

CITY OF COQUITLAM

Policy and Procedure Manual

ECONOMIC DEVELOPMENT ADVISORY COMMITTEE

Chapter: 5
Section:
Issue Date: March 2015
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TERMS OF REFERENCE

Committee Mandate:

The mandate of the Committee is to advise Council and staff on economic development and investment related issues and opportunities. It is anticipated that advice would be sought for items such as:

- Providing a business perspective on economic development priorities which should be addressed;
- Identifying the pillars of economic development in the City;
- Identifying economic development impediments and opportunities for the City;
- Advising on business attraction and business retention and expansion activities;
- Advising on ways to provide information about business to the general public; and
- Attending to economic development matters which may be referred to the Committee by Council or other standing committees of Council.

Composition:

The Economic Development Advisory Committee (EDAC) is an advisory body composed of two (2) Council members, one (1) organizational representative from the Tri-Cities Chamber of Commerce, one (1) organizational representative from Douglas College – Coquitlam Campus, and eleven (11) citizen representatives. Committee members are appointed for a one year term expiring in December of the year served. Members can be re-appointed to serve subsequent terms.

Chair, Secretary and Staff Support:

Two Members of Council will be appointed by Council to serve as the Chair and Vice Chair of Economic Development Advisory Committee.

The City Clerk or his/her designate will prepare the agenda and notice of meeting and will serve as Secretary.

The Manager of Economic Development, or his/her designate, will serve as the staff liaison to support the Committee.

Staff serve in a support role and are not members of the Advisory Committee.

Quorum and Procedures:

A quorum will be a majority of the appointed members and must include at least one (1) of the Council members appointed.

Where quorum is present, minutes prepared by the Secretary shall go forward to Council.

Where a quorum is not present, notes of the meeting shall go forward for receipt and consideration at the next convenient meeting of Council.

The meetings are scheduled quarterly and may be cancelled or re-scheduled at the call of the Chair. Meetings are not typically scheduled in August and December.

When a Committee makes a recommendation for Council Action, it shall go forward to Council for consideration as a specific item within the Minutes prepared by the Secretary.

Working Groups or sub-committees may be established by the Economic Development Advisory Committee to pursue specific projects and issues. Committee working groups and sub-committees do not typically receive support from staff or the City Clerk's Office.

Governance Model:

City Council has distinct responsibilities to govern.

The Economic Development Advisory Committee has distinct responsibilities to represent citizen interests and provide advice to Council.

The Economic Development Advisory Committee represents one collective voice.

The role of staff is to provide support to the Economic Development Advisory Committee including meeting coordination, agenda management, minute taking, minute distribution and providing information, in the form of reports and/or advice, when requested within the limits of the available resources and in accordance with the work plan approved by Council.

Work Plan:

An annual work plan will be prepared by the Committee and will be approved by Council prior to work commencing. It is recognized that work items may arise during the course of the year, and that additions to the work program may be recommended by Council, staff, or the Committee itself. Revised work plans will be subject to Council approval.

Duty of Members:

Members are expected to advance developments in the best public interest, in keeping with the mandate of the Committee and resolve any potential conflicts between their personal interests in order to support the overall well-being of the Economic Development Advisory Committee. Members are expected to attend all meetings and participate fully in order to bring the full range of their skills, experiences and diversity to each issue and thus provide the necessary input to the Committee as needed.

All Members are expected to review distributed material before the meeting.

Members shall advise the Committee Secretary of their anticipated absence prior to a scheduled meeting. Absences and regrets will be recorded. Citizen representatives are not permitted to designate alternate representation at meetings. Citizen representatives who are absent, without reasonable cause or having been granted a leave of absence, from three consecutive meetings of the Committee may be subject to dismissal from the Committee.

Any member of a Committee wishing to resign from a Committee is requested to provide the resignation in writing to the Committee Chair with a copy to the Secretary.

Communication:

All official representation of the Economic Development Advisory Committee is through the Chair or his/her designate.

Communication with staff is through the staff liaison.

The media contact on behalf of the Committee is the Chair.

Reimbursement:

There is no financial reimbursement to Economic Development Advisory Committee members.

Committee Member Terms:

Term of Duty for the Economic Development Advisory Committee is one year.

Upon expiration of the Term of Duty, outgoing Members may re-apply for appointment during the annual recruitment process for the following year.

Termination of the Committee

The Economic Development Advisory Committee exists at the pleasure of City Council.