

## **COMMITTEE OF THE WHOLE – MARCH 31, 2009**

### **CREATION OF THE ECONOMIC DEVELOPMENT COMMITTEE ADOPTION OF TERMS OF REFERENCE**

#### **Recommendation**

The Economic Development Steering Committee recommends:

1. That the “Economic Development Committee” be established as a Special Purpose Committee of Council and that the procedural By-law be amended accordingly;
2. That the Terms of Reference for the Economic Development Committee, as set out in this report, be approved to govern its mandate, goals, objectives, membership and operations;
3. That the Economic Development Steering Committee will cease operations, following the formation of the Economic Development Committee and;
4. That the following Council members be appointed to the Economic Development Committee:
  - Councillor Carella
  - Councillor Meffe
  - Councillor Yeung Racco
  - Regional Councillor Rosati
  - Mayor Jackson (ex-officio)

#### **Economic Impact**

There is an expectation that through an established economic development committee there would be a positive impact on the local economy.

#### **Communications Plan**

There is no communications plan associated with this report.

#### **Purpose**

To recommend the adoption of Terms of Reference for the “Economic Development Committee” as a Special Purpose Committee of Council.

#### **Background – Analysis & Options**

##### a) Previous Council Action

On February 11, 2008 Council created the Economic Development Steering Committee whose mandate is to develop recommendations to Council on the Economic Development Committee’s mandate, terms of reference, membership and the resources required to support its work.

In order to give effect to this direction, a Terms of Reference for the Economic Development Committee has been prepared for the Economic Development Steering Committee’s consideration. Upon satisfaction of the Steering Committee with its content, it will be forwarded to Committee of the Whole and Council for ratification in accordance with the recommendation set out above.

To maintain consistency and continuity, it would serve the Economic Committee well to re-appoint the current Economic Steering Committee members over the new Economic Development Committee. Also, appointing Councillor Carella, who is currently the Chair of the Vaughan Tourism Advisory Committee (VTAC), would be appropriate as he would be the voice of the tourism group on the Economic Development Committee.

b) Draft Terms of Reference

The intent of the Terms of Reference is to establish an Economic Development Committee to advocate and support economic development efforts within the City of Vaughan. The draft Terms of Reference are set out below. It defines the Committee's mission, its mandate, goals and objectives. From an operational perspective, the Terms of Reference establishes the Committee's membership, the sources of technical and administrative support, procedural rules, the process for setting meetings and the term of service.

**DRAFT TERMS OF REFERENCE  
THE CITY OF VAUGHAN ECONOMIC DEVELOPMENT COMMITTEE**

**The Mission**

To act as an agent of change and a champion for the development of municipal economic development policies, plans and initiatives that reflect a community committed to attracting and retaining business investment.

**The Mandate**

1. To provide assistance and advice to Council in the pursuit of the City of Vaughan's objective of ensuring economic vitality;
2. To provide oversight in the development, implementation, monitoring and renewal of the City's Economic Development Strategy;
3. To investigate and report on any issues, policies, plans or initiatives relating to economic development, as necessary; and
4. To work with external parties to further the City's competitiveness as a preferred business location.

**The Goals**

To support and provide oversight as required in the development and implementation of municipal policies, plans and investments based on the Vaughan Vision Goal of Plan & Manage Growth & Economic Vitality.

To promote public awareness of the importance of economic sustainability as it affects our communities, businesses and investors.

To work in co-operation with all levels of government, education, industry and external agencies or parties, and the community at large by participating in the development of initiatives, plans and programs targeted at promoting the City as the preferred business location, a creative and entrepreneurial community and a community that attracts the best and brightest workers;

To consider local, regional, national and international economic challenges in the policy development process; and

To be a point of contact for the public and private sectors on potential economic development initiatives that further the interests of the City.

### **The Objectives**

To optimize the employment opportunities and quality of work experience for the residents of the City of Vaughan by attracting and retaining vibrant, innovative, creative and competitive industries.

### **Membership**

The Economic Development Committee will be comprised of:

- Four members of Council, appointed by Council; and
- The Mayor (ex officio)

The administrative and reporting relationship is illustrated in Attachment 1.

### **Technical Support**

Technical support to the Committee will be provided by the required City Departments and related entities, including but not limited to:

- The City Manager and the Senior Management Team and/or assigned representatives from:
  - Economic Development
  - Corporate Policy
  - Corporate Communications

### **Administrative Support**

Administrative support for the Economic Development Committee will be provided by the Economic Development Department. Secretariat services will be provided by the Clerks Department. The operations of the Economic Development Committee will be governed by the City's Procedural By-law.

### **Meetings**

A schedule of meetings shall be adopted by the Committee at the first meeting of every calendar year. The Committee will meet at minimum, on a quarterly basis. The meeting dates may be altered, added to or deleted at the discretion of the Chair.

### **Term**

The Economic Development Committee will be appointed for a four-year term, concurrent with Council's term of office.

In addition to the Economic Development Committee as proposed in this report, Staff is also proposing the formation of an Economic Development Advisory Committee to provide advice and support from the business community and academic institutions. The Business Advisors Group will be the subject of a subsequent report to the Economic Development Committee.

