



To: Richmond City Council **Date:** February 6th, 2003
From: Councillor Kiichi Kumagai **File:** 0340-20-FCSE1
Chair, Finance Select Committee
Re: Terms of Reference – Richmond Economic Advisory Task Force

The Finance Select Committee, at its meeting held on February 5th, 2003, considered the attached material, and recommends as follows:

Committee Recommendation

- (1) *That the Terms of Reference for the Richmond Economic Advisory Task Force (attached to the report dated February 6th, 2003, from the Chair, Finance Select Committee), be endorsed, with amendments to:*
 - (a) *“Membership” by deleting the proposed membership in its entirety, and substituting the following, “The 11 members of this Advisory Task Force are appointed by City Council”;*
 - (b) *add the appointment of a Council Liaison as a non-voting member of the Task Force; and*
 - (c) *“Staff” by inserting after the words “one facilitator”, the following, “who may be a staff member”;*
- (2) *That membership on the Task Force be advertised on the City’s web site and through a press release, and that all organizations, businesses and interested parties be invited to submit nominations for membership to the Task Force by Friday, February 28th, 2003; and*
- (3) *That Council select the 11 members of the Richmond Economic Advisory Task Force from the names submitted.*

Councillor Kiichi Kumagai, Chair
Finance Select Committee

Attach.



TERMS OF REFERENCE

RICHMOND ECONOMIC ADVISORY TASK FORCE

PURPOSE

The purpose of the REATF (Richmond Economic Advisory Task Force) is to provide Council with input, feedback and advice on economic development planning and ways to enhance and manage City resources to promote and encourage economic development for the short and long term.

MEMBERSHIP

The members of this Advisory Task Force are appointed by City Council. There are up to 11 members on the Task Force. Members will be canvassed from the following areas:

- One business person will be nominated by the Richmond Chamber of Commerce
- One business person will be nominated by Tourism Richmond
- One executive will be nominated by the Vancouver International Airport Authority
- Seven business people will be nominated by Council
- One business person will be nominated by the Mayor

The Task Force members are selected “at large” and are to represent the interests of the entire City. They are not selected as advocates for the group they are selected from.

The Task Force Chair will be chosen by Council.

TERM

It is estimated that the Task Force will hold monthly meetings for 6 months, with additional unscheduled meetings as required.

EXPERTS AND INVITED GUESTS

The Task Force may from time to time require experts or other representatives to attend meetings as presenters, advisors or observers because of their knowledge of the subject or as part of another project or consultation mechanism. Such invitations will be agreed to in advance by the Chair.

STAFF

One staff member and one facilitator will be appointed to act as a liaison to the committee and to provide support to the Task Force. The Task Force will receive administrative support from the Finance and Corporate Services Division for preparation of minutes, agendas and related communications.

OBJECTIVES

The objectives of the REATF are to provide:

1. A clear understanding of the City's current economic climate.
2. Recommendations for implementation of the City's Economic Development Strategic Plan.
3. Expert advice to Council on key issues related to economic development (opportunities and constraints), including options and recommendations for priority actions.
4. Recommend benchmarks for measuring the effectiveness of economic development initiatives.
5. Make recommendations for soliciting ongoing economic development advice from the community.

The facilitator provided to the Task Force will prepare the draft report for the Task Force. The appointed staff liaison will develop a written staff report to Council on the information provided by the Task Force and include their report as an Appendix.

MEETINGS

Meetings will be at the call of the Chair. Meeting days and times will be established based upon the issue being addressed and after consultation with Task Force members.

If a member is absent for two consecutive meetings, without consent of the Chair, the member will be deemed to have resigned and a confirmation letter will be sent to the member.