

Economic Development Advisory Committee

Terms of Reference

Mandate:

The role of the Economic Development Advisory Committee is to:

1. Provide Council with advice and guidance on sector-based discussion and policy development related to the local economy;
2. Ensure implementation and monitoring of the City's economic development plan;
3. Provide ongoing advice on new economic challenges and opportunities for the City;
4. Provide input on specific opportunities and projects, as requested by Council;
5. Advocate on behalf of the broader business community;
6. Act as community ambassadors to promote and build awareness for the City's economic development program and opportunities, within and beyond New Westminister.

Voting Members:

The Committee shall consist of **14** members, as follows:

- Members of Council (2)
- Representative from New Westminister Chamber of Commerce (1)
- Representative from Downtown New Westminister Business Improvement Association (1)
- Representative from Uptown Business Association (1)
- Community representatives from other commercial areas (3)
- Indigenous community representative (1)
- Sectoral representatives from the local business community, selected at large to reflect local industry sectors such as: education, health care, retail, manufacturing, technology and creative (5)

Staff Advisors:

- Manager of Economic Development
- Planner, Economic Development
- Representatives from city departments who may be called upon as required
- Recording Secretary

Term:

The term for all voting members appointed by City Council will be a two-year period from February 1st to January 31st.

Chair:

The designated Council member will be Chair. At the first meeting of the year, voting members shall elect an acting chair from its membership to preside over meetings when the Chair is absent.

Attendance:

Members shall advise the Recording Secretary of their intent to attend or to be absent from a meeting. 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. The City Council shall have the power to remove any member of the Committee from office at any time.

Quorum:

A quorum shall consist of half the voting members plus one.

If a quorum is not present within 30 minutes following the time at which the meeting was to commence, the Recording Secretary shall record the names of the members present at the meeting, and the meeting shall stand adjourned.

Rules of Procedure:

Committee procedures shall be governed by:

1. The Council Procedure Bylaw No. 6910, 2004; and
2. The “Rules of Conduct: Standing Committees and Advisory Bodies” provided, and as revised from time to time.

Adopted: June 14, 2010 Regular Council
Amended: January 28, 2019 Regular Council