



District of Mission Development Liaison Committee (DLC) Guiding Principles & Terms of Reference

Preamble:

As a “Partner in Community Building” the Mission development community wants to work with the District of Mission to create and achieve the vision of balanced, well-planned, and sustainable communities.

Accordingly, the District of Mission in the spirit of Partners in Community Building, desires to create a District of Mission Development Liaison Committee (DLC) to further the goal of creating balanced, well-planned, and sustainable communities.

The Urban Development Institute, a non-profit association of the development industry in British Columbia that promotes wise and efficient urban growth, has developed a draft Terms of Reference for DLC’s that have been generally adopted in other municipalities, but tailored to meet local needs.

Objectives:

- To create a consistent and effective interface mechanism between the District of Mission and the development/construction industry, collectively hereafter known as the Development Liaison Committee (DLC).
- To provide a venue for constructive dialogue between the District of Mission and the development community regarding planning and development.
- To encourage the exchange of ideas and approaches in the interest of developing effective and balanced policies, regulatory bylaws, and processes regarding planning and development as it relates to achieving community goals and objectives.

Scope of Discussions:

- The DLC and any sub-committees will focus on policies, regulatory bylaws, and processes related to planning and development in the District of Mission

Structure of Meetings:

- The District of Mission shall appoint a Chair to work with the DLC representatives to identify DLC matters, and develop meeting agendas.
- Meeting Agendas will be developed in a cooperative manner with input from both the District of Mission and the DLC industry representatives on the DLC, and shall be approved by the Chair and the representatives of the District of Mission.
- The District of Mission will designate a minute taker to take minutes of the meetings.
- Draft minutes of the meetings will be distributed to all members of the DLC and City Administrative Officer, and shall be approved at the next meeting of the Committee.



Membership of Liaison Committee:

- Membership on the Liaison Committee shall be limited to staff with the District of Mission, representatives from development/construction associations, and key community partners
- Membership:
 1. Director of Engineering – District of Mission
 2. Director of Development Services – District of Mission
 3. Director of Finance – District of Mission
 4. UDI-Fraser Valley appointed representative
 5. CHBA Fraser Valley appointed representative
 6. Fraser Valley Real Estate Association representative
 7. Mission development community representative (appointed by District of Mission)
 8. Engineering community representative (appointed by District of Mission)
- Additional subject matter experts as required.
- A maximum of eight (8) members shall be on the DLC. Members who serve on behalf of their associations serve at the pleasure of their associations.
- DLC members are expected to report back to their constituencies, canvas, and provide feedback where appropriate
- The District of Mission reserves the right to approve and remove all members of the committee.

Frequency of Meetings:

- The Liaison Committee shall develop and agree upon a schedule of meeting dates and times – aiming for a minimum of quarterly and no more than monthly meetings.