



City of Pitt Meadows
Terms of Reference
Economic Development Advisory Committee

CHIEF ADMINISTRATIVE OFFICER REVIEW / APPROVAL:

1) Establishment & Quorum

- a) The Committee was established by Council resolution on April 13, 2021 and is given authority through the City Committees Policy C102.
- b) Quorum is established as five (5) or more voting members.

2) Mandate

The mandate of the Economic Development Advisory Committee (the EDAC) is to:

- a) Use the knowledge and experience of Committee members of the day-to-day conditions of the Pitt Meadows economy to provide advice, feedback, and commentary on municipal economic development initiatives, including tourism promotion and development projects. This may include:
 - i. Providing input on updates to the community's economic development strategy;
 - ii. Providing input on proposed economic development and/or tourism-related initiatives or annual work plans;
 - iii. Providing feedback from an economic development perspective, including tourism, on issues and proposals referred to the Committee by Council or staff.
- b) Identify emerging issues, challenges and opportunities that may affect the Pitt Meadows economy, by:
 - i. Providing a round table forum in each meeting for members to raise issues for discussion that may be communicated to Council, where appropriate, or further explored by staff or in a subsequent meeting;
 - ii. Inviting guest speakers or delegations from industry or business organizations, post-secondary institutions, and other relevant experts to share information with the Committee on economic trends, challenges and opportunities; and
 - iii. Providing a conduit for business, academia, the general public, or any other group to raise issues of relevance for economic development and tourism in Pitt Meadows.

3) Membership

- a) Voting Members
 - i) The Committee will be comprised of up to thirteen (13) voting members, including:
 - (1) One (1) representative from the Agricultural Advisory Committee;

- (2) One (1) representative from the Ridge Meadows Chamber of Commerce Board of Directors;
- (3) Up to eight (8) members, who own, manage, or invest in an operating Pitt Meadows business or a non-profit, social enterprise, or public sector organization that has a significant impact on the Pitt Meadows economy (eg. educational institution), including:
 - 1) At least two (2) members representing businesses that derive most of their revenue from tourists, which may include accommodation, food and beverage, recreation, arts and culture, heritage, or similar organization;
 - 2) The remaining members selected to provide a representative cross-section of major industries and organization types such as:
 - o Retail and personal services;
 - o Construction and real estate development;
 - o Manufacturing, including food and beverage;
 - o Professional services and advanced technology;
 - o Transportation;
 - o Post-secondary education and other training organizations;
 - o Home based, independent, and large businesses;
 - 4) Up to three (3) members, who represent the community at large.

b) Non-Voting Members

- i) The Committee may include the following non-voting members:
 - (1) One (1) Council Liaison and one (1) Alternate;
 - (2) One (1) Staff Liaison, who will Chair all meetings;
 - (3) One (1) Committee Clerk; and
 - (4) Other staff resources as appointed and deemed advantageous by the CAO.

4) Term

- a) Appointments to the Economic Development Advisory Committee will be for a two (2) year term, unless otherwise determined by the CAO.

5) Budget

- a) There is no budget assigned to the Economic Development Advisory Committee.