

Economic Development Committee Terms of Reference

Type:

Select Committee

Purpose:

The Economic Development Committee will advise Council on matters pertaining to economic development, downtown revitalization, investment, business attraction, and long-term economic sustainability.

Composition:

The Committee shall consist of up to 11 voting members, comprised of:

- Up to 3 members of Council, appointed by the Mayor
- Business owners that serve the City of Merritt
- Persons with expertise in business, investment, marketing, communications or planning and who have an interest in supporting and improving the economic viability of businesses in Merritt

In a non-voting advisory and support capacity:

- Chief Administrative Officer
- Tourism, Economic Development and Communications Manager
- Committee Clerk
- Representative from Community Futures Nicola Valley
- Representative from the Merritt and District Chamber of Commerce
- Electoral Area "M" Director
- Electoral Area "N" Director

Duties:

- 1. Facilitate the development of action plans to implement Council's approved economic plans and initiatives
- Provide advice and recommendations to Council regarding making amendments to or establishing new economic development plans and initiatives



- 3. Organize, facilitate and actively participate in efforts to implement economic plans and initiatives
- 4. Monitor, evaluate and report progress and achievements
- Monitor funding available for economic development initiatives and encourage local government or other eligible agencies to apply for this funding, and provide input on funding applications
- 6. At the direction of Council, Liaise directly with local businesses regarding the formation of and provision of support to business improvement areas or downtown business association
- 7. Facilitate broad public involvement in community economic development and at Council's direction, provide educational opportunities and events related to planning and implementation of economic development plans and initiatives
- 8. Pursue any other matters referred to the Committee by Council and report back to the Council expeditiously, as required
- Members of this Committee are expected to be involved in committee activities for approximately ten (10) hours per month, which may include evenings and weekends

Reporting:

The Committee will arrange to report to Council, on at least a semi-annual basis, though the Committee may make arrangements to come before Council more often to meet the needs of the Committee.

Term:

The Term of Committee member appointments will coincide with the term of Council.

Meetings and Administration:

- At the first Committee meeting, members will appoint a Chair by vote.
- The Economic Development Committee will meet a minimum of four times per year, or more frequently at the call of the Chair.
- Committee procedure shall be governed by the Council Committee Policy