### **Relationship to Vaughan Vision 2020**

This report is consistent with the priorities set out by Council and the necessary resources have been allocated and approved. Specifically, this report addresses the strategic initiatives: *Planning*

*and Managing Growth and Economic Vitality and Enhancing Productivity, Cost Effectiveness and Innovation.*

**Regional Implications**

Not applicable

**Conclusion**

The Terms of Reference put in place an administrative framework for focusing on economic development initiatives and issues. It is recommended that the Economic Development Steering Committee approve the Terms of Reference set out above and that recommendations be forwarded to Committee of the Whole and Council for ratification. Upon ratification, the Committee will replace the existing Economic Development Steering Committee.

**Attachments**

1. Economic Development Committee – Organizational Chart and Reporting Structure

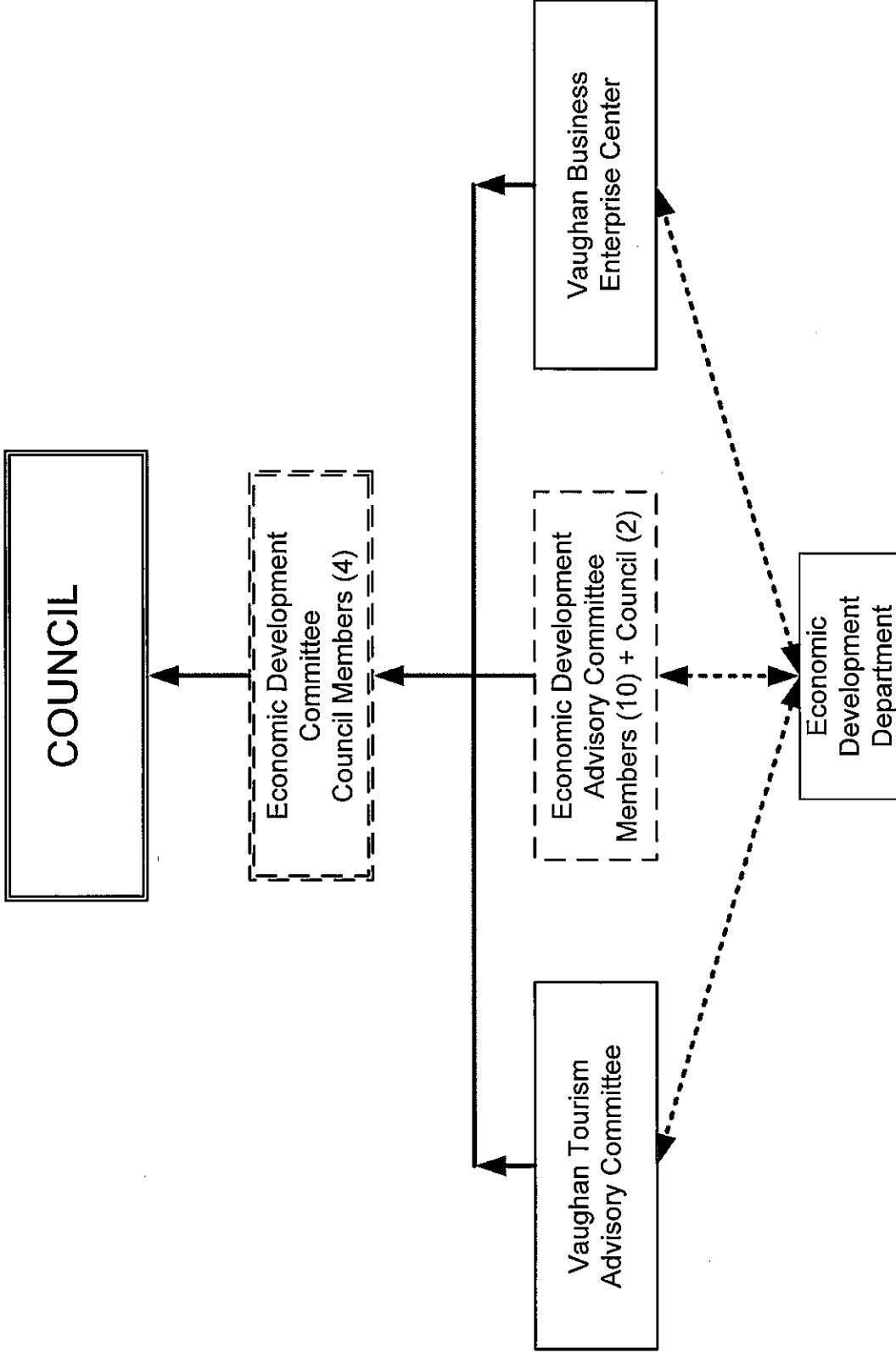
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Respectfully submitted,

Regional Councillor  
Gino Rosati  
Chair – Economic Steering Development Committee

# ECONOMIC DEVELOPMENT and ADVISORY COMMITTEES



Legend: [ ] Denotes Committee  
[ - - - ] To Be Formed