



To: General Purposes Committee
From: Marcia Freeman
Manager, Economic Development
Re: Economic Advisory Committee Terms of Reference

Date: October 8, 2004

File:

Staff Recommendation

1. That Council adopt the attached Terms of Reference for an Economic Advisory Committee; and,
2. That Council recruit for membership for an Economic Advisory Committee.

Marcia Freeman
Manager, Economic Development
(4133)

FOR ORIGINATING DIVISION USE ONLY		
CONCURRENCE OF GENERAL MANAGER		
REVIEWED BY TAG	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>
REVIEWED BY CAO	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>

Staff Report

Origin

At the General Purposes Committee meeting on August 23, 2004, staff received the following referral:

“That the report dated August 12th, 2004 from the Manger, Economic Development, regarding the Economic Advisory Committee Terms of Reference, be referred to staff for consideration of the comments made by the Committee with respect to the content of the Terms of Reference.

Analysis

The Economic Advisory Task Force Report - *Enhancing Richmond's Economic Sustainability*-presented eight comprehensive recommendations with an overall objective to “...promote and encourage economic development in the short and long term”. The adopted interdepartmental staff work plan responded to each of the recommendations with a number of key actions and initiatives to ensure thorough and timely implementation.

The response to Recommendation No. 7: Establish an Economic Advisory Committee, included developing a “Terms of Reference” for the Committee (see attachment 1).

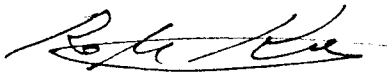
The revised “Terms of Reference” includes the objectives set out by the Task Force in their report as well as incorporating Councils recommendations from the General Purposes Committee meeting.

Financial Impact

Funds have been allocated for implementation of the Economic Advisory Task Force Workplan, however the overall financial impact of creating an Economic Advisory Committee will be dependant on the nature and scope of work undertaken by the committee. Any project with a significant impact on staff time or not covered in existing budgets will be submitted to the Committee and Council for approval.

Conclusion

Staff recommends that Council adopt the proposed Economic Advisory Committee “Terms of Reference” and begin recruiting for membership.

per 

Marcia Freeman
Manager, Economic Development
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MF:mf

TERMS OF REFERENCE

ECONOMIC ADVISORY COMMITTEE

PURPOSE

The purpose of the Economic Advisory Committee is to provide Council with feedback and advice on economic development strategic planning issues and initiatives and ways to enhance and manage City resources to strengthen Richmond's economy.

OBJECTIVES

The objectives of the Economic Advisory Committee are to:

1. Advise the City on implementing the actions recommended in this paper.
2. Advise on economic development objectives for the City.
3. Offer the City ongoing advice on new economic challenges and opportunities.
4. Offer the City input on opportunities to integrate key business initiatives from local major business associations.
5. Advise the City on overall economic sustainability visioning and initiatives that support economic sustainability.
6. Advise the City on establishing and tracking economic development benchmarks.
7. Provide the City with expert advice on key issues related to economic development.
8. Create special sub-committees on specific economic development opportunity areas as appropriate.

MEETINGS

The Committee will meet quarterly at the call of the Chair.

Meeting days and times will be established after consultation with Committee members.

Copies of the Agenda and minutes will be circulated to the Committee in advance of the meetings.

STAFF

One staff member will be appointed to act as a liaison and to provide support to the Committee. The Committee will receive administrative support through the Chief Administrative Office for preparation of minutes, agendas and related communications.

EXPERTS AND INVITED GUESTS

The Committee 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. The Chair will agree to such invitations in advance.

MEMBERSHIP

The members of this Advisory Committee are appointed by City Council. There are up to 11 members on the Committee.

The City will seek Committee members.

Candidates will be chosen to reflect a broad spectrum of industry sectors which may include: transportation and distribution, development, manufacturing and industry, technology and communication, commercial and retail, agriculture, fishing and food processing, tourism and arts & culture, education, airport, and port business.

The Committee 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.

City Council may, at any time, appoint the Mayor and/or a member of Council to act as a liaison to the Committee.

The Committee Chair will be chosen by the Committee.

Members are expected to attend all meetings. If unable to attend, an alternate is not required.

The Economic Advisory Committee has the authority to create sub-committees to work on a variety of initiatives.

TERM

The terms of the member appointments be for a staggered two year period.