City of Port Moody
Council Committee Terms of Reference

Date:	February 03, 2023	File No. 01-0360-20-60
Type:	Select	
Committee Name:	Economic Development and Tourism Committee	

Approvals/Reviews/Amendments

Approval date: ~~**February 21, 2023**~~
September 9, 2025

1. Committee Purpose

To provide Council with advice and recommendations on strategic economic and tourism development directions and related matters within the terms of the Council Committee System Policy and the Council Strategic Plan.

2. Duties

2.1 The Committee will provide advice and recommendations in the following areas:

- short, medium and long term goals and objectives for economic development and tourism;
- local, regional, and national economic and geographic trends and spotting related opportunities and threats that may affect the City's economy;
- best practices for success in local economic development from other municipalities;
- the relationship between planned and potential growth in an effort to identify what will be needed from new developments for the local economy to flourish;
- retention and support of local businesses;
- tourism development objectives;
- efficiency of the City's tourism, advertising and marketing programs; and
- other areas identified by the Committee with approval from Council.

2.2 The Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters pertaining to the workplan provided and approved by Council.

3. Membership

3.1 Members will be appointed in accordance with the Council Committee System Policy. The Committee will be comprised of the following:

- two (2) Council representatives serving as Chair and Vice-Chair;
- one (1) representative from the Chamber of Commerce (voting);
- one (1) Youth Seat member; and
- up to nine (9) members-at-large;

for a total of no more than 13 members.

3.2 Membership shall be two years from January to December, with half of the members appointed each year.

3.3 Council will endeavour to ensure that there is a broad and equitable representation of the community on the Committee.

4. Operations of the Committee

4.1 Meeting Schedule

At their first meeting the Committee will be provided with their meeting schedule, which will identify the dates, time, and location for meetings. The Committee will meet monthly, except for August and December, or at the call of the Chair.

4.2 Annual Work Plans

On an annual basis, in January, the Committee will receive and review their work plans, which will be provided by staff in accordance with Council's Strategic Plan. The Committee may add items to the work plans if they are aligned with and support the Council Strategic Plan. Work plans will be submitted, and additional items highlighted, for Council approval.

4.3 Annual Reports

On an annual basis, in November, the Committee will endorse a report for submission to Council that summarizes their activities and recommendations over the past year and how these activities are aligned with the Council Strategic Plan.

4.4 Rules of Procedure

Meetings will be conducted in accordance with the rules and procedures set out in the Council Procedure Bylaw and Council Committee System Policy.