



TERMS OF REFERENCE

ECONOMIC ADVISORY COMMITTEE

PURPOSE

The purpose of the Economic Advisory Committee is to provide Council with feedback and advice on economic development strategic planning issues and initiatives.

OBJECTIVES

The objectives of the Economic Advisory Committee are to:

1. Advise the City on the recommendations of the Economic Advisory Task Force Report.
2. Advise on economic development objectives for the City.
3. Offer the City ongoing advice on new economic challenges and opportunities.
4. Offer the City input on opportunities to integrate key business initiatives from local major business associations.
5. Advise the City on overall economic sustainability visioning and initiatives that support economic sustainability.
6. Advise the City on establishing and tracking economic development benchmarks.
7. Provide the City with expert advice on key issues related to economic development.
8. Create special sub-committees on specific economic development opportunity areas as appropriate.

MEETINGS

The Committee will meet quarterly at the call of the Chair.

Meeting days and times will be established after consultation with Committee members.

Copies of the Agenda and minutes will be circulated to the Committee in advance of the meetings.

STAFF

One staff member will be appointed to act as a liaison and to provide support to the Committee. The Committee will receive administrative support through the Economic Development Office for preparation of minutes, agendas and related communications.

EXPERTS AND INVITED GUESTS

The Committee may from time to time require experts or other representatives to attend meetings as presenters, advisors or observers because of their knowledge of the subject or as part of another project or consultation mechanism. The Chair will agree to such invitations in advance.

MEMBERSHIP

The members of this Advisory Committee are appointed by City Council. There are up to thirteen (13) members on the Committee.

The City will seek Committee members.

Candidates will be chosen to reflect a broad spectrum of industry sectors, which may include: transportation and distribution, development, manufacturing and industry, technology and communication, commercial and retail, agriculture, fishing and food processing, tourism and arts & culture, education, airport, and port business.

The Committee members are selected “at large” and are to represent the interests of the entire City. They are not selected as advocates for the group they are selected from.

If a specific issue comes up for consideration at a Committee meeting, that directly concerns an organization represented on the Committee, it will be up to the representative of that organization to self-declare that he or she is in conflict. The representative will further remove himself or herself from the discussion and any related Committee resolutions/voting on the issue, and not attempt to influence any voting related to the matter before, during or after the meeting.

City Council may, at any time, appoint the Mayor and/or a member of Council to act as a liaison to the Committee.

Council will appoint the Committee Chair annually.

Members are expected to attend all meetings. If unable to attend, an alternate is not required.

The Economic Advisory Committee has the authority to create sub-committees to work on a variety of initiatives.

TERM

The terms for member appointments be for staggered two year periods.