



Economic Development Advisory Committee

TERMS OF REFERENCE

1. PURPOSE:

The purpose of the Economic Development Advisory Committee is to provide feedback, recommendations and vision to Council to address priority Economic Development issues and opportunities in the Townships business community while maintaining focus on five key pillars from the Clearview strategic plan:

- I. Recreation and Culture
- II. Identity-Marketing-Promotion
- III. Economic Activity
- IV. Quality of Life
- V. Governance

2. MANDATE:

The mandate of the Committee is to make recommendations to Council on economic development and investment related issues and opportunities. Make recommendations to develop economic opportunities to aid in the growth and progress of Clearview Township as a desirable place to move to and to do business; It is anticipated that advice would be sought for items such as:

- Provide and oversee the creation and implementation of a comprehensive economic development plan.
- Providing a business perspective on economic development priorities which should be addressed;
- Identifying the pillars of economic development in the Township;
- Identifying economic development impediments and opportunities for the Township;
- Advising on business attraction and business retention, expansion and post COVID -19 recovery activities;
- Form sub-committees to deal with specific initiatives and identify strategic solutions; and to generate new ideas and projects that will stimulate economic growth and post COVID-19 renewal.
- Advising on ways to provide information about business to the general public; and

- Attending to economic development matters which may be referred to the Committee by Council.
- Work with the County and other municipalities to ensure an “Open for Business” friendly and safe culture;
- Review and/or participate in the development of policies, programs and initiatives relating to economic development;
- Make recommendations to support and develop economic opportunities to encourage sustainability and prosperity within the community;
- Work in partnership with local economic development partners to actively assist in fostering and promoting a positive community image and a healthy business environment for existing and prospective businesses.
- To review and filter ideas for potential projects and initiatives that would stimulate economic growth.
- To recommend courses of action, sources for funding and/or additional research opportunities.
- To provide a forum for the exchange of ideas and action plans on programs and initiatives of other Council committees and entities relating to Economic Development;
- To report on matters referred to it by Council.
- Using the community driven input, design and implement activities/programs that will support reinvigorating our local and regional economies throughout the COVID-19 pandemic and its recovery process;
- Either on behalf of the Town or in cooperation with local businesses or community groups, research, resource, and make application for funding envelopes that will secure funds to support the Community Recovery Task Force programs;
- Where necessary, as part of the funding envelope, administer, receive, review, and recommend approval of Community Recovery applications;

3. COMMITTEE COMPOSITION AND APPOINTMENTS:

- Mayor as Chair
- One representative of the larger business sector
- One business representative the smaller business sector
- One representative of the Clearview Chamber of Commerce; and/or Creemore Business Improvement Area
- One representative of Council

Non-Voting Members:

- Chief Administrative Officer
- Administrative Assistant to the Mayor and CAO

All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition. Members are selected by resolution of Council. The term of the Committee is four years and is concurrent with the term of Council.

Committee members shall:

- Fairly represent the sector(s) of the specified committee; and
- Commit the time required to work on the committee.
- Members will be required to have a general knowledge of economic development, tourism and community sustainability principals.
- Recruitment for the committee will follow the Clearview Township appointment policy.

Resource Participants

- Additional Clearview Township staff may participate in meetings as a resource to the committee. A resource participant is not a voting member.

4. COMMENCEMENT OF TERM:

At the first meeting of the term of the newly appointed committee, the following must occur:

- Establish regular meeting schedule by motion

Members will:

- Be able to allocate enough time during the day for participation in regularly scheduled meetings;
- Be able to allocate sufficient time to review the agenda, minutes and any applicable documentation in advance of each regularly scheduled meeting;
- Demonstrate a strong interest in and commitment to remaining informed on economic development issues;
- Participate as a team member, capable of a community ambassador role;
- Be strong proponents of business growth for the Town.
- Additional Committee Members may be appointed by Council pending the growth of activities undertaken.

5. REMUNERATION:

- 1.1 Committee members will not receive remuneration and will not be paid mileage to attend meetings

6. PROCEDURE:

All meetings shall be conducted in accordance with the [Township Code of Conduct Committees and Boards](#) and the [Township of Clearview Procedural By-law](#).