

# TERMS OF REFERENCE

## ECONOMIC COMMITTEE

### 1. Mandate

The mandate of the Economic Committee is to consider, evaluate and provide advice to Council on economic-related issues referred to it by the Mayor or Council related to business, tourism and economic growth. The Committee's activities shall align with Council's vision and strategic goals, thus enabling Council to bring practical action to their vision and the Committee to focus their energies on those prioritized tasks.

### 2. Scope

To meet its mandate, the Committee will work towards accomplishing the wide-range objectives listed below.

- (a) Serve as the Steering Committee advising Council on the development and implementation of a professional Economic Development Strategic Plan.
- (b) Foster and maintain a close working relationship with the Chamber of Commerce and the White Rock BIA in order to coordinate the City's resources with the business community's tourism and economic initiatives.
- (c) Liaise with the Surrey Tourism and Convention Association regarding shared tourism initiatives between White Rock and Surrey.
- (d) Collaborate with the Tourism Board in implementing the tourism plan.
- (e) Prepare an annual report on its activities throughout the year.

### 3. Tenure

The tenure of the Committee shall be from the first of January to the thirty-first of December of each calendar year unless that term is varied by Council resolution.

### 4. Membership

- (a) Pursuant to the Procedures Bylaw and provincial legislation, Committee membership shall be not less than five and not more nine members in size. Two members of Council may be Committee members.
  
- (b) The Chair and Vice-Chair of the Committee shall be elected City Council representatives appointed to the Committee, and the Mayor is ex-officio.

- (c) If a member:
  - i. Fails to attend 3 consecutively held meetings of the Committee, OR
  - ii. Fails to attend a Committee meeting in any 60 day period, providing a meeting of the Committee is held in that 60 day period (whichever is the longer period of time) and
  - iii. unless the absence is because of illness; or
  - iv. unless the absence is with the express leave of the Chair, the appointment of the member shall be revoked.
- (d) Any person with particular expertise, including municipal staff, may be invited by a the Committee to attend a Committee meeting in order to provide information or advice, but only Members appointed by City Council may vote on issues coming before the Committee.

## **5. Meeting Frequency**

- (a) The Committee shall mutually agree to and publish an annual yearly meeting schedule at their inaugural meeting. Meetings may be held monthly but no less than quarterly. All meetings are open to the public unless designated in camera by the Committee pursuant to legislation.
- (b) The quorum of the meeting shall be determined by a simple majority of the appointed members.
- (c) Minutes of the Committee shall be provided by the Office of Corporate Services or their designate, and forwarded to Council for information and action as required.
- (d) The Committee's terms of reference, meeting schedule, minutes and annual report shall be posted on the City's website.

## **6. Remuneration**

Committee members shall serve without remuneration.