

TERMS OF REFERENCE

Committee Name: Economic Development Advisory Committee

Type: Standing

Approvals/Reviews/Amendments

POLICY/AMENDMENT APPROVED BY:	DATE OF COUNCIL MEETING:	SECTION AMENDED
<i>“Wayne Lippert”</i> Mayor	June 22, 2009	ORIGINAL POLICY
<i>“Wayne Lippert”</i> Mayor	August 10, 2009	Aug 10, 2009 – added 3.6 – members can reside or work in Vernon
<i>“Wayne Lippert”</i> Mayor	March 14, 2011	Add: Sec. 3.7 – All members shall have two year terms Amend: Sec. 6.1 – EDAC will meet every three months

1.0 Committee Mandate

The mandate of the Economic Development Advisory Committee (EDAC) is to provide recommendations to Council on policies and strategic initiatives that will further enhance Vernon as an ideal business and investment location.

2.0 Purpose

- 2.1** Advise the Council on strategic initiatives and opportunities related to the economic vitality of the city.
- 2.2** Provide pertinent industry and sector information to Council.
- 2.3** Provide recommendations on specific economic development initiatives and projects.
- 2.4** Provide input into the annual economic development work plan.
- 2.5** Advise the Council on policies and bylaws related to doing business within the municipality.

3.0 Membership

- 3.1** The EDAC is comprised of a maximum of twelve (12) voting sector representatives and four (4) voting organization representatives. (16 voting members)
- 3.2** The EDAC membership will be appointed by Council.
- 3.3** The position of EDAC committee members will be comprised of the following sectors:
- a) Agriculture
 - b) Community at Large
 - c) Construction
 - d) Education
 - e) Environmental Services
 - f) Finance and Business Services
 - g) Forestry & Logging
 - h) Health Services
 - i) Manufacturing & Production
 - j) Retail
 - k) Science & Technology
 - l) Transportation & Warehousing
- 3.4** In addition to the twelve (12) members appointed from the above categories, the EDAC membership will include representation from the following organizations:
- a) one appointee from the Greater Vernon Chamber of Commerce;
 - b) one appointee from the Downtown Vernon Association;
 - c) one appointee from Community Futures North Okanagan; and
 - d) one appointee from the Tourism Advisory Committee.
- 3.5** Non-voting members that will attend the EDAC meetings, to provide advice, information or other services, include the:
- a) Mayor;
 - b) Appointed Council Representative;
 - c) Chief Administrative Officer or his/her designate;
 - d) Manager, Planning and Building or his/her designate;
 - e) Economic Development Officer; and
 - f) Additional staff as required.
- 3.6** Eligible members are people who reside or work in Vernon, with an interest in the various business, education and industrial sectors within.
- 3.7** All Members shall have terms of appointment of two years, with an opportunity for term renewal as directed by Council.

4.0 Chair and alternate Chair

- 4.1** The EDAC will annually elect a chair and alternate chair from amongst themselves at the January meeting. The vice will act in the capacity of the chair at any meeting where the chair is absent.

- 4.2 In the absence of the chair and alternate chair, the EDAC shall appoint a chair from those members present.

5.0 Quorum and Voting

- 5.1 Quorum is fifty percent plus one of active membership.
- 5.2 All EDAC Committee members may vote on issues and resolutions, and any committee member not voting, but present, is deemed to have voted in the affirmative.

6.0 Meetings

- 6.1 The EDAC will meet every three months, though special meetings over and above the meetings may be called by the chair.
- 6.2 EDAC meetings will be open to the public excluding In-Camera meetings which may be closed in accordance with Section 90 of the *Community Charter*.

7.0 Reporting

- 7.1 The EDAC shall provide minutes of meetings to Council for information purposes.
- 7.2 The EDAC shall meet annually with Council to provide a summary of past accomplishments and an overview of future strategic initiatives and projects.