

## BUSINESS, INNOVATION AND PUBLIC AFFAIRS ADVISORY COMMITTEE

### 1. PURPOSE

The purpose of the Business, Innovation and Public Affairs Advisory Committee is to be a liaison and communication channel between the community and City Council, particularly in areas including government relations, legislative affairs, economic development and innovation.

### 2. AUTHORITY

*Community Charter, Abbotsford City Council.*

### 3. MANDATE

The mandate of the Business, Innovation and Public Affairs Advisory Committee is to:

- a) review and make recommendations on the City's Regional Partnerships Strategy;
- b) review and make recommendations on the City's Economic Development Strategy;
- c) make recommendations to Council on programs and initiatives related to attracting investment and expanding economic development in Abbotsford;
- d) make recommendations to Council on programs and initiatives related to business innovation and growth in the community; and
- e) make recommendations to Council on matters under the jurisdiction of senior levels of government, matters of First Nations interest, and on matters of an interjurisdictional or international nature.

### 4. MEMBERSHIP

1. Appointments, and removal, of members to the Business, Innovation and Public Affairs Advisory Committee will be made in accordance with the City's Committee Protocol Policy.
2. Terms of appointments will be in accordance with the City's Committee Protocol Policy.
3. The Business, Innovation and Public Affairs Advisory Committee will be comprised of eleven (11) voting members appointed by Council:
  - a) one (1) member of Council, and an alternate;
  - b) one (1) member from the University of the Fraser Valley (President or Provost, or their designate);
  - c) one (1) member from the Abbotsford Chamber of Commerce;
  - d) one (1) member from the Indo-Canadian Business Association;
  - e) one (1) member from the agriculture industry;



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- f) one (1) member from the Urban Development Institute – Fraser Valley;
  - g) one (1) member from the Manufacturers and Exporters Industry;
  - h) one (1) member from the Abbotsford Airport Authority;
  - i) one (1) member from the Abbotsford Downtown Business Association;
  - j) one (1) member at large; and
  - k) one (1) member from the Fraser Valley Real Estate Board.
4. The Chair of the Business, Innovation and Public Affairs Advisory Committee will be the appointed Council representative.
  5. The staff liaisons to the Business, Innovation and Public Affairs Advisory Committee will consist of the following:
    - a) General Manager, Innovation, Strategy and Intergovernmental Relations, or their designate; and
    - b) Airport General Manager, or their designate.
  6. From time to time, other City staff members may be required to attend to provide technical advice and assistance.
5. RELATED PROCEDURES, GUIDELINES AND PUBLICATIONS
1. The Business, Innovation and Public Affairs Advisory Committee will operate in accordance with the *Community Charter*, the City's Council Procedure Bylaw, the City's Committee Protocol Policy, and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.
  2. Meetings will normally be held bi-monthly, beginning in February of each calendar year, excluding August, December and January, or at the call of the Chair.
  3. Quorum will be determined in accordance with the City's Committee Protocol Policy. Vacancies (but not absences) are excluded when counting the voting members in order to establish the quorum.
  4. Committee members must avoid conflicts of interest, in accordance with the *Community Charter* and the City's Committee Protocol Policy.
  5. The Committee will report to Council, in accordance with the City's Committee Protocol Policy.