

Regional Economic Prosperity Advisory Committee

Terms of Reference

PURPOSE

The purpose of the Regional Economic Prosperity Advisory Committee (REPAC) is to:

- Provide a forum for senior representatives of economic development/long-term planning services of member jurisdictions as well as similar staff from provincial and federal ministries and agencies and Indigenous organizations with an interest in the economic prosperity of the region to discuss and advise on issues related to economic development and strategic investment;
- Facilitate the exchange of data and identify areas of research and analysis; and
- Provide advice on how the Regional Economic Prosperity service can support cross-regional collaboration and amplify the economic development initiatives of member jurisdictions.

ESTABLISHMENT AND AUTHORITY

The Regional Economic Prosperity Advisory Committee is an advisory body of Metro Vancouver. The REPAC shall provide Metro Vancouver with advice and comments related to regional economic prosperity. At the discretion of the Chair, REPAC will refer matters of regional or pan-municipal significance to the Regional Administrators Advisory Committee (RAAC).

The REPAC may form subcommittees to address specific aspects of regional economic prosperity. The REPAC may also form task forces to address particular issues or projects relevant to regional economic prosperity. Task forces will be struck for a set period of time (e.g., one year). Subcommittees and task forces shall include in their activities:

- the provision of technical advice to the REPAC and Metro Vancouver in the subject area of the subcommittee/task force; and
- the provision of a forum for research and discussion of common interest to member jurisdictions, Metro Vancouver and other members of the REPAC.

The Subcommittees/Task Forces:

- shall be composed of representatives of member jurisdictions wishing to participate in the subject area of the subcommittee/task force; and
- may include representatives drawn from member jurisdiction departments, technical agencies, and professional/academic institutions appropriate to the scope of the subcommittee/task force.

COMPOSITION

The members of the REPAC are the Managers of Economic Development/Long Term Planning, or their designates, from each of the member jurisdictions of Metro Vancouver, and the Executive Director of Regional Economic Prosperity or their designate from Metro Vancouver.

Staff from B.C. Ministry of Jobs, Trade and Technology, Global Affairs Canada and Western Economic Development may also participate in the REPAC.

ORGANIZATION

A Chair and Vice Chair for the REPAC shall be elected from among the members at the beginning of each calendar year.

Meetings are held according to the schedule as established at the beginning of the calendar year. Meetings will be held at Metro Vancouver's Head Office unless otherwise arranged by the Chair. A meeting room and recording services shall be provided by Metro Vancouver.

A quorum of the advisory committee is a majority of members. Quorum will be used for the purpose of confirming meeting dates.

The REPAC will establish an annual work plan reflecting priority issues to be considered during the year. The work plan may be amended during the year as other issues and priorities emerge.

The Metro Vancouver Chief Administrative Officer assigns a Committee Manager for the advisory committee. The Committee Manager is responsible for coordinating agendas and serves as the principal point of contact for members.

At the request of a member, and with the consent of the Chair, guests or delegations may be invited to attend and participate in the meeting.

The REPAC may establish other meeting procedures which will be considered as an appendix to these terms of reference. Changes to the main body of the terms of reference must be approved by RAAC.

BUDGET

Funding for general meetings, secretariat and support expenses is provided through the Metro Vancouver annual budget. Additional funding for special projects or studies is subject to Metro Vancouver approval.