



Terms of Reference Economic Development Task Group

1.0 Background:

Langley City has often been described as the Hub of the Fraser Valley, not only geographically but also economically. From a historical perspective and into the future, Langley City is the nexus and vital link between Metro Vancouver and the Fraser Valley. Langley City has articulated our vision in the document entitled Langley City: Nexus of Community.

We have a unique opportunity to capitalize on the new fixed rail rapid transit line that is coming to Langley City in the next eight to ten years. The train is the catalyst but it is not the reason. The reason is people—the ones who are already here and deserve an improved quality of life and better services, and the ones yet to come, who will bring new vitality to our city. The families that will grow and stay, building on our rich history and sustaining our community from a position of strength.

Imagine a future Langley City with a variety of new mixed-use developments that offer a diversity of housing, community services, education, jobs, and business opportunities for residents— all in one place. Imagine a thriving downtown core that provides meeting places for our residents young and old. Daytime and evening activities, shops, restaurants and events drawing locals and visitors into the city centre. Imagine walkable neighbourhoods, with an emphasis on greenspace and sustainable living, connected by efficient public transit. At the nexus of these dreams and aspirations is our future city. We can attain this and more and our collective vision will help us get there.

A number of recommendations from the visioning document include an update on the Official Community Plan and Zoning Bylaw, develop districts plans and strengthen the role of promoting economic development through a concerted and concentrated effort by creating an Economic Development Office¹.

City Council has approved the updated Official Community Plan, with various districts plans, in the Fall of 2021 and the updated Zoning Bylaw will be adopted by City Council in early 2022. The Economic Development Task Force will contribute, support and drive the City's effort with a number of key initiatives from these plans to advance economic development, partnership and prosperity in the City.

¹ There are two separate but interrelated functions of the Economic Development Office. One is an economic promotion and advocacy role. The second is an advisory role that uses the expertise of outside advisors with the best interests of the City in mind.

2.0 Mandate:

The mandate of the group includes:

- Work with KPU to develop strategies and initiatives that will support KPU 2050 Master Plan.
- Develop strategies and partnership with KPU, businesses, entrepreneurs and others to realize the vision for the Innovation Boulevard on Glover Road that encourages student housing, tech and research businesses, media and film industries, start-ups, and maker spaces.
- Develop strategies and partnership with land owners and developers to encourage the development industry to invest in building Transit Oriented Development with high density residential and mixed uses around the 196 Street and 203 Street SkyTrain stations and streets immediately along and adjacent the guideway alignment such as Industrial Avenue, Fraser Highway and 203 Street.
- Develop strategies and partnership with government agencies, community groups and entrepreneurs to secure capital funding for an iconic destination arts and cultural facility.

The mandate of the Economic Development Task Group aligns with the following Council current Strategic Plan:

Strategic Plan

Quality of Life

- Support and actively participate in shaping a vibrant, safe and clean downtown.
- Explore the feasibility of developing a Performing Arts Centre in partnership with other levels of government, philanthropists, private and service organizations, and other stakeholders.

Revitalization

- Access feasibility to create a hub for innovation, education, technology, health, and entertainment.

Interim Strategic Plan

Game Changer

- Implement priority initiatives: This includes confirming funding and timeline for a performing arts centre and the Fraser Highway/Douglas Crescent Rehabilitation project.

Think Ahead

- Revisit/reconfirm the City's vision as a destination city: one where everyone has a job and a roof over their head; can feed their family, and feels connected, safe and included.

3.0 Composition:

3.1 Membership will strive to reflect the diversity of the community, with experience, knowledge, and expertise applicable the Group's mandate taken into consideration.

3.2 Membership:

- Two non-voting members of City Council to be appointed by Council who will act as Chair and Co-Chair of the Economic Development Task Group.
- One member from the Architectural Institute of British Columbia (AIBC) accredited or the British Columbia Society of Landscape Architects (BCSLA) accredited
- One member from a First Nation within the unceded territories that Langley City resides on
- One member from a Post-Secondary Education institution
- One member from the Downtown Langley Business Association
- One member from the Greater Langley Chamber of Commerce
- Two members from the development industry, preferably one from the residential sector and one from the commercial/retail sector
- Two members from the community at-large

3.3 Chair Responsibilities:

- Facilitating meetings in accordance with rules of procedure outlined in the current Council Procedure Bylaw;
- Ensuring the Economic Development Task Group does not deviate from the agenda for the meeting;
- Maintaining decorum and respectful discussion;
- Encouraging participation in discussion topics and questions;
- Being open-minded and allowing for a variety of opinions to be heard;
- Calling for votes and/or seeking consensus as applicable;
- Working alongside the Staff Liaison to guide the Economic Development Task Group towards fulfilling tasks/projects identified in the Work Plan and presenting reports to Council, as applicable;
- Acting as spokesperson for the Task Group to Council.

