



CITY OF
PRINCE GEORGE

Advisory Committee on Development Design Terms of Reference

1. Type

The Advisory Committee on Development Design is an advisory committee of Council established in accordance with the "City of Prince George Council Procedures Bylaw No. 8388, 2011".

2. Purpose

The purpose of Advisory Committee on Development Design, hereafter referred to as the "Committee", is to advise Mayor and Council of the City of Prince George, hereafter referred to as "Council", and City Staff, on matters respecting policies and guidelines affecting the city's physical environment, as well as applications for development permits in accordance with this Terms of Reference.

3. Mandate

In providing its advice the Committee shall endeavor to promote the best possible urban design and well-planned development in the city. To this end the Committee shall have due regard to public health, safety, convenience, climate, accessibility, and aesthetics, not only in respect of any proposed development, but also in the context of surrounding development and the total built environment.

While performing their duties the Committee may refer to the document entitled *Climate Sensitive Design for the City of Prince George*, and the guidelines provided for the Development Permit Area, as appropriate.

4. Structure and Membership

4.1 The Committee shall consist of 9 members appointed by Council as follows:

- i) One architectural or design representative who shall be associated with building construction and site development in the City;
- ii) One representative from the Northern Regional Construction Association;
- iii) One representative from the housing industry, to be selected from the Canadian Homebuilders Association of Northern BC or the BC Northern Real Estate Board;
- iv) One professional engineer who shall be associated with building construction and site development;

- v) One landscape professional;
 - vi) One representative from the Prince George Council of Seniors;
 - vii) One representative from the Prince George Advisory Committee on Accessibility;
 - viii) One representative from the public at large; and
 - ix) One representative trained in crime prevention through environmental design
- 4.2 The Committee members shall appoint 1 alternate for each member. It is the responsibility of each Committee member to ensure that the alternate is present at each meeting in his or her absence.
- 4.3 Five of the members appointed to the Committee in 2012 will be appointed for a term of 1 year, and the remaining members will be appointed for a term of 2 years. All subsequent annual appointments to the Committee will be for a term of 2 years. A member may be reappointed for a further term or terms, but no member may serve for more than 6 consecutive years.
- 4.4 Appointments to the Committee to fill interim vacancies shall be for the unexpired portion of the term involved.
- 4.5 To qualify for appointment to the Committee, a person must be a resident of the City of Prince George.
- 4.6 If no applications for membership are received from one or more of the 9 representative categories listed in Section 4.1, then Council may fill a vacancy on the Committee by appointing a second applicant from another category. No more than 2 representatives from one category listed in Section 4.1 may be appointed to the Committee.
- 4.7 A city staff member shall be appointed by the Director of Planning & Development to serve as Staff Liaison, who along with other city staff may attend a meeting of the Committee in a resource capacity.

5. Procedures

- 5.1 The Committee shall conduct its proceedings in accordance with those established in the *City of Prince George Committees, Commissions and Boards Procedures Manual*.
- 5.2 The Committee may make further procedural rules not inconsistent with the *City of Prince George Committees, Commissions and Boards Procedures Manual*, and these Terms of Reference.

- 5.3 The Committee shall be presided over by a Chairperson, who shall be a member of the Committee.
- 5.4 In the absence of the Chairperson, the Committee shall be presided over by a Vice Chairperson, who shall be a member of the Committee.
- 5.5 The Chairperson and Vice Chairperson shall be elected by a majority vote of members of the Committee, at the first meeting after the appointment of its members.
- 5.6 No member of the Committee shall serve as Chairperson for more than 2 consecutive years.
- 5.7 The duties of the Chairperson shall include the calling of and presiding at the meetings of the Committee, and other such duties as the Committee may prescribe.
- 5.8 A quorum of the Committee shall consist of 5 members of the Committee.
- 5.9 In providing its advice the Committee shall have due regard for the *Local Government Act*, the *Community Charter*, the bylaws and policies of the City, and these Terms of Reference.
- 5.10 Any member who fails to attend 3 consecutive regular meetings of the Committee without leave of the Committee shall cease to be a member and the appointment shall be terminated.
- 5.11 If the Committee is considering a development permit application, the applicant is entitled to attend meetings of the Committee and be heard.

6.0 Referral of Matters to the Committee

- 6.1 Council, the Director of Planning & Development, and the Manager of Current Planning & Development may refer the following matters to the Committee:
 - i) all commercial, industrial, and residential development permit applications with a construction value greater than \$250,000;
 - ii) all commercial, industrial, and residential development permit applications for the construction of, addition to or alteration of a building façade; and
 - iii) all institutional development with a construction value greater than \$250,000.
- 6.2 Council, the Director of Planning & Development, and the Manager of Current Planning & Development may refer matters respecting the City's physical environment to the Committee.
- 6.3 The Committee shall provide its advice directly to the position or body that referred the matter to the Committee (i.e. the Director of Planning &

Development, the Manager of Current Planning & Development, or Council, as the case may be). Advice provided by the Committee shall be forwarded in writing no later than 14 days after the referral date. If the Committee has not responded within 14 days of the referral date the Committee will be deemed to have no response.

7. Decisions

Decisions will be made by majority vote.

8. Reporting

In addition to the annual reporting requirement as established in the *City of Prince George Committees, Commissions and Boards Policies and Procedures Manual*, the Committee will report to Council in a timely manner on issues that have been referred to it by Council.

9. Meeting Schedule

The Committee will establish a regular schedule of meetings at its first meeting after the appointment of its members.