Corporation of the City of
NEW WESTMINSTER

Community Economic Activators
Grant Advisory Committee
Terms of Reference

Approved by Council: July 2020
Revised by Council: May 26, 2025

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	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. The Committee does this by ensuring: • The projects meet the criteria as set out in the New Westminster Community Grant Application Guide document • By evaluating the merit of the grant application for completeness and benefit to the community • Projects further the City's Strategic Plan
Voting Members	The Committee shall consist of four voting members as follows: • Community Member (3) • Indigenous community representative*(1) * Not required to be a resident of the City 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 economic development. Members cannot not be affiliated with organizations seeking grants in this portfolio.
Advisors	The primary staff advisors to the Committee are: • Community Grants Coordinator • City staff liasons

Term of Service	Terms will run from January 1 to December 31 of each year. In all **odd numbered** years thereafter, two members will be appointed for two-year terms. In all **even numbered** years thereafter, three members will be appointed for two-year terms. Council may disband the Committee at any time. 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.
Chair	The Committee will elect its chair and vice-chair annually at its meeting in November.
Quorum	A quorum shall consist of a majority of the Committee's appointed members. 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.
Attendance	Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. Any member who is absent from two consecutive meetings of the Committee without leave of absence from the Committee, or a reason satisfactory to the Committee, may be subject to having their appointment rescinded by City Council. Section 144 of the *Community Charter* gives Council the power to rescind an appointment at any time.
Meeting Frequency	The Advisory Committee shall meet up to 3 times a year, to adjudicate the annual grant program.
Governance	• *Community Charter,* Section 142 • City of New Westminster Advisory Committee Policy (adopted September 9, 2019)
Rules of Procedure	Committee procedures are governed by: 1. New Westminster Council Procedure Bylaw No. 6910, 2004. 2. "Rules of Conduct: Standing Committees and Advisory Bodies" provided to members and available on the City's website.