

Invest Vancouver Management Board

MVRD Board Standing Committee

Terms of Reference

The Invest Vancouver Management Board is the standing committee of the Metro Vancouver Regional District (MVRD) Board responsible for providing strategic oversight and guidance for the Regional Economic Prosperity Service and for providing advice and recommendations directly to the MVRD Board.

SCOPE OF THE REGIONAL ECONOMIC PROSPERITY SERVICE

The vision as articulated for the regional economic prosperity service is as follows:

Collaborating to advance shared economic prosperity, livability and sustainability in Canada's pacific gateway.

The primary focus of the regional economic prosperity service, provided to all Metro Vancouver Regional District members, is to attract strategic investment across the region that will add well-paying, high quality jobs while generating new tax revenues that support investment in infrastructure that benefits the region. The service is organized around three core functions:

- **Fostering collaboration.** Creating a strategic approach to regional prosperity through engaging stakeholders, developing protocols for handling qualified prospects with Metro Vancouver members, and communicating the work and success of the service.
- **Conducting regional data collection and research.** Supporting investment attraction through research and analysis, developing business cases for leads, and providing other information and analysis relevant to identifying target markets and/or sectors for this new service.
- **Attracting investment.** Developing a regional brand and marketing campaign, working with federal and provincial staff to identify leads, working with members to develop the pitch and packages that will be effective, and following the developed protocols, working to secure new investment in the region with appropriate aftercare.

The Committee is responsible for providing oversight and engaging leaders from government, business, academia, and the non-profit sector in dialogue on regional economic prosperity, including initiatives to promote the regions' economic strengths and livability, and produce economic analysis on the region.

MANAGEMENT BOARD RESPONSIBILITIES

The Management Board will provide advice and recommendations to the MVRD Board on issues related to the Regional Economic Prosperity Service. Key responsibilities for the Management Board include:

- Providing oversight and guidance on the work plan and resource requirements for the Regional Economic Prosperity Service;
- Engaging leaders from government, First Nations, business, academia, labour and the community sector in dialogue on regional economic prosperity, including initiatives to promote the regions'

economic strengths and livability and identifying the information and economic analysis required to inform a collaborative approach to attracting strategic investment); and

- Providing recommendations to the MVRD Board on matters related to regional economic prosperity.

The reporting structure of the Regional Economic Prosperity Service is shown in the appendix.

MANAGEMENT BOARD MEMBERSHIP

To ensure a cross section of sectoral representation, the Metro Vancouver Board Chair will consider representation from the following groups:

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Business	3
Agriculture Industry	1
Industry Associations	3
Vancouver Fraser Port Authority, YVR, and TransLink	3
Academic Institutions	3
Boards of Trade/Chambers of Commerce	3
First Nations	2
Labour	3
Community Organizations	2

Metro Vancouver Board Appointments

The Metro Vancouver Board Chair and Vice Chair will sit on the Management Board and four Metro Vancouver Board Directors will be appointed from the four Metro Vancouver sub-regions:

- i. Central – Vancouver, Burnaby, New Westminister, and Electoral Area A;
- ii. Northwest – North Vancouver District, North Vancouver City, West Vancouver, Bowen Island, and Lions Bay;
- iii. Northeast – Coquitlam, Port Coquitlam, Port Moody, Pitt Meadows, Maple Ridge, Belcarra, and Anmore; and
- iv. Fraser South – Richmond, Surrey, Township of Langley, City of Langley, Delta, White Rock, and Tsawwassen First Nation.

Directors will be appointed by the Metro Vancouver Board Chair from each sub-region with appointments confirmed by the Metro Vancouver Board Chair on an annual basis. The Metro Vancouver Board Chair and Vice Chair will serve as the Chair and Vice Chair of the Management Board.

MANAGEMENT BOARD MEETINGS

The Management Board will meet quarterly or at the call of the Chair. A quorum of 50% plus one of the Management Board membership is required to conduct Management Board business. To complement regular Management Board meetings, members may be expected to attend additional events such as site tours or meetings that include additional stakeholders.

MANAGEMENT BOARD SUPPORT

The Management Board Chair will be the chief spokesperson on matters of public interest within the Management Board's purview. For high profile issues the role of spokesperson rests with the Metro Vancouver Board Chair or Vice Chair. On technical matters, or in cases where an initiative is still at the staff proposal level, the Chief Administrative Officer or delegate is the appropriate spokesperson. Where necessary and practical, the Metro Vancouver Board Chair, Management Board Chair, and Chief Administrative Officer will confer to determine the most appropriate representative to speak.

The Chief Administrative Officer or designate will serve as Committee Manager. The Committee Manager is responsible for coordinating agendas and is the principal point of contact for Management Board members.