

# INVESTMENT & 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 two 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.
- b) 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.

Supported by Council on January 11, 2021. This is a standing committee as set out in Section 141 of the *Community Charter*, the Terms of Reference were approved by the Mayor on January 11, 2021.