



Township of Howick Economic Development Committee

Terms of Reference

Whereas, Council recognizes and understands that Economic Development initiatives are most effective when business leaders and staff work in a collaborative way to craft and execute strategies;

Now therefore, the Council of the Corporation of the Township of Howick hereby establishes an Economic Development Committee for the purpose of providing advice for enhancing the economic well being of the community;

The **mandate** of the Committee shall be to assist Council with their efforts to generate and sustain employment and business investment in the Township of Howick by:

- Acting as a sounding board in response to initiatives of Economic Development as well as to business groups and associations in the community;
- Seeking out and identifying opportunities to help Howick achieve its social-economic development goals;
- Providing timely information regarding events and issues of importance occurring in and to the local business community;
- Identifying any problems or issues Howick needs to deal with to assist local business;
- Suggesting and recommending to staff ways Howick can support, retain and/or attract business investment to the community;
- Identifying and reporting on competitiveness issues, policy and programs;
- Assisting with the dissemination of information from Howick to the local business community.

1. Purpose

The Economic Development Committee, a committee of council, will make recommendations to Council on matters that will foster and enhance business retention and expansion in the community. The Committee will liaise with existing businesses and facilitate the development of new enterprises through the support and provision of opportunities for new economic growth, to enhance the quality of life and prosperity in the Township of Howick and to meet the needs of the future. The Committee will also liaise with local community groups and will provide support to the development and sustainability of the local community.

2. Membership

The Economic Development Committee shall be comprised of 5 - 8 members who are appointed by Council. The public will be welcome to attend meetings and share opinions. All decisions will be the responsibility of the appointed committee. The Committee shall comprise of:

- **some** members of Council
- residents representing a diversified cross-section of the community

- a Chair of the Committee will be appointed by majority vote of Committee members

To ensure input from all parts of the municipality, Council shall make an effort to appoint representatives from the municipality who represent a broad cross-section of the economy and geography.

3. Term

The Committee members shall be appointed **for a two year term**. Council will confirm appointments annually.

4. Meeting times and Locations

Meetings will be held every two months in the Howick Council Chambers.

5. Remuneration

Members will be reimbursed at the current per diem rate.

6. Reports

Minutes of all meetings of the Committee shall be placed on a Council agenda to be received for information.