

# INVESTMENT, INNOVATION, AND BUSINESS COMMITTEE

## TERMS OF REFERENCE

### 1. **Mandate**

The purpose of the Investment, Innovation, and Business Committee (the “Committee”) is to provide advice to Council on strategic and policy issues related to attracting investment to Surrey, stimulating innovation, building the local economy, and effectively collaborating with and supporting Surrey’s business community.

### 2. **Role**

The Committee will:

- Provide the City with advice on optimizing investment opportunities and addressing challenges;
- Recommend measures to enhance economic resilience within the local business community;
- Identify, leverage and celebrate new academic and industry innovation and research;
- Advise the City on issues related to business attraction, retention, and expansion;
- Provide advice on developing and attracting essential talent to support emerging industries in Surrey;
- Provide advice on how the City can increase collaboration with and support to the local business community;
- Serve as a connector between the City, business, industry and academia; and
- Consider and make recommendations to Council on any other matters referred to the Committee by Council.

### 3. **Membership**

The Investment, Innovation, and Business Committee is a select committee established by Council with appointments by Council for a two-year term.

- (a) The Committee will consist of eleven (11) voting members appointed by Council, as follows:

- Two (2) members of Council, for a two-year term, with one designated as Chair, and one designated as Vice Chair of the Committee;
  - Three (3) volunteer local business association representatives;
  - Three (3) volunteer local business leaders; and
  - One (1) volunteer representative from each of Surrey's three universities.
- (b) Volunteer members will be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by Council.
- (c) Volunteer members may serve for up to three (3) terms on the Committee, except as otherwise determined by Council.

#### **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") approved by Council.
- (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) **Confidentiality:** All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part as their general orientation. All returning Committee members have previously signed a copy of the agreement and are expected to honour and uphold the provisions as outlined within the Agreement.

- (f) 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 an 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 generally be held bi-monthly, or at the call of the Chair.
- (b) Meetings will be held at least four (4) times a year.
- (c) Quorum for a meeting of the Committee is a simple majority of the voting membership. Any member who is absent from three (3) or more meetings of the Committee per year without reason satisfactory to the Committee Chair may be removed from the Committee by Council.
- (d) Minutes of the meetings of the Committee will be recorded by the Legislative Services Division and be forwarded by the City Clerk to a Regular Council meeting as information.

## **6. Annual Work Plan**

- (a) From a strategic approach, the Committee will identify a concise set of annual targets and objectives for each year. The Annual Work Plan must be in line with the TOR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the City of Surrey.
- (b) The agreed upon Work Plan will be executed by the Committee, with the reasonable assistance of support staff and must contribute to the overarching goals for the City of Surrey.

**7. Administration**

Staff assistance will be provided to the Committee, as necessary, by the General Manager, Investment & Intergovernmental Relations Department and other staff, as required.

**8. Authority**

**(Select Committee – Advisory Committee)**

- (a) Section 142 (1) of the Community Charter states that “A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council.”;
- (b) This Committee is a select committee appointed by Council; and
- (c) 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.

Approved by Council January 30, 2023