

# TERMS OF REFERENCE

## **AGRICULTURAL ADVISORY AND ECONOMIC ENHANCEMENT COMMITTEE (AAEEC)**

**Approved by Council:**

September 28/15

**Amended by Council:**

November 2/15

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### **1.0 ESTABLISHMENT**

The AGRICULTURAL ADVISORY AND ECONOMIC ENHANCEMENT COMMITTEE (the “Committee”) is established pursuant to the Township of Langley Advisory Committee Establishment Bylaw 2008 No. 4700, as amended, and is an Advisory Committee subject to the provisions of Bylaw No. 4700, as amended, and as supplemented by the provisions of this Terms of Reference document.

### **2.0 PURPOSE**

Economic development and entrepreneurial activity have always been at the core of the Township from its earliest days as the first part of the lower mainland to be settled for business purposes. The Township continues to be one of the premier locations for business development and investment in the Greater Vancouver area with more than 7,100 businesses operating in the Township engaging in more than 525 distinct economic activities. The Township’s economy is both diverse and global. The Committee is to focus broadly on the maintenance and enhancement of the Township’s local economy and its positioning within regional, provincial, national, and international settings. A significant element of the Township economy has been and continues to be the agricultural sector. The Committee is to ensure that it keeps a strong focus in its work on maintaining and enhancing the agricultural sector within the Township.

### **3.0 MANDATE**

The Committee is to consider and provide advice to Township Council and staff regarding plans, policies, programs and strategies that are focused on maintaining and enhancing the Township’s overall economy including, but not limited to, its agricultural sector. More specifically, the Committee will undertake work associated with the following functions and responsibilities:

With respect to the overall economy of the Township:

- 3.1 Review and advise Council on the need for information and research on specific sectors and aspects of the local economy;
- 3.2 Consider and advise Council on matters that will improve the image of the Township and its community relations, on the promotion of economic development opportunities in the Township, and on means by which to increase the percentage of commercial/industrial assessment in the Township in relation to the total assessment value of the Township;
- 3.3 Assist in formulating comprehensive economic development strategies, action plans, and marketing/promotion strategies and documents;

- 3.4 Participate as business community representatives in meetings with prospective investors with a view to promoting the advantages of the Township of Langley as a good place to invest;
- 3.5 Assist in encouraging a public/private partnership approach in the economic enhancement of the Township by securing community involvement, where feasible, in economic development strategies and programs; and
- 3.6 Work with the community to build partnerships and assist in developing, coordinating, and implementing activities, programs, and services that inform and educate community residents about the importance of economic development in the Township in relation to the liveability and sustainability of the Township.

With respect to the agricultural sector:

- 3.7 Establish and facilitate on-going communication between the rural / agricultural community and Council, regarding agricultural issues/opportunities;
- 3.8 Advise Council on rural / agricultural-related issues;
- 3.9 Make recommendations on all aspects of the rural community, including land use, municipal services / infrastructure, environmental issues, and socio-economic matters;
- 3.10 Assist in developing and implementing a strategy to sustain the agricultural community, improve agricultural viability, encourage the advancement of the agricultural sector while respecting rural lifestyles, and enhance “good neighbor” communications;
- 3.11 Review and comment on issues, plans, and specific development applications that are referred to the Committee by Council or staff;
- 3.12 Promote awareness of rural issues in Langley across the broader population; and
- 3.13 Promote tourism and economic development initiatives with a rural or agricultural theme, including the promotion of Township farm products.

Annually:

- 3.14 Review progress toward the Council-approved annual work plan of the Committee at each meeting of the Committee to confirm that reasonable progress is being made toward completing the plan within the current year and to recommend adjustments where necessary;
- 3.15 At the end of each year, prepare an annual Work Program for Council approval for the work of the Committee in the upcoming calendar year;
- 3.16 Submit an Annual Report to Council, regarding the projects and progress of the Committee during the last calendar year; and
- 3.17 Liaise with other Advisory Committees, as necessary, to assist in achieving the mandate of the Committee and to assist other Committees in achieving their mandate.

