



ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

KEY RESPONSIBILITIES

1. To advise and assist Council on matters associated with the ongoing well-being and future prosperity of the community;
2. To provide advice to Council on a range of economic development activity including:
 - Responding to requests from Council or the Committee of the Whole in providing specific feedback on District projects, endeavors or policies that impact the economy and any other matters referred to the Committee by Council;
 - Making recommendations to Council or Committee of the Whole, for undertaking as a Committee, additional activities that support and enhance economic opportunities for existing and new economic sectors;
 - Liaising with other economic development and other related organizations to enhance prosperity in the District and region;
 - Where endorsed by Council, engage and liaise with businesses through initiatives like Business Walks and surveys; and
 - Communicating and collaborating where appropriate with other District committees.

PRINCIPLES

Principles that guide the work of the Economic Development Advisory Committee include a commitment to:

- enhancing the quality of life for residents
- responsible sustainable growth
- ensuring opportunity for successive generations of residents
- collaboration and partnership to achieve common objectives

COMPOSITION

To the greatest extent possible, public representation will be multi-sectoral and include representatives from the following stakeholder list:

First Nations, commercial/business, industry, recreation, culture and tourism, education, health and wellness, technology, social sciences, member(s) at large, and youth (18-24)

Membership shall consist of a Council liaison and alternate and up to 9 (nine) members appointed by resolution of Council for one-year terms with a maximum continuous tenure of four terms.

Four (4) of the members appointed in 2017 shall have terms expiring on December 31, 2018, and the remaining members shall have terms expiring on December 31, 2019. Subsequently, the vacancies of those whose terms expire shall be filled for a term of 1 (one) year.

Members may also be appointed for shorter or more flexible terms in consideration of special circumstances (e.g. youth representative, filling of a prematurely vacant term).

Members who have served the maximum tenure permitted are subject to a mandatory one-year absence from the Committee prior to seeking re-appointment for any subsequent term.

STAFF SUPPORT

Members of staff, including staff from the Administration department, shall provide administrative support:

- Chief Administrative Officer or designate
- Recording Secretary / Administrative Assistant
- Other staff resources (as required)

PROCEDURES

- The Committee will meet on the second Thursday of each month, with additional meetings at the call of the Chair.
- A quorum consists of 50% +1 of those members appointed.
- An agenda will be provided to all members on the Thursday prior to the Committee meeting.
- At the first meeting in each calendar year the Chairperson will be selected by majority vote from among the members. The Chairperson may not serve more than 2 consecutive years.

STATUS AND AUTHORITY

The Economic Development Advisory Committee is a Select Committee of Council as defined under the *Community Charter* and is an advisory group to Council.