



# COMMITTEE REPORT TO COUNCIL

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**DATE:** April 29, 2021

**TO:** MAYOR AND COUNCIL

**NAME AND TITLE:** HILLARY MORGAN, CHAIR, ADVISORY COMMITTEE ON DEVELOPMENT DESIGN

**SUBJECT:** Advisory Committee on Development Design - Terms of Reference

**ATTACHMENTS:** Appendix "A" – Current: Advisory Committee on Development Design Terms of Reference  
Appendix "B" – Proposed: Advisory Committee on Development Design Terms of Reference

**RECOMMENDATION:**

That Council APPROVES the Terms of Reference for the Advisory Committee on Development Design attached as Appendix "B" to the report dated April 29, 2021, from the Chair of the Advisory Committee on Development, titled "Update to the Advisory Committee on Development Design Terms of Reference."

**PURPOSE:**

For Council decision.

**BACKGROUND:**

The Terms of Reference for the Advisory Committee on Development Design provides direction regarding the committee's purpose, mandate, membership and term-length. They were last revised and approved by Council in 2020 and provide for membership with representatives from nine different categories of expertise and backgrounds.

During the Committee's annual recruitment for volunteer members in March of this year, there were no applications received from individuals' representative of the following three categories: Crime Prevention through Environmental Design (CPTED), Landscape Architect; the Northern Regional Construction Association.

Under the committee's current Terms of Reference, Council's appointments were limited to no more than two representatives from any one category. Council requested that the Committee review its membership requirements with a goal to have flexibility to the number of appointments in each category dependent on the applications received.

At the May 5, 2021 meeting of the Advisory Committee on Development Design, the committee reviewed the Terms of Reference with suggestions for amendments as follows:

**Section 3.1: Composition**

The committee proposes to add the category of "Registered Professional Planner" as a category to which qualified applicants may apply during recruitment periods. A Registered Professional Planner is an individual certified by the Canadian Institute of Planners and has expertise in urban design and site planning.

The committee further proposes to remove the limit of two (2) representatives of each category to better enable Council's consideration of all applicants to the committee regardless of their designated representative category. In doing so, however, the committee requests that Council recognize that for the committee to provide fulsome advice to project applicants, representation of each category is essential and that applications received for vacant categories be considered for appointment before other categories are appointed additional representatives.

**SUMMARY AND CONCLUSION:**

The committee recommends that Council approves the proposed amendments to the Terms of Reference for the Advisory Committee on Development Design.

**RESPECTFULLY SUBMITTED:**

Hillary Morgan, Chair  
Advisory Committee on Development Design

Meeting Date: 2021/05/31