



# City of Port Moody

## Council Committee Terms of Reference

Date: March 14, 2017

File No. 01-0360-20-03

Type: Select

Committee Name: Economic Development Committee

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## Approvals/Reviews/Amendments

**Approval Date: March 14, 2017**

### 1. Committee Purpose

To provide Council with advice and recommendations on strategic economic development directions and related matters within the terms of the Council Committee System Policy and the Council Strategic Plan.

To serve a liaison function for community organizations that are engaged in the development and delivery of programs and initiatives intended to promote and enhance business development.

### 2. Duties

- 2.1 The Committee will provide advice and recommendations in the following areas:
- Short-, medium-, and long-term goals and objectives for economic development in the community;
  - Regional and national economic trends and threats affecting the City;
  - Opportunities for strengthening the City's business and tax base, including marketing and partnership initiatives;
  - Job creation and retention in the community;
  - Participation from relevant business and community stakeholders, including other City committees;
  - Supporting and encouraging local businesses;
  - Any other matters referred by Council; and
  - Other areas identified by the Committee for approval by Council.
- 2.2 When deemed appropriate, the Committee will convene an economic development roundtable to consult with a wide range of community stakeholder groups and individuals engaged in economic activities in the community, and report findings back to Council.
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## **Council Committee Terms of Reference**

### Economic Development Committee

- 2.3 The Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters referred by Council.

## **3. Membership**

- 3.1 In addition to the two (2) Council representatives serving as Chair and Vice-Chair, the Committee will comprise the following:

- Six (6) members made up of representatives from community areas identified as follows:
  - Moody Centre;
  - College Park;
  - Glenayre;
  - Inlet Centre;
  - Pleasantside; and
  - Heritage Mountain;
- Four (4) members from the community at large; and
- One (1) member appointed by the Chamber of Commerce (non-voting member).

- 3.2 Appointments will be made in accordance with the Council Committee System Policy.

- 3.3 Per section 1.2.8 of the Council Committee System Policy, where outside agencies are invited to appoint one of their members to a committee and choose not to do so, the vacancy will be filled by a community member at large.

## **4. Operations of the Committee**

- 4.1 Meeting Schedule

The Committee will, at their organizational meeting each year, determine their meeting dates, time, and location, and will meet at minimum bimonthly, or at the call of the Chair.

- 4.2 Rules of Procedure

Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw and Council Committee System Policy.