



## ECONOMIC DEVELOPMENT COMMITTEE TERMS OF REFERENCE

### **PURPOSE:**

To support the local economy and businesses and continue to pursue new opportunities for diversified and sustainable growth.

#### Strategic Goals:

1. Partner with local business associations and regional neighbours to identify and pursue new economic opportunities for the region.
2. Build relationship with industry in strategic sectors to understand development opportunities.
3. Work with post-secondary institutions to ensure region is employment-ready.
4. Develop a business retention strategy.

### **MEMBERSHIP:**

Membership on the Economic Development Committee shall consist of seven (7) voting members including:

- Three (3) Woodlands County Elected Officials
- Four (4) Woodlands County Member-at-Large

#### **Administrative Support – Non-voting**

- Economic Development Coordinator

### **FREQUENCY OF MEETINGS:**

As required as determined by the Chair and in conjunction with the Economic Development Coordinator, dates and locations to be determined.

### **SCOPE OF WORK**

- To make recommendations to Council for new or required program changes and/or processes within the Economic Development department.
- The committee shall advise Council on the encouragement, co-ordination and development of activities relating to the enhancement of economic development within Woodlands County.
- The committee shall respond to requests from Council and provide advice on matters which influence the economic development climate within Woodlands County.
- The committee may establish from time to time specific sub-committees to deal with tasks and projects as identified and assigned by the committee.

- The committee shall bring forward any economic development concerns from residents and businesses to Council, and administration.
- The committee shall recommend to Council an annual budget for the Economic Development projects and programs.
- The committee may assist administration, where and when possible, in facilitating client access to information and to help in relaying the benefits of doing business within Woodlands County.
- The committee shall provide advice to the administration of Woodlands County on economic development matters.
- The committee shall assist in the implementation of Woodlands County's Strategic Plan.