



Economic Development Advisory Committee Terms of Reference

Date Approved by Council: 2025-04-07

Mandate:

The Economic Development Advisory Committee assists the City of Bathurst Administration and Council in promoting, supporting, and enhancing economic activity within the city. The Committee's role is to provide advice on economic development matters and serve as a liaison between the public, the business community, and Council.

The Committee has been established by Council in accordance with the Committee Policy, under which the following Terms of Reference have been adopted. Committee members are bound by these Terms of Reference and all related policies and by-laws. Committee recommendations are non-binding and serve an advisory purpose.

Goals/Objectives:

- a) Serve as a liaison between the public, the business community, and Council.
- b) Hear and consider input from individuals and organizations on matters affecting economic development.
- c) Convene meetings, at Council's request, on issues related to the City's economic well-being that require public input, evaluation, and comment.
- d) Advise on the preparation and maintenance of an overall economic development strategy, including providing Council with regular assessments of current economic trends and conditions.
- e) Promote research and the collection of information relevant to economic development.
- f) Advise Council on the City's strengths, weaknesses, and competitive positioning.
- g) Identify and report systemic barriers encountered by the business community when dealing with the City, presented as "What We Heard" reports.
- h) Provide guidance on industrial and commercial land requirements, general zoning and land use policy, municipal infrastructure, marketing strategies, and other City policies or programs that impact economic development.
- i) Propose initiatives to enhance the City's image and develop amenities related to economic growth.
- j) Encourage coordination of Council's economic development strategy and marketing efforts with the Regional Service Commission, Downtown Bathurst (Business Improvement Area), the Chaleur Chamber of Commerce, other local businesses and community groups.
- k) Assess how new development projects may affect the City's economic growth.
- l) Engage with federal and provincial representatives to stay informed on government policies and programs impacting community economic development.
- m) Promote public awareness of the roles and responsibilities of municipal government in the community and in economic development.



Reporting to Council:

1) Committee Minutes & Recommendations:

- a) Committee minutes will be included in the Council agenda for information.
- b) Recommendations requiring Council approval must be in writing and reported as consensus decisions.
- c) All reports and recommendations must be in writing, include the chairperson's name, and be certified correct by the Clerk.

2) Annual Reporting:

- a) Advisory Committees will present an annual report at a designated "Committee Night."
- b) The report will include:
 - I. A summary of the committee's activities over the past year.
 - II. Planned direction or projects for the upcoming year.
 - III. Any recommended revisions to the Terms of Reference.
- c) Council may provide direction based on the report, including amendments to the Terms of Reference or the continuation of the committee.

3) Additional Committee Engagement:

- a) An annual networking event will be held to encourage information sharing among committees.
- b) The Committee Chairperson may address Council as a delegation or communicate on behalf of the Committee.
- c) Committees cannot represent the City or make statements on its behalf without Council approval.

Meeting Procedures:

The Committee shall operate in a manner consistent with provisions of the *Regulating Proceedings of Municipal Council for the City of Bathurst By-Law*.

Members of the public and council members who are not appointed to the Committee may attend all open meetings but shall not participate in debate unless granted permission through a majority vote of the members present

Enabling Legislation, By-Law, or Staff Report:

Staff report presented at the Committee of the Whole meeting held on March 10, 2025.

Committee Composition:

1) Structure

The Economic Development Advisory Committee shall be composed of up to nine (9) voting members who meet the eligibility criteria outlined in these Terms of Reference.

2) Voting Members

Voting members shall be appointed by City Council and include:

Economic Development Advisory Committee



- a) At least one (1) member of Council
- b) At least one (1) representative from the Business Improvement Area (BIA)
- c) At least five (5) members-at-large

3) Membership Adjustments

City Council may modify the number of committee members at its discretion based on interest levels and the need for balanced representation.

4) Selection Criteria for Members-at-Large

- a) Members-at-large shall be selected from the community based on the following criteria:
 - i) Demonstrated interest and involvement in business matters
 - ii) Academic or technical qualifications
 - iii) Availability and commitment to the committee
 - iv) Relevant work and volunteer experience
 - v) Professional expertise and knowledge
- b) While members-at-large are generally business owners or employees within the City of Bathurst, individuals with specialized expertise not otherwise represented on the Committee may also be considered.

5) Desired Areas of Expertise

The Committee may seek members with expertise in fields such as:

- a) Building and Land Development
- b) Manufacturing
- c) Retail or Restaurant Industry
- d) Professional Services
- e) Tourism and Hospitality
- f) Agriculture

6) Advisory Participants

Non-voting advisors may attend and participate in discussions, including representatives from:

- a) Provincial government
- b) Federal government
- c) Regional Service Commission
- d) City Administration
- e) Other individuals identified by the Committee

Skills Requested:

As previously stated, committee members of the Economic Development Advisory Committee will be appointed based on their demonstrated interest and participation in business matters, academic or technical qualifications, work and volunteer experience, knowledge and professional expertise – or any combination thereof.



Administration Section

Department Linkage: Economic Development

Support Staff:

- Chief Administrative Officer
- Assistant Chief Administrative Officer
- Economic Development
- Clerk's Department

Meetings Frequency:

- a) The Committee shall meet at least bi-monthly, with additional meetings scheduled as determined by the Chief Administrative Officer, Council, or the Committee.
- b) Once the Committee has established its bi-monthly meeting schedule, including the time, date, and location, notice of the schedule must be provided by:
 - i. Distributing a copy to each Committee member;
 - ii. Posting the schedule on the City's website.
- c) Notices of all Committee meetings shall be forwarded immediately to the Office of the Chief Administrative Officer.

Code of Conduct: Establishing a Code of Conduct for Elected Officials

Legislative Services Review Date: 2028

Conforms to the City Policy: Committee Policy