional contractors, and Board members and Committee members are obligated to: maintain strict client & corporate confidentiality, protect client & corporate proprietary information, and respect client & corporate intellectual property rights.