

TOWN OF SIDNEY

Economic Advisory Committee

Terms of Reference

Background

The Economic Advisory Committee was created to support the Town of Sidney in matters relating to Sidney's economy.

Mission & Objectives

The Economic Advisory Committee's primary objectives are to:

- Provide a forum for potential collaboration and information sharing among the different business sectors and organizations;
- Review and provide feedback on matters at the request of Council;
- Identify for Council's consideration, specific objectives and initiatives to support economic aspects of Sidney's Strategic Plan, and;
- Make annual recommendations to Council for specific projects that should be undertaken by the Town or in partnership with others.

Membership

1. The committee shall consist of at least 7, and up to 12 members, composed from the following list:

Voting Members

- 1 member nominated by the Sidney Business Improvement Area
(with 1 designated alternate)
- 1 member nominated by the Saanich Peninsula Chamber of Commerce
(with 1 designated alternate)
- 1 member nominated by the Victoria Airport Authority *(with 1 designated alternate)*
- 1 member from SEAG
- 1 member representing the downtown retail business sector
- 1 member representing the hospitality/tourism sector
- 1 member representing the service sector
- 1 member representing the West Sidney business sector
- 1 member representing the marine sector
- 1 member representing the home based business sector
- 1 Sidney resident member at large
- 1 Sidney resident member at large

Non-Voting Members

Council Liaison
Chief Administrative Officer (CAO)
Director of Corporate Services (Alternate)
Recording Secretary

2. Members shall undertake their responsibilities on an impartial and objective basis. Any member whose personal or financial interest could be in conflict with the subject matter being discussed should immediately disclose this information. Members with a conflict of interest will not participate in any discussion or recommendations.
3. Members will be respectful of all decisions made by the Commission.
4. Members will be appointed for a two year term.

Quorum

Quorum will be 50% + 1 of the current voting members

Role of Chairperson

The Chairperson and Vice Chairperson shall be selected by voting members of the Committee. The Chairperson is responsible for: calling meetings, preparing agendas, conducting meetings, providing leadership, and ensuring meetings are accurately documented. In the absence of the Chair, the Vice Chair shall preside.

Role of Town Staff

Town staff are in attendance to provide technical advice and relevant background information on agenda items, and to answer any questions with respect to municipal legislation, bylaws, operations, etc.

Role of Recording Secretary

The Recording Secretary is responsible for: preparing and distributing agendas (in conjunction with Town staff), taking minutes of the meetings, ensuring minutes are forwarded to the Corporate Administrator, and providing other related administrative support as required.

Procedures

1. It is expected that the Committee will meet 10 times per year.
2. All meetings shall be held in open session except as allowed under the *Community Charter*.
3. Meeting rules and procedures will be in accordance with the Town's Procedure Bylaw.
4. The conduct of meetings shall enable members of the Committee to consider information presented, weigh evidence related thereto, and make informed decisions in a democratic, consensually driven environment and respect the following:
 - Promise of informality
 - Group discussion is important, everyone participates
 - Provide honest, open opinions
 - Agree to disagree; consensus may not always be achieved
5. Promise to stay on track and on topic. Committee meeting expenses shall be undertaken by the Town, as deemed acceptable and approved by the CAO.

Reporting/ Authority

The minutes of meetings, including recommendations of the Committee, will be forwarded to Council for their consideration. Council's decision to approve, deny or amend recommendations is at their discretion. Any initiatives proposed by the Committee must be forwarded to Council for approval prior to proceeding, including the use of Town resources.