

NO: R004

COUNCIL DATE: January 11, 2021

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## REGULAR COUNCIL

TO: **Mayor & Council**

DATE: **January 7, 2021**

FROM: **General Manager, Investment and  
Intergovernmental Relations Department**

FILE: **0540-20**

SUBJECT: **Revised Terms of Reference for the Investment and Innovation Impact  
Committee**

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## RECOMMENDATION

The Investment and Intergovernmental Relations Department recommends that Council:

1. Receive this report for information; and
2. Endorse the attached Terms of Reference (Appendix “I”) to support the Investment and Innovation Impact Committee, as described in this report

## INTENT

The intent of this report is to inform Council of the Terms of Reference (“TOR”) for the Investment and Innovation Impact Committee.

## BACKGROUND

In early 2020, the Investment and Innovation Impact Committee (the “I3C”) was formed to help build Surrey’s economy and optimize the City’s potential in terms of:

- Generating high value local jobs;
- Building Surrey City Centre;
- Building and optimizing the local innovation ecosystem; and
- Optimizing strategic investments and employment lands

On December 7, 2020, during the Regular Council Meeting, the Mayor announced Committee appointments, including an updated version of the Investment and Innovation Impact Committee. Councillor Patton, Councillor Nagra and Councillor Guerra were appointed to the I3C for a one-year term ending December 31, 2021 and the Mayor appointed himself as Chair. Staff have revised the TOR to support these changes.

## DISCUSSION

The I3C works with industry and community partners, subject matter experts and guests to discuss topics related to building the local economy, generating high value jobs, building Surrey City Centre, building and optimizing the local innovation ecosystem and optimizing strategic investments and employment lands. Relevant changes and additions to the original I3C TOR are highlighted in bold italics on the attached TOR (Appendix “I”) and include:

- A new focus area on identifying innovative, non tax-based revenue generation for the City;
- The number of Council members on the Committee changed from 3 to 4;
- Addition of the General Manger of Finance to provide staff support to the Committee; and
- The minimum number of times the Committee meets annually changed from 2 to 4.

In addition, the CEO of the Surrey City Development Corporation is no longer included as staff support to the I3C.

## SUSTAINABILITY CONSIDERATIONS

The I3C will focus on developing and fostering economic opportunities for Surrey which support the objectives of the City’s Sustainability Charter 2.0. In particular, the Committee will support the Sustainability Charter theme of Economic Prosperity and Livelihoods. Specifically, this supports the following Desired Outcomes (“DO”) and Strategic Direction (“SD”):

- Economy DO4: Surrey’s economy is diversified with a mix of service, industrial, agricultural and innovation-based businesses;
- Innovation DO14: Surrey is the region’s innovation hub, focusing on health and clean technologies, and creating significant local and regional economic impacts; and
- Innovation SD10: Support the development and growth of key sectors including health technology, clean technology, advanced manufacturing, agri-innovation and the creative economy.

## CONCLUSION

The I3C continues to support the City in conducting business in relation to growing the local economy, generating high value jobs, building Surrey City Centre, enhancing the innovation ecosystem and optimizing strategic investments and employment lands. With an expanded mandate, the I3C will also focus on identifying innovative, non tax-based revenue generation for the City. It is recommended that Council adopt the Committee’s TOR as generally described in this report.

Donna Jones  
General Manager,  
Investment and Intergovernmental Relations

Appendix “I”: Revised Terms of Reference for the Investment & Innovation Impact Committee

## INVESTMENT &amp; INNOVATION IMPACT COMMITTEE

## TERMS OF REFERENCE

**1. Mandate**

The mandate of the Investment & Innovation Impact Committee is to generate and accelerate ideas into action related to innovation, economic development, investment attraction, ***and innovative non-property tax-based revenue generation for the City.***

**2. Role**

The Committee will:

- a) Focus on the following areas of impact:
  - I. Generating high value local jobs;
  - II. Building Surrey City Centre;
  - III. Building and optimizing the innovation ecosystem;
  - IV. Optimizing strategic investment and employment lands, and;
  - V. ***Identifying innovative, non-taxation mechanisms for revenue generation***
- b) Review, monitor and make recommendations to Council on programs and initiatives related to innovation, investment attraction, economic development ***and non-taxation mechanisms for revenue generation.***
- c) ***Consider options and recommendations for potential new innovative revenues to support City services for Council consideration.***
- d) Consider and make recommendations to Council on any other matters referred to the Committee by Council; and
- e) Serve as a connector between the City of Surrey and business, industry and academia.

**3. Membership**

The Committee is a standing committee appointed by the Mayor for a one-year term, ending December 31, 2021.

- (a) The Committee will consist of four (4) voting members, as follows:
  - Four (4) members of City Council, appointed by the Mayor with one designated as Chair and one designated as Vice-Chair of the committee

#### 4. General Terms and Code of Conduct

- a) Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.
- b) Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (TOR).
- c) Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee. Committee members must strive to convey the public interest and remember that they represent the City of Surrey; this means that they must be consistent with the City's position on specific issues. It is the policy of the City of Surrey to encourage clear and effective communication with all Committee members, stakeholders, and members of the public. Any use of social media must, as with all other forms of communication, meet tests of credibility, privacy, authority, and accountability.
- d) Professionalism: Committee members who engage in activities regarding the City of Surrey or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, and professional tone that maintains the brand consistency of the City of Surrey.
- e) Conflict of Interest: City policy regarding conflict of interest applies to all Committee members. A conflict of interest exists if a Committee member is a director, member, or employee of an organization seeking to benefit from the City, or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of committee deliberations. Committee members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions, and must refrain from voting thereon. Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following the completion of their term(s).

#### 5. Meetings

- (a) Meetings will be at the call of the Chair;
- (b) The Committee shall meet at least *four* (4) times a year;
- (c) Quorum shall be 2 members of the Committee.

- (d) Minutes of the meetings of the Committee shall be recorded by the Legislative Services Department and be forwarded by the City Clerk to a Regular Council meeting as information and, where recommendations are included in the minutes, for consideration by City Council.

## **6. Administration**

Staff assistance will be provided to the Committee, as necessary, by:

- a) The City Manager, GM of Investment & Intergovernmental Relations, ***GM of Finance*** and other staff as required.

## **7. Authority**

- a) Section 141 (1) of the Community Charter states that “The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by a committee and must appoint persons to those committees.”.
- a) This Committee is a standing committee appointed by the Mayor.

The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.