

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**  
15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6



**POLICY TITLE:** **TERMS OF REFERENCE:**  
**ECONOMIC DEVELOPMENT ADVISORY**  
**COMMITTEE**

**POLICY NUMBER:** **COUNCIL - 137**

<i>Date of Council Adoption:</i> April 16, 2012	<i>Date of Last Amendment:</i> February 25, 2019
<i>Council Resolution Number:</i> 2012-107, 2013-082; 2015-129, 2015-307, 2016-483, 2019-091	
<i>Originating Department:</i> Corporate Administration	<i>Date last reviewed by the Governance and Legislation Committee:</i> February 25, 2019

**Policy:**

The purpose of the Economic Development Advisory Committee is to advise City Council on matters regarding economic investment in the City.

**Committee General Terms**

**Term**

The committee appointments will be made by City Council for a two (2) year term.

**Membership**

- a) The Economic Development Advisory Committee will consist of up to thirteen (13) voting members appointed by Council following a public recruitment process, and representing a broad range of perspectives and expertise from the community's business, investment, marketing, development and planning sectors. The majority of members will be residents or business owners in White Rock. Additionally, in a non-voting advisory capacity there will be the Executive Directors or designate of:
  - The White Rock Business Improvement Association (BIA)
  - Tourism White Rock
  - The South Surrey & White Rock Chamber of Commerce
- b) In addition, one (1) member of Council, and Alternate, the Chief Administrative Officer and the Director of Planning and Development Services (or Designate) will be non-voting members of the Committee.
- c) Committee members shall serve in a voluntary capacity without remuneration or gifts.

## **Chairperson / Vice-Chairperson**

The committee will appoint a Chairperson and a Vice-Chairperson from among its voting members at the committee's inaugural meeting.

## **Committee Work Plan**

Council will forward items that it wishes the Committee to address and develop with the Committee's Work Plan. The Committee will develop a Work Plan that will be brought back to Council for their approval. The Work Plan will identify strategies and actions the Committee will undertake to assist in:

- Supporting long term economic stability and growth in the community;
- Increasing economic diversity and local employment opportunities;
- Encouraging financial investment in the area including new businesses and re-development;
- Supporting existing businesses in retention and expansion
- Reviewing and advising in regard to small businesses; and,
- Reviewing the City's Economic Development Plan.

The Chairperson, as elected by the Committee, and the City staff liaison (s) to the Committee will meet with the City of Surrey in order to keep each apprised of their works and plans for the City of Surrey's Semiahmoo Town Centre and the City of White Rock's Town Centre plan.

The Committee may make representations to Council on economic development matters.

## **Meetings**

- a) The committee shall mutually agree to a meeting schedule at their inaugural meeting and will meet at a minimum bi-monthly. The meeting schedule will be published on the City website and updated as needed by the Committee Clerk.
- b) The Chairperson of the committee may call a meeting of the committee, with at a minimum of staff being able to give twenty-four (24) hours notice to the committee members, in addition to the scheduled meetings or may cancel a meeting.
- c) Quorum for meetings shall mean a majority of all of its Committee voting members.
- d) If there is no quorum of the committee present within 15 minutes of the scheduled start time the Committee Clerk will:
  - i) record the names of the members present, and those absent; and
  - ii) conclude the meeting until the next scheduled meeting.
- e) All committee meetings are open to the public unless designated as closed to the public pursuant to Sections 90 and 93 of the *Community Charter*.

- f) The public is welcome to observe the meeting. When deemed relevant to the discussion of a particular item of business under consideration by the Committee, the Chairperson may, with majority consent of those Committee members in attendance, give permission to members of the public in attendance to speak to the item in question.
- g) Meetings shall last no longer than two (2) hours, except under extraordinary circumstances as agreed to by the committee members present.
- h) If a member:
  - i fails to attend three (3) consecutively held meetings of the committee, or
  - ii fails to attend a committee meeting in any sixty (60) day period, providing a meeting of the committee is held in that sixty (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 Chairperson, the appointment of the member shall be revoked.

The Committee Clerk will keep an attendance log and notify the Chairperson and Corporate Officer where there have been two (2) consecutive absences without consent. The Corporate Officer will then make contact with the Committee member.

- i) Any person with particular expertise, including municipal staff may be invited by the Chairperson or staff member of the committee to attend a committee meeting in order to provide information or advice, but only members appointed by City Council may vote on matters coming before the committee.
- j) The Corporate Administration Department will be responsible for preparing committee agendas, minutes, updating Terms of Reference policy, meeting schedule, and providing administrative support to the committee. Agendas and approved minutes will be posted on the City's website.
- k) Committee minutes, with recommendations noted, will be forwarded to Council for information and action as required.
- l) Committees may hear and consider representations by any individual, group or organization on matters referred to the Committee by Council or staff.
- m) Where a member of a committee, their family, employer or business associates have any interest in any matter being considered by the committee, that member will absent themselves from all aspects of consideration of that matter by declaring a Conflict of Interest.
- n) An annual report must be submitted to the Chief Administrative Officer for review and to be forwarded to City Council.
- o) A committee cannot direct staff to take action without endorsement by City Council.

- p) Committees do not have the authority to commit funds, enter into contracts or commit the City to a particular course of action.
- q) On routine matters such as organizing or setting up yearly or ongoing events or projects which do not have budget implications or have received prior budget approval, the committee may make decisions without the approval of Council, provided that the committee works with the staff member assigned to that committee on those matters.
- r) On broader matters such as organizing or setting up major or unusual events or projects which do not have budget implications, the committee must receive prior approval from Council.
- s) The committee's Chairperson may appoint members to a subcommittee to consider, inquire into, report and/or make recommendations to the committee for a specific purpose.
- t) Members of the committee are not permitted to speak directly with the media on behalf of the committee.

### **Procedures**

Unless otherwise provided for in these terms of reference, the procedures of the Committee will be governed by the City's Council and Committee Procedure Bylaw.

### **Code of Conduct**

Appointees will be required to sign a statement agreeing that they have read, understood, and will conform to the City's code of conduct as defined in the Council policy regarding Code of Conduct for Committee Members. This will be required immediately upon appointment. The statement / agreement for signature is attached to, and forming, part of this policy.

**CITY OF WHITE ROCK  
COMMITTEE CODE OF CONDUCT  
STATEMENT / AGREEMENT**

This will confirm that as of \_\_\_\_\_, I have read  
Council Policy 120, “Code of Conduct for Committee Members” and Council Policy 137  
Terms of Reference for the Economic Development Advisory Committee and I  
understood and will conform to the City’s Code of Conduct as outlined in these policies.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)