3.4 Member Responsibilities:

- Attending and actively participating in meetings as scheduled;
- Being prepared for meetings (reading agenda material prior to meetings);
- Engaging in collaborative, respectful discussions relating to topics on the agenda, including sharing thoughts, opinions, and recommendations;
- Maintaining an open mind and allowing for a variety of opinions to be heard;
- Voting on motions that are put forward by Economic Development Task Group members;
- Notifying the Staff Liaison in a timely manner if they are unable to attend a scheduled meeting.

3.5 In addition to chairing meetings in the absence of the Chair, the role of the Chair may be assigned to the Co-Chair when deemed appropriate by the Chair.

3.6 Representative(s) from the affiliated agencies/organizations will be requested to provide expert advice when deemed appropriate to assist the Economic Development Task Group to fulfill its mandate.

4.0 Administration:

4.1 A Staff Liaison will be assigned by the Chief Administrative Officer to provide advice as necessary and assist the Economic Development Task Group in carrying out its mandate.

Staff Liaison Responsibilities:

- Arranging and/or providing annual orientation for the Economic Development Task Group members;
- Coordinating preparation of the Economic Development Task Group's Work Plan for approval by Council;
- ensuring Work Plans are in alignment with goals identified in Council's current Strategic Plan;
- Working with the Economic Development Task Group to set timelines for deliverables identified in the Work Plan;
- Scheduling the Economic Development Task Group's meetings;
- Working with the Chair to determine agenda items for each meeting and relaying to the Committee Clerk for agenda production purposes;
- Attending meetings to providing technical advice and assistance to the Economic Development Task Group;

- Preparing reports in coordination with the Chair to bring forward recommendations of the Economic Development Task Group to Council for consideration.

4.2 A Committee Clerk will be assigned by the Staff Liaison to provide administrative support to the Economic Development Task Group.

Committee Clerk Responsibilities:

- Coordinating and producing all meeting agendas in compliance with requirements of the current Council Procedure Bylaw as they relate to City Committees;
- Attending meetings to take minutes and providing procedural advice to the Chair when requested;
- Producing and circulating minutes of meetings in compliance with requirements of the Current Council Procedure Bylaw as they relate to City Committees;
- Maintaining the official files of the Group including minutes, agendas, policies, terms of reference, correspondence and other file information, in accordance with the City's records management practices.

4.3 Additional staff and/or consultants may be invited to provide technical advice and assistance.

5.0 Meeting Procedures

Meetings will be conducted in accordance with the City's current Council Procedure Bylaw

6.0 Reporting Structure:

The Economic Development Task Group will report to City Council through distribution of its minutes and by making recommendations to City Council.

7.0 Accountability:

- 7.1 The Economic Development Task Group is accountable to City Council.
- 7.2 Upon establishment of the Task Group, a Work Plan will be prepared outlining the task(s) to be accomplished by the Task Group and will be submitted to Council for review and approval in accordance with Council Policy CO-79 Advisory Bodies. Any updates to the Work Plan will be submitted to Council for approval.

- 7.3 The Economic Development Task Group does not have the authority to give direction to staff or to commit to expenditures of funds. Action recommended by the Economic Development Task Group must be done by resolution to City Council and with their approval prior to implementation.
- 7.4 The Task Group may undertake multiple initiatives; however, if staff resources are required, only one initiative at a time is undertaken.

8.0 Meetings:

The Economic Development Task Group will meet on a regular basis at the call of the Chair.

9.0 Quorum:

- 9.1 A quorum shall be a majority of the total voting membership.
- 9.2 In the event that a member or members leave(s) the Economic Development Task Group, during the period of time between when the position(s) is/are vacant and the position(s) is/are filled, quorum will be determined based on the total number of remaining voting members.

10.0 Terms:

- 10.1 The terms of task group members shall cease on last day of current year. The terms may be extended by City Council to allow the group to fulfill its mandate.
- 10.2 Council may terminate appointments at its discretion.