

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
2. 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
5. 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
9. 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](#)