## **4.0 COMPOSITION AND STRUCTURE**

### 4.1 Committee Membership

The structure of the Committee will be pursuant to the Township of Langley Advisory Committee Establishment Bylaw 2008 No. 4700, as amended.

In appointing members to the committee, Council is requested to consider Langley’s diversity in geography, and public interests. Expertise of members shall be considered from the agricultural and economic experiences of the members and shall be equally

represented in the composition of the committee membership. Council is requested to consider appointing individuals who reflect the diversity of the agricultural community and the diversity of the economic community within the Township of Langley.

When a sufficient number of qualified applications are received the Agricultural Advisory and Economic Enhancement Committee composition of voting members shall be:

- four (4) members of the agricultural community;
- four (4) members of the economic community, to include a Chamber of Commerce representative; and,
- one (1) youth representative.

Committee members are to work together to contribute community knowledge, expertise and advice in matters related to the mandate of the Committee.

#### 4.2 Term of Service for Volunteer members

Terms of service shall be pursuant to the Township of Langley Advisory Committee Establishment Bylaw 2008 No. 4700, as amended.

It is recommended that when the first appointments are made for January 2016 that four (4) of the appointees be appointed to serve a one-year term and five (5) be appointed to serve a two year term to ensure continuity in the committee for upcoming annual appointments.

#### 4.3 Co-Chair Structure

The Committee will be co-chaired by one of the Councillors appointed to the Committee (non-voting) as decided by Council and by one of the community volunteer members (voting). The community volunteer co-chair will be elected by the Committee at the first meeting of the Committee in each calendar year. The Co-chairs will facilitate the meetings of the Committee and will work with staff between meetings on follow-up and preparatory tasks related to the meetings of the Committee. The Co-chairs speak on behalf of the Committee on issues within the Committee's mandate in the Township and represent the views of the Committee in any external liaison and Township meetings.

### **5.0 SUBCOMMITTEES**

When and as required by other levels of government, and in maintenance of professional standards, accreditations or best practices, Council may allow the formation of subcommittees with specific expertise and oversight. As these subcommittees are not ad hoc or task force specific, the establishment of a subcommittee must be by a resolution of Township Council on a yearly basis.

### **6.0 TASK FORCES**

A Task Force is a committee that is formed to study and make recommendations regarding a specific area of concern/topic within a specified timeframe after which the Task Force ceases to exist. With the approval of Council the Committee may, from time to time, create a Task Force to study specific and relevant matters pertaining to the economic enhancement of the Township and/or to agricultural matters within the mandate of the Committee. In each such circumstance, the related Task Force will be formed and operated in a manner consistent with the requirements of relevant Township By-laws and policies.

## **7.0 EXPENSE REIMBURSEMENT**

A Committee member will be reimbursed for incidental and/or out-of-pocket expenses incurred by the member in undertaking work on behalf of the Committee subject to the prior approval of such expenditures by the Committee and Council.

## **8.0 MEETING FREQUENCY/SCHEDULE**

The Committee will typically meet once per month during the year except for July and August when the Committee will recess. The meetings of the Committee will typically be held on the fourth Wednesday of each month in accordance with Council-adopted policy. Quorum for a meeting of the Committee will be more than half of the voting members. If the co-chairs determine that there is insufficient business on any particular monthly agenda to warrant a meeting of the Committee, they may agree to cancel the related meeting of the Committee and defer any related business to the next monthly meeting of the Committee. A round table discussion will be included on the agenda at the end of each meeting which allows all Committee members to suggest matters that they wish to discuss at upcoming meetings or make other comments not covered by the agenda.

## **9.0 STAFF SUPPORT**

The General Manager, Engineering and Community Development or his/her designate will attend each meeting of the Committee. The Office of the City Clerk will provide clerical support in relation to preparing agenda for, circulating agenda materials for and recording the proceedings of each meeting of the Committee and will forward Committee meeting minutes and recommendations to Council for consideration by Council.