



# *The Municipality of West Elgin*

## **Terms Of Reference Economic Development Committee**

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### **1. Name**

The following Committee of Council shall be established and named as follows:

Municipality of West Elgin Economic Development Committee

### **2. Statement Of Purpose**

To identify, develop and evaluate potential economic development opportunities that ultimately improve the Municipalities tax base and bring jobs to West Elgin.

### **3. Objectives**

To identify new industrial, Commercial/Retail and residential housing development possibilities, promote tourism, large, medium and small business opportunities, agricultural business, and other appropriate economic development opportunities. To evaluate these opportunities and bring them to Council for consideration.

### **4. Role Of The Committee**

- A. Development and implementation of an appropriate action plan;
- B. Development of cost effective marketing program to promote West Elgin;
- C. Monitor all economic development activities within the municipality;
- D. Prepare and submit a proposal for annual operating requirements including long term (5 year) capital projects for councils consideration and approval.
- E. Identify all potential funding sources.
- F. Identify any potential for shared responsibilities/cost/revenue with our neighbouring municipalities and Elgin County.

- G. Develop effectiveness measurement plan
- H. Provide input the development of the Municipality of West Elgin Strategic Plan.
- I. Identify projects that will help diversify our economic base and explore new projects that will support and lead to new economic growth.
- J. Work in conjunction on joint initiatives when possible with representatives from the Elgin County Economic Development Committee.

5. **Membership**

Voting members shall be appointed by Council for the term of Council, and shall include at most:

- two members from the downtown business sector;
- two members from the manufacturing sector;
- two West Elgin property owners;
- two members of Council;
- one member from the not-for-profit sector.

Quorum shall consist of 50% plus one of the appointed members.

Staff Support:

1. C.A.O/Clerk
2. Deputy Clerk – Recording Secretary
3. Staff Resource from the County of Elgin Economic Development Department.
4. Additional Municipal Resources as required