

## Attachment 3

*Community Economic Activators Grant*

*Advisory Committee*

*Terms of Reference*

## Community Economic Activators Grant Advisory Committee

### Terms of Reference

Committee Name	Community Economic Activators Grant Advisory Committee
Vision/Goal Statement	To promote community economic opportunities by financially supporting eligible groups that provide important community economic benefits.
Mandate	<p>This Committee’s role is to provide community advice to the CAO on the granting of monies and City services to initiatives that play a significant role in enhancing tourism and the economic development of New Westminster.</p> <p>The Committee does this by ensuring:</p> <ul style="list-style-type: none"> <li>• The projects meet the criteria as set out in the Community Grant Program Criteria document</li> <li>• By evaluating the merit of the grant application for completeness and benefit to the community</li> <li>• Projects further the City’s Strategic Plan</li> </ul>
Voting Members	<p>The Committee shall consist of 5 voting members as follows:</p> <ul style="list-style-type: none"> <li>• Community Member (3)</li> <li>• Staff member appointed by Council (1)</li> <li>• Indigenous community representative*(1)</li> </ul> <p><small>* Not required to be a resident of the City</small></p> <p>The Committee structure will strive to reflect a balance between neighbourhoods, abilities, ages, cultures, genders, incomes and housing tenures. Committee members should bring expertise in Economics.</p> <p>Members should not be affiliated with organizations seeking grants in this portfolio.</p>
Advisors	<p>The primary staff advisors to the Committee are:</p> <ul style="list-style-type: none"> <li>• The Grant Team Leads</li> <li>• Grant staff liaisons</li> </ul>

Term of Service	<p>Terms will run from October 1 to September 30</p> <p>In all <b>odd numbered</b> years thereafter, two members will be appointed for two year terms.</p> <p>In all <b>even numbered</b> years thereafter, three members will be appointed for two year terms.</p> <p>Council may cancel the Committee at any time.</p> <p>In the year of a civic election, the Committee Mandate will continue under the new Council unless the new Council decides not to continue the Committee.</p>
Chair	<p>The Committee will elect its chair and deputy chair annually at its meeting in November.</p>
Quorum	<p>A quorum shall consist of a majority of the Committee's appointed members.</p> <p>If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.</p>
Attendance	<p>Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting.</p> <p>Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution, cease to be a member of the Committee.</p> <p>Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.</p>
Meeting Frequency	<p>The Advisory Committee shall meet 6 times a year, to adjudicate the spring, summer and annual grant program.</p>
Governance	<ul style="list-style-type: none"> <li>• City of New Westminster Advisory Committee Policy (adopted September 9, 2019 and attached here)</li> </ul>
Rules of Procedure	<p>Committee procedures are governed by:</p> <ol style="list-style-type: none"> <li>1. New Westminster Council Procedure By-law No. 6910, 2004.*</li> </ol>

	<p>2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.*</p>
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\*Most recent versions

## **Advisory Committee Policy**

### **1. PURPOSE OF THIS POLICY**

This policy guides the creation and management of all Advisory Committees created by the City of New Westminster under Section 142 of the Community Charter (Select Committees of Council).

### **2. PURPOSE OF ADVISORY COMMITTEES**

Advisory Committees exist in the City of New Westminster to provide Council access to external expertise and lived experience on issues of strategic importance.

Advisory Committees should normally exist only where they:

- Are directly relevant to the City's strategic priorities, as defined by Council
- Have clear mandates, objectives and outcomes that add value to City governance
- Are the most appropriate process to achieve the desired outcomes compared to alternate forms of stakeholder and resident engagement

Benefits to the City achieved through Advisory Committees may include:

- Providing access to lived experience or technical expertise missing from Council and/or staff
- Achieving the City's strategic priorities more quickly by working in partnership with community champions and organizations to achieve shared goals
- Improving the City's ability to hear from and respond to issues raised by equity-seeking populations
- Increasing the effectiveness of the City's stakeholder and resident engagement through leveraging the networks and advice of Committee Members.

