

DEVELOPMENT ADVISORY COMMITTEE

TERMS OF REFERENCE

1. **Mandate**

- a) The purpose of the Development Advisory Committee is to advise Council on issues affecting the development industry in Surrey.

2. **Role**

The Development Advisory Committee will:

- a) Advise and make recommendations to Council on policies, procedures, and bylaws as they affect development applications and process.
- b) Consider and make recommendations to Council on any other matters referred to the Committee by Council.
- c) Hear and respond to delegations by representatives of the development sector, agencies, and others and make recommendations to Council on policy issues.
- d) Establish and maintain an effective channel of communication between City Council, City staff, and the development industry in Surrey.
- e) Advise Council on matters of mutual interest, such as review of current and proposed policies and land use plans, as they affect the development sector.
- f) Liaise, on behalf of Council, with public and private agencies, including senior governments, to encourage the provision of efficient development processes and the creation of a positive and constructive climate for changes in the community that will be mutually beneficial for Surrey and its residents.

3. **Membership**

The Committee is a standing committee appointed by the Mayor.

- a) The Committee will consist of six (6) voting members as follows:
 - Three (3) members of City Council, appointed by the Mayor for a two-year term. One of these members must be appointed to serve as the Chair of the Committee. Another of these members must be appointed to serve as the Vice-Chairperson of the Committee.

- Three (3) Volunteer members will be appointed or re-appointed to the Committee for a term of two (2) years, except as otherwise determined by the Mayor.
- b) Two (2) observers from the development industry, made up of one (1) from the Urban Development Institute (UDI) and one (1) from the Homebuilders Association Vancouver (HAVAN).
- c) Volunteer members may serve for up to three terms on the Committee, except as otherwise determined by the Mayor.
- d) The Vice-Chairperson will preside at any meeting where the Chair is absent.

4. General Terms and Code of Conduct

- a) **Decorum and Debate:** Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee mandate, and be respectful of others' thoughts and opinions.
- b) **Authority and Reporting:** The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference ("TOR") endorsed by Mayor and Council.
- c) **Media/Social Media:** Members of the Committee are not permitted to speak to the media as representatives of the Committee. Committee members must strive to convey the public interest and remember that they represent the City of Surrey; this means that they must be consistent with the City's position on specific issues. It is the policy of the City of Surrey to encourage clear and effective communication with all Committee members, stakeholders, and members of the public. Any use of social media must, as with all other forms of communication, meet tests of credibility, privacy, authority, and accountability.
- d) **Professionalism:** Committee members who engage in activities regarding the City of Surrey or Committee initiatives/projects and promotions are expected to maintain a respectful, constructive, and professional tone that maintains the brand consistency of the City of Surrey.
- e) **Confidentiality:** All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" as part as their general orientation. All returning Committee members have previously signed a copy of the agreement and are expected to honour and uphold the provisions as outlined within the Agreement.

- f) **Surrey Residency Requirement:** All Committee volunteers must be involved in the development industry in the City of Surrey. In the event that a Committee member's primary business changes to another type other than involved in development in Surrey during the term of an appointment, the member must notify the Chair and Administrative Assistant regarding that change. Vacancies will be filled through advertisement on social media and on the City website; applications received will be reviewed by the Mayor.
- g) **Conflict of Interest:** City policy regarding conflict of interest applies to all Committee members. A conflict of interest exists if a Committee member is a director, member, or employee of an organization seeking to benefit from the City, or if the Committee member has a direct or indirect pecuniary (financial) interest in the outcome of committee deliberations. Committee members who have a conflict of interest with a topic being discussed must declare that they have a conflict of interest, describe the nature of the conflict, and leave the room prior to any discussions, and must refrain from voting thereon. Committee members are not permitted to directly or indirectly benefit from their participation on the Committee during their tenure and for a period of twelve (12) months following the completion of their term(s).

5. Meetings

- a) Meetings will generally be held bimonthly, or at the call of the Chair.
- b) Meetings will be held at least four (4) times a year.
- c) Quorum for a meeting of the Committee is one half (1/2) of the voting members. Any member who is absent from three (3) or more meetings of the Committee per year without reason satisfactory to the Committee Chair may be removed from the Committee by the Mayor.
- d) Minutes of meetings of the Committee will be recorded by the Legislative Services Division and be forwarded by the City Clerk to a Regular Council meeting as information and, where recommendations are included in the minutes, for consideration by City Council.

6. Annual Work Plan

- a) From a strategic approach, select Committees are expected to identify a concise set of annual targets and objectives each November for the following calendar year. The Annual Work Plan must be in line with the TOR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities, and underlying principles of the City of Surrey.

- b) The agreed upon Work Plan will be executed by the Committee, with the reasonable assistance of support staff, and must contribute to the overarching goals of the City of Surrey.

7. Staff Assistance

- a) Staff assistance will be provided to the Committee, as necessary, by the General Manager, Planning & Development, the Legislative Services Division, and other staff, as required.

8. Authority

- a) Section 141 (1) of the Community Charter states that “The Mayor must establish standing committees for matters the Mayor considers would be better dealt with by a committee and must appoint persons to those committees.”
- b) This Committee is a standing committee appointed by the Mayor.
- c) The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

Supported by Council on January 11, 2021. This is a standing committee as set out in Section 141 of the *Community Charter*, the Terms of Reference were approved by the Mayor on January 11, 2021.