



Economic Prosperity

TASK FORCE

TERMS OF REFERENCE

OFFICE OF THE CITY CLERK
City of Vaughan, City Hall
2141 Major Mackenzie Dr.
Vaughan, ON L6A 1T1





TERMS OF REFERENCE

MANDATE/OBJECTIVES

MANDATE:

The city of Vaughan is an economic powerhouse.

Vaughan has an employment growth rate far outpacing Ontario and Canada and since 2010, nearly 55,000 new jobs have been created. With the highest employment in York Region, Vaughan is home to nearly 12,000 businesses that employ more than 218,000 people.

Small business remains the backbone of Vaughan's economy, representing more than 80 per cent of all Vaughan job creators. Since 2010, the business advisory services provided by the Vaughan Business Enterprise Centre have helped entrepreneurs start or expand nearly 3,300 businesses in Vaughan.

In 2019, Vaughan issued more than \$1.3 billion worth of building permits, representing more than \$3.6 million of construction work invested in the city daily. Since 2010, Vaughan has issued more than \$12 billion in building permits.

These robust job creation figures – and outstanding construction values – represent a strong economy, a city that is a destination of choice and a prosperous place to call home. Job creators can confidently invest in Vaughan because of the environment for economic prosperity.

A strong economy is the foundation of a well-run city. The Economic Prosperity Task Force is focused on using industry knowledge to support efforts to encourage sustainable economic growth that leads to more jobs, higher incomes, less poverty, higher living standards and a healthier municipality. The task force's mandate is to advise on how the City of Vaughan can best deliver on its commitments made in the Council-approved Economic and Cultural Development department Strategic Business Plan, 2020-2023.

While the City is not directly responsible for the success of innovative entrepreneurs and companies, it plays a vital role in developing the type of community that will retain

existing successful business leaders and innovators while attracting the additional risk-takers, entrepreneurs and talent needed to continue to grow local prosperity.

The City will work to support businesses, respond to the challenges of unforeseen circumstances and economic uncertainty, and build capacity and resiliency for businesses in the long term.

The Economic Prosperity task force will:

1. serve as a forum for the discussion of improving local economic development strategies among residents, businesses and other stakeholders.
2. identify global marketing strategies that improve Vaughan's foreign-direct investment offerings.
3. explore ways to invest in Vaughan's local talent pool, thereby strengthening the human capital of the city's local workforce.
4. serve as a catalyst that encourages the business community to invest back in the broader community, thereby further fulfilling the mandate of the Spirit of Generosity that embodies Vaughan.
5. align the work of the task force members with the Council-approved priorities identified in the 2018-2022 Term of Council Service Excellence Strategic Plan.
6. share updates and presentations with advice and recommendations related to the task force, culminating with a final report of recommendations no later than June 2021.
7. support the Vaughan Forward Business Recovery Plan, supporting implementation of economic recovery and resiliency strategies.

TERM

The term of this task force is May 2020 – June 2021.

MEMBERSHIP

Members shall include members of Council, citizens and stakeholders, as follows:

- a) Two (2) members of Council selected by Mayor Maurizio Bevilacqua will represent Council as Chair and Vice-Chair of the task force.
- b) The Mayor will serve as an ex-officio member of the task force.
- c) Membership includes eight (8) regional leaders in arts and cultural development; branding and marketing; community and regional economic development; competitiveness policy; economic research; entrepreneurship development; foreign-direct investment; industrial and commercial sector development; the innovation ecosystem, land development; place-making; public and post-secondary administration; small business development; sponsorship, advertising and grant development, and administration; and talent development.
- d) Membership includes three (3) residents of Vaughan with significant experience, as demonstrated in an application, in arts and cultural development; branding and marketing; community and regional economic development; competitiveness policy; economic research; entrepreneurship development; foreign-direct investment; industrial and commercial sector development; the innovation ecosystem, land development; place-making; public and post-secondary administration; small business development; sponsorship, advertising and grant development, and administration; and talent development.

MEETING PROCEDURES

Task force meetings are intended to be informal, and structured to encourage maximum flexibility and open, honest debate.

The proceedings of the task force are to be governed by the City's Procedural By-law.

AGENDAS AND REPORTING

1. Agendas shall be prepared by the Office of the City Clerk in consultation with the task force Chair.
2. Agendas shall be posted on the City's website one week prior to the scheduled date of meeting, or as soon as practicable.
3. After each meeting of the task force, the City Clerk shall submit a report in the City's committee report format to the Committee of the Whole.
4. Following the conclusion of the 13-month mandate of the task force, a report of recommendations will be brought to Council for further discussion.

MEETINGS

1. Meeting dates will be determined at the first meeting of the task force. The task force may meet on the schedule determined, or at the call of the Chair.
2. Meetings will be held every other month or as needed throughout the course of the task force term, except for July and August when no meetings will be scheduled.
3. The Chair of the task force may call special meetings.
4. Meetings are to be open to the public in accordance with the *Municipal Act, 2001*.

NOTICE OF MEETINGS

Meetings will be noted on the Schedule of Meetings calendar posted on the City's website.

QUORUM

Quorum shall be calculated as a majority of the total number of persons appointed to the task force. Ex-officio members will not be counted for the purpose of calculating the total number of persons appointed to the task force but will be counted as a member present when in attendance.

STAFF RESOURCES

The role of staff is to act as a resource to the task force, but not to be members of the task force, or to deliberate or draft the findings of the task force. The following staff will provide advisory and technical support specific to the mandate and objectives of the task force:

- The Office of the City Clerk will assign one staff person responsible for agenda and report production and distribution, the giving of procedural advice, the recording of proceedings of the task force and distribution of reports.
- The Corporate and Strategic Communications department will assign one staff person to provide communications advisory services, prepare information, communications and assist in the development of the task force report.
- An additional two (2) staff with subject matter expertise will be assigned to support the work of the task force.
- The task force can be provided with additional administrative and/or technical support at the discretion of the appropriate Senior Leadership Team portfolio(s).

AUTHORITY

The task force may not exercise decision-making powers, or commit expenditures save for those specifically delegated by Council.

The task force may not direct staff to undertake activities without authority from Council.

AMENDMENT/EXPANSION OF TERMS OF REFERENCE

Only Council can approve any amendment to and/or expansion of the Terms of Reference.