

Business Advisory Council Terms of Reference

Mandate

To provide advice to the Minister of Industry, Tourism and Investment (Minister) on mitigating the short-term economic impacts of the COVID-19 pandemic on Northwest Territories (NWT) businesses and to advise and recommend on the longer-term actions and initiatives required to support businesses in their recovery; and

To provide advice and make recommendations to the Executive Council specific to the Business Sector in the development of plans to support the economic recovery of the NWT.

Scope

The Business Advisory Council (Advisory Council) will be focused on providing recommendations and advice related to the unique economic business circumstances in the NWT for consideration by the Minister as well as Executive Council in the development of plans to support the economic recovery of the NWT.

Membership

The Minister will appoint the members to the Advisory Council from each region of the NWT based on their knowledge, experience, and understanding of the unique NWT business environment. Membership will also need to represent the interests of all business sectors in the NWT. One member will be appointed from each of the following:

- NWT and Nunavut Chamber of Mines
- NWT Construction Association
- NWT Tourism Association
- NWT Association of Communities
- NWT Indigenous Leaders Economic Coalition
- NWT Manufacturing Association
- NWT and Nunavut Association of Professional Engineers and Geoscientists/Association of Consulting Engineering Companies
- Northern Air Transport Association
- Norman Wells & District Chamber of Commerce
- Yellowknife Chamber of Commerce
- Fort Simpson Chamber of Commerce
- Hay River Chamber of Commerce
- Thebacha Chamber of Commerce
- Delta North Alliance

The preferred qualifications for members of the Advisory Council are:

- Demonstrated knowledge of business operations and the needs of businesses in the NWT; and
- Experience working with community and Indigenous governments and other regional and local organizations supporting businesses in the NWT.

The Advisory Council is not a legal entity.

Chairs

The Minister shall appoint two Co-Chairs of the Advisory Council.

Responsibilities

Specific responsibilities of the Advisory Council include but are not limited to:

- Providing advice and recommendations regarding plans, actions and strategies meant to improve economic conditions for ongoing business recovery, development and investment in the NWT; and
- Act as a source of information and conduct outreach with various business and industry organizations and sectors in every region of the NWT.

Recommendations and Decision-making

Recommendations to the Minister for the consideration of Executive Council will be made by consensus.

- It is desirable that recommendations are acceptable to all or the majority of Business Advisory Council members in the spirit of consensus; therefore the process should be continued until a 75% member approval is achieved.

Input received from the Business Advisory Council will be considered as part of the regular decision-making process of government.

The recommendations and input provided by Business Advisory Council will be in writing. This information will be publicly available by the GNWT on its website

Communications and Confidentiality

The proceedings of the Advisory Council shall remain confidential when given to the Minister and Executive Council. The minutes of the meetings shall reflect the discussions therein but shall not attribute any statements or opinions to any individual member of the Advisory Council. Meeting minutes will be circulated internally between council members, the Minister and the Executive Council after each meeting. Meeting minutes will not be publicly released.

All public communication from the Advisory Council shall be made by and through either of the Co-Chairs or in writing from all members of the Advisory Council and be distributed by the Council. Public communications will be presented to the Minister before presenting it to the public.

Meetings

For the first three months, the Advisory Council will meet as needed and as agreed to by the membership. After the first three months, the Advisory Council will meet according to a schedule agreed upon by the Minister and the Advisory Council.

Meetings will take place by teleconference or videoconference. Meetings may take place in person when conditions allow for in person meetings.

The Advisory Council will be supported by the GNWT.

Quorum

Quorum for meetings will be attendance by a majority of Advisory Council.

Duration

The Advisory Council will remain in place until March 31, 2022 unless extended by the Minister.

Amending the Terms of Reference

The Terms of Reference may be revised by Executive Council.