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# Regional Economic Prosperity Management Board

## MVRD Board Standing Committee

### Terms of Reference

The Regional Economic Prosperity 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:

- **Foster collaboration.** Create 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.
- **Conduct regional data collection & research.** Support 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.
- **Attract investment.** Develop a regional brand and marketing campaign, work with federal and provincial staff to identify leads, work with members to develop the pitch and packages that will be effective, and following the developed protocols, work to secure new investment in the region with appropriate aftercare.

#### 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:

1. Providing oversight and guidance on the work plan and resource requirements for the Regional Economic Prosperity Service;
2. 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
3. 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 Management Board will be composed of the following membership:

Metro Vancouver Board	5*
Business	3
Agriculture Industry	1
Industry Associations	3
Vancouver Fraser Port Authority and YVR	2
Academic Institutions	3
Boards of Trade/Chambers of Commerce	3
First Nations	2
Labour	3
Community Organizations	2

\* 6 Board Directors will serve in the inaugural term

**Metro Vancouver Board Appointments – Inaugural Term**

For the inaugural three-year term, both the MVRD 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
- iv. Fraser South – Richmond, Surrey, Township of Langley, City of Langley, Delta, White Rock, and Tsawwassen First Nation

Directors shall be appointed by the MVRD Board Chair from each sub-region to sit for the inaugural term with appointments confirmed by the MVRD Board Chair on an annual basis. The MVRD Board Chair and Vice Chair will serve as the Chair and Vice Chair of the Management Board for the inaugural term.

**Metro Vancouver Board Appointments – Subsequent Terms**

For subsequent terms, the five Metro Vancouver Board appointments shall consist of either the MVRD Board Chair or Vice Chair, and four Metro Vancouver Board Directors appointed from each of the following 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

- iv. Fraser South – Richmond, Surrey, Township of Langley, City of Langley, Delta, White Rock, and Tsawwassen First Nation

Directors shall be appointed by the MVRD Board Chair from each sub-region to sit for a two-year term with appointments confirmed by the MVRD Board Chair on an annual basis. Subsequent term appointments shall be made by the MVRD Board Chair with consideration given to rotating appointments between the member jurisdictions within each sub-region.

The Chair and Vice Chair of the Management Committee will be appointed by the MVRD Board Chair. The Chair of the Management Committee must be a MVRD Director.

**External Appointments - Nominating Committee**

The Metro Vancouver Directors will form the Nominating Committee for the purpose of recommending to the MVRD Board Chair the appointment of external representatives to sit as members on the Management Board.

**External Appointments – Term of Appointment**

For the inaugural term, half of the external representatives will be appointed for a two-year term and half will be appointed to a three-year term. For subsequent terms, all external representatives will be appointed for two-year terms.

**MANAGEMENT BOARD MEETINGS**

The Management Board will meet quarterly or at the call of the Chair. A quorum of 50% plus one Management Board members 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 MVRD 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 Executive Director is the appropriate spokesperson. Where necessary and practical, the MVRD Board Chair, Management Board Chair, Chief Administrative Officer and Executive Director will confer to determine the most appropriate representative to speak.

The Executive Director responsible for the Regional Economic Prosperity Service function at Metro Vancouver will serve as Committee Manager. The Committee Manager is responsible for coordinating agendas and is the principal point of contact for Management Board members.

**Appendix: Regional Economic Prosperity Service Reporting Structure**

Regional Economic Prosperity Service

