

Culture and Economic Development Task Force

Terms of Reference

Task Force Name	Culture and Economic Development Task Force
Purpose	<p>The purpose of the Culture and Economic Development Task Force is to provide recommendations and advice to City Council on issues relating to the local economy and growing a positive business and cultural environment in New Westminister, while advancing the City’s Economic Development Plan (EDP) and related strategies.</p>
Mandate	<p>Within the context of the City’s Economic Development Plan, as well as the Official Community Plan, Intelligent New West Strategic Plan, Arts Strategy, and related cultural plans, the Task Force will help foster a strong local economy and a dynamic cultural sector, recognizing the important role that cultural capital plays alongside more traditional economic factors in shaping urban development.</p> <p>Scope:</p> <ol style="list-style-type: none"> 1. Review the implementation strategy of the Economic Development Plan in order to prioritize the stated goals, strategies and actions, ensuring that sufficient resources and sustainable funding exists for their successful implementation. 2. Examine best practices for efficient business license and permit processing. 3. Encourage a thriving retail sector through initiatives that help local retailers respond to the changing retail landscape and review of City policies. 4. Support local economic development initiatives. 5. Promote economic opportunities related to arts and cultural development that contribute to building the city’s cultural capital. 6. Identify partnership or business development opportunities as they arise.

	<p>7. Advance the City’s Intelligent New West Strategic Plan and initiative through identification of opportunities for collaboration with key sector stakeholders.</p> <p>8. Work with key stakeholders to leverage Royal Columbian Hospital expansion activity to attract and retain business, promote investment and support new employment in health care, education and tech and creative sectors.</p> <p>9. Collaborate with Tourism New Westminster on initiatives that promote the City’s assets.</p> <p>10. Examine other municipal, regional, provincial and federal economic related plans and initiatives that may impact the City (i.e. Metro Vancouver Regional Prosperity Service).</p> <p>The Task Force will consult with the Economic Development Advisory Committee as a method of engaging on related projects, at its discretion.</p>
Members	<ul style="list-style-type: none"> • Three Members of Council • Chief Administrative Officer • Director of Development Services • Manager of Economic Development & Communications • Manager of Licensing & Integrated Services • Manager of Community Arts & Theatre • Manager of Strategic Initiatives & Sustainability • Manager of Museums & Heritage Services • Director-Curator New Media Gallery <p>In the event a member is unable to attend, they may send an alternate.</p> <p>Depending on the agenda items additional staff, representatives from other organizations or consultants may be invited.</p>
Chair	The Mayor, if a member, or one Council member, appointed by Council for a one year term.
Meeting Frequency	At least every two months, or at the call of the chair.
Reporting	<p>Reports:</p> <ul style="list-style-type: none"> • Semi-annually to Council • Minimum 24 month work plan to be included in the first semi-annual report • Subsequent report based on adopted work plan, or need for specific action as required.

	<p>Receives reports from:</p> <ul style="list-style-type: none"> • Staff • Economic Development Advisory Committee • Other City Advisory Committees
<p>Governance</p>	<p>Community Charter Section 143</p>
<p>Rules of Procedure</p>	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> 3. New Westminster Council Procedure By-law No. 6910, 2004.* 4. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.* <p>* This refers to the most recent version</p>