



# **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 matters related to the City's economic development strategy.
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 fourteen (14) members on the Committee, including the CEO (or designate) of the Richmond Chamber of Commerce.

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 from which they are selected.

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.

---

## **CODE OF CONDUCT**

---

Conflict of Interest:

A conflict of interest exists if a Committee member is a director, member or employee of an organization seeking to benefit from the City or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of Committee deliberations.

Committee members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.

Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following their term(s).

#### Professionalism:

Committee members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards others members.

Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Committee's mandate. Any Committee member who is absent for three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee.

#### Reporting and Social Media:

The Committee members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Committee if referred by Council or staff and the standard process of communication is through staff to Council. Committee members may communicate directly to Council or the media, if the Committee members identify themselves as an individual, and not as representatives of the Committee.

Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

Should a Committee member violate the Code of Conduct or act outside the Terms of Reference, the Committee member may be removed from the Committee.