

## **Business Advisory Group Terms of Reference**

### **Purpose and objective**

1. The purpose of the Business Advisory Group (the group) is to provide strategic advice to Council on
  - The implementation and review of the Town's Economic Development Strategy 2018- 2023;
  - The implementation of economic development initiatives, including events, campaigns and other economic development projects and partnerships;
  - Opportunities for the Town to collaborate with local businesses;
  - Opportunities to improve the Town's processes to make it easier for businesses to interact with the Town; and
  - COVID-19 economic recovery measures for local businesses.
2. This advice is related to the following strategic outcomes from the Strategic Community Plan 2017 – 2032:
  - a) EC01 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship.
  - b) EC02 - A clean, safe and accessible place to visit

### **Term**

3. These terms of reference are effective upon endorsement by Council for a period of two years. After this period the terms of reference will be reviewed and presented to Council for endorsement and another Expression of Interest process for BAG membership will take place.

### **Membership**

4. The group shall be comprised of:
  - a) Three elected members
  - b) Eight community members
  - c) Four officers. Other officers may be invited on a meeting by meeting basis.

5. All memberships expire at the end of the group's term. After this date, there will be another Expression of Interest process for membership on the BAG.
6. Community members have the option to exit the group at any time at their own discretion. If a community member exits the group the Town may invite a replacement based upon submissions from a previous Expression of Interest process or they may choose to fill the vacancy through a new Expression of Interest process.

## **Roles and Responsibilities**

7. Each member of the group is responsible for attending meetings, reviewing relevant material to enable informed discussion, and make timely decisions/actions to progress the objectives of the group.
8. Each member is expected to abide by the Town's Code of Conduct, to have open and honest discussions and to treat each member with due courtesy and respect.
9. In addition to these, the specific roles for each membership type are as follows:
  - a) Elected members are responsible for ensuring that the group adheres to the direction set by Council and contributing as the elected representatives of the community.
  - b) Community members are responsible for contributing to the delivery of the group's objectives within the scope of their skills, knowledge and capabilities.
  - c) Officers are responsible for conducting necessary research as required by the group, providing professional advice and expertise, and for administering meetings.

## **Meeting Procedures**

10. The group will elect a presiding member and deputy presiding member at its first meeting. The presiding member will facilitate discussions at meetings and be consulted on the general operation of the group and meeting preparation (including the agenda).
11. The group will meet twice per annum as a minimum.
12. A meeting quorum will be at least 50% of the participating members of the group. Recommendations of the advisory group are to be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If consensus is not possible, the presiding member can make the final decision.
13. If a member is unable to attend the meeting, they must advise the presiding member as soon as reasonably practicable.
14. Agenda items can be raised by any member of the group, for consideration of the presiding member, at least ten (10) working days prior to a scheduled meeting.

15. The Town will maintain summary meeting notes of the items discussed at each meeting and the outcomes from discussions (please note: verbatim minutes of discussion will not be taken).
16. The agenda and minutes of the meeting are to be prepared by the Town, as follows:
  - a) The agenda will be distributed no later than three working days before the meeting on the Town's website.
  - b) The minutes will be distributed no later than five working days after the meeting on the Town's website.
  - c) Both the agenda and minutes are to be developed in the prescribed form.
17. Meetings will only be open to members and not the general public.
18. Overall group oversight is the responsibility of the Town's Chief Community Planner.

## **Reporting**

19. The group is expected to report to Council, in accordance with Policy 101 Governance of Council Advisory and Working Groups.