

HEALTH CITY INDUSTRY ADVISORY COMMITTEE TERMS OF REFERENCE

Role/Purpose:

The role of the Industry Advisory Committee is to provide insight and leadership to the Health City Board (and thereby management).

The Industry Advisory Group sets out to:

- Advise on initiatives driven by Health City with a focus on:
 - Attracting and retaining health sector industries to the Edmonton market place;
 - Enabling a competitive environment and marketplace for regional health companies;
 - Grow strong local companies; that can manufacture and scale in Edmonton;
- Create more sustainability with regards to job creation.
- Serve as leaders to the SME community, providing guidance and support to Health City initiatives to strengthen these companies.
- Provide guidance and insight for messages to all levels of government (municipal, provincial and federal).
- It must be very clear that there must not be any agenda or initiative that directly relates to procurement of products or services of a member company, but initiatives related to enhanced competitiveness and access for all companies is acceptable.

Membership:

- Operating health companies either headquartered (or with a significant presence) in the Edmonton metro area and at the Health City board's discretion.
- Preference will be given to individuals that have taken health products to markets globally.
- Individual representatives to be senior executives in their representative company (Director, VP or C-Level).
- While not required, preference will be given to individual members that are "on track" for a leadership role in the company (i.e. the next generation).

Term:

- 2-year term with the slate of members being appointed by the Health City Board via Board Resolution annually.
- This is a volunteer group and there is no associated compensation for participation.

Responsibilities:

The Industry Advisory Group is responsible for:

- Attending Industry Advisory Group meetings, likely 2-4 times a year as set by board;
- Participating in other Health City workshops or meetings as required;
- Notifying all committee members if any matter arises that may be deemed to affect the development of Health City initiatives.

Members of the Industry Advisory Group will expect:

- To be given reasonable time to make key decisions;
- To act in the best interests of the health innovation system in Edmonton (and not promote one's own organization above system interests);
- Open and honest discussions;

Governance:

- Decisions are reached by consensus from the group and approved at the discretion of the Health City Board.
- If conflict arises you may recuse yourself from conversations where there is direct conflict or direct benefit.

Meetings:

- Attendance: Members may send a delegate or substitute with advanced notification. Members may participate via conference/video call. Meetings will be hosted at various locations with particulars being provided to members at least 1 week prior to the date of the meeting.
- Agenda: Meeting agenda will be provided in a reasonable time frame.
- Preparation: Dates for meetings will be set with reasonable advance notice.
- Conduct of Meeting: All meetings will be chaired by the Health City Board Chair or designate.
- Minutes/Notes: Meeting minutes will be provided in a reasonable time frame.
- Meeting frequency: 2 – 4 times per year.
- Compensation and Reimbursement: Members are not compensated for their time.

Authority:

- Financial
 - None
- Resource
 - None