

# Economic Development Advisory Committee

## Terms of Reference

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### Mandate

The mandate of the Economic Development Advisory Committee is to provide recommendations, advice and information to Saanich Council and staff on matters that relate to the purpose of the committee and on any matters which are referred to the committee by Saanich Council or staff.

### Purpose

The purpose of the Economic Development Advisory Committee is to:

- Advise Saanich Council and staff on economic development and investment related issues and opportunities in the municipality, including:
  - initiatives that support economic sustainability
  - economic development impediments and opportunities
  - business attraction, retention and expansion activities
  - proposed provincial or federal policies that affect the local and regional economy
  - the municipality's participation in region-wide economic development initiatives
  - methods of providing information about business to the general public
- Assist in the development and implementation of the Economic Development Strategy, as requested by staff or Council.
- Provide a community perspective on promoting development policies linking land use and economic development while encouraging an aesthetic and safe urban landscape.
- Provide an opportunity for associations and industry and business groups to present information relevant to the Committee mandate through delegations.

### Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. Quorum for the Committee is a majority of its appointed voting members, including the Chair.

### Membership

To the extent possible, Advisory Committees will have a diverse membership with respect to gender, age and cultural-ethnic background.

The Committee will consist of nine (9) members qualified in the discipline relevant to the committee mandate or with a perspective necessary for fulsome consideration of the associated topic, including:

- A member of Council to serve as Chair, appointed by the Mayor;
- Eight (8) community representatives appointed by the Council including, where possible, one youth voting member described as 16-24 years of age; and
- Where possible, at least one (1) member who is an Indigenous person.

Members with backgrounds in the following fields/sectors will be considered an asset:

- Current or former business operators in Saanich
- Financial sector with a focus on business development or financing
- Tourism or hospitality sector
- Indigenous economic development
- Representative of large local employers in the institutional sector

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Notwithstanding their participation in specific sectors, members of the Committee are selected “at large” and are to represent the interests of the entire municipality. It is up to individual members of the Committee to self-declare conflicts of interest.

Members may serve a maximum of seven years on an Advisory Committee, consisting of a one-year term followed by a potential for three, two-year terms. Members who wish to be re-appointed after the completion of a term must re-apply and provide the application and their resume for Council’s consideration.

### **Staff Support**

The Manager of Economic Development is the primary contact and will provide the required professional support. Meeting preparation, agendas and minutes of meetings of the Committee will be provided by the Legislative Services Division.