Advisory Committees are not appropriate mechanisms to seek community input on matters related to City management (rather than governance) or on issues that are not strategically important to the City. In such cases, City staff may choose to engage residents and stakeholders using other processes, or to convene staff-led advisory groups that are not subject to this policy.

### **3. CREATION AND RENEWAL**

When establishing a new Advisory Committee, Council must approve a Terms of Reference that includes:

- Mandate, with reference to the City's strategic priorities
- Member composition and quorum
- Length of appointment terms for Members and Chairs (if different than default term length)
- Start and end dates for Advisory Committee annual terms (if different than default start/end dates)

### **4. GOVERNANCE AND EVALUATION**

#### **Annual Work Plans:**

Unless otherwise stated in an Advisory Committee's Terms of Reference, the Annual Term for all Advisory Committees will begin on February 1 and end on January 31.

Prior to the start of each new Annual Term, Council must approve an Annual Work Plan for each Advisory Committee that identifies:

- The name of the Council Member who will serve as Committee Chair
- The name of the Staff liaison(s)
- Desired outcomes/outputs for the work year in relation to Council's strategic priorities

#### **Reporting and Evaluation:**

On an annual basis, the Staff Liaison for each Advisory Committee should submit an Annual Report to Council that summarizes the Advisory Committee's activities over the past year, describes how these activities contributed to Council's strategic priorities and provides a breakdown of all expenses incurred. The Annual Report should also include the results of a formal evaluation completed by Committee Members to support ongoing improvement and provide suggestions for the next year's work plan.

## **Reporting to Council:**

When responding on an issue referred by Council, Advisory Committees, with the assistance of the Staff Liaison(s) and the Committee Clerk, will submit reports to Council in accordance with the Advisory Committee Policy and Council Procedure Bylaw.

## **5. MEMBER SELECTION/RENEWAL**

Advisory Committees Members must be appointed by Council and may include Committee Members who are residents or property owners in the City, or representatives from organizations that Council has invited to participate (Organizational Representatives).

### **Application and Appointment:**

1. Appointments to committees should be made in advance of each annual term, or as vacancies arise.
2. Opportunities to serve as a Committee Member must be widely advertised so that all interested residents can apply.
3. Staff will submit recommendations for Advisory Committee membership to Council for amendment or approval, including Committee Members and Organization Members.
4. Where Organizations are invited to nominate an Organizational Representative to an Advisory Committee but fail to do so, Council may fill the vacancy with a community Committee Member instead.
5. Committee members will serve without pay, unless otherwise specified.
6. Committee Members must be New Westminster residents and may not be employees of the City, except by special waiver from the Mayor.

In developing their recommendations for Advisory Committee Membership to Council, staff should consider such criteria as: the skills and expertise of potential members, including lived experience; the resources and networks provided by potential members to help achieve City objectives; the degree to which Advisory Committees reflect the diversity of the City; and the City's commitment to ensure representation from equity-seeking and under-served communities.

### **Term Length and Renewal:**

1. The term of appointment for Advisory Committee Members is two years unless otherwise stated in the Advisory Committee Terms of Reference.

2. Appointment terms should generally be staggered so that half the members for each Advisory Committee will be replaced or renewed each year.
3. A Committee Member can serve a maximum of two consecutive 2-year terms on any one committee, except by special waiver from the Mayor.
4. Advisory Committee Members cannot simultaneously serve on more than one committee, except by special waiver from the Mayor, unless the Committee Member sits on a second committee as the representative of the first committee (e.g. an Arts Commission representative sits on the Public Art Advisory Committee).

**Equity, Diversity and Inclusion:**

Committee Members should reflect the diversity of their community and include representation by under-heard voices and equity-seeking communities. The City will collect data to measure and evaluate its progress on equity, diversity and inclusion, and will provide appropriate supports to reduce barriers for equity-seeking communities.