

## Economic Prosperity and Development Services Advisory Committee 2019 – 2022 Terms of Reference

1. The Committee shall consist of **Eighteen (18)** voting members appointed by City Council for a term ending December 31, 2022. Preference will be given for:
  - Three (3) Members of the community within an interest in the Local and Regional Economic Development
  - Five (5) Members of the local Development & Business Community
  - One (1) member from each of the Priority Industry Clusters
    - Technology
    - Manufacturing
    - Tourism, Event, Arts & Culture
    - Beverage Industry – wine, beer, spirit production
  - One (1) Youth Representative
  - One (1) member from the Penticton Indian Band
  - One (1) member from the Canadian Home Builders Association
  - One (1) member from the Chamber of Commerce
  - One (1) member from the Penticton Industrial Development Association
  - One (1) member from Post-Secondary Education
  - One (1) member from the Downtown Penticton Association
2. The Advisory Members shall appoint a Chair and Vice-Chair each year.
3. Role of Council Representative:
  - Two (2) representatives
  - Non - Voting Member
  - Liaison to City Council
4. A majority of appointed voting members shall constitute a quorum.
5. The Mayor and one Council member shall attend advisory meetings to provide advice and operational support to the advisory committee.
6. The CAO and Director of Development Services shall attend advisory meetings to provide advice and operational support to the advisory committee. Development Services and Economic Development staff will attend as needs arise.

7. The Corporate Administration Department shall arrange for secretarial services to the advisory committee.
8. The advisory committee shall meet quarterly, or as required when a new piece of business is referred to the Committee by Council or staff requiring immediate action.
9. The advisory committee's mandate is to assist the Mayor and Council and the Penticton business and development community to create, a healthy, sustainable and dynamic economy.

The advisory committee will provide recommendations and direction to Council on the creation of new bylaws and policies within the Development Services Division.

The advisory committee will provide recommendations on matters referred by Council.

The advisory committee will identify no more than five (5) key strategic priorities for driving economic growth, development and vitality within the City of Penticton as part of the South Okanagan Similkameen.

The advisory committee will:

- Provide advice to the Mayor and Council as requested
- Implementation of the Economic Development Strategic Plan;
- Review projects referred to Council for economic growth;
- Provide connections and advice to help develop, attract and retain business and economic activity;
- Review matters relating to the procedures for the processing of applications and development of new bylaws within the Development Services Division;
- Review development statistics and industry trends and indicators;
- Review and provide advice on proposed provincial or federal policies that effect the local and regional economy, real estate development and provide advice to Council on the City's position in relating to such policies.

The advisory committee will not participate in operational matters respecting the City of Penticton

10. Disqualification from Office

If an advisory member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the advisory members, Council may choose to replace the member. The person who held the office is disqualified from holding office on any advisory committee of the City of Penticton for a period of one year.

11. Should a Closed meeting be held by the advisory, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the municipality suffer loss or

damage due to contravention of confidentiality, the municipality may recover damages from the person(s) for the loss or damage.

- Closed Meeting – no meeting or part thereof shall be closed to the public except in accordance with Section 90 of the Community Charter.
12. The Mayor will sign all correspondence initiated by the committee on behalf of the City of Penticton.
  13. For certainty, the rules and procedures of Council Procedure Bylaw No. 2018-35 and all amendments thereto shall be observed as far as may be applicable.