



ADVISORY COMMITTEE TERMS OF REFERENCE

1. GENERAL INFORMATION

Advisory Committee Name:	Advisory Committee on Development Design
Meeting Frequency:	Weekly, as needed
<p>The Advisory Committee on Development Design is an advisory committee of Council established in accordance with the <i>Community Charter</i> and “<i>City of Prince George Council Procedures Bylaw No. 8388, 2011</i>”.</p>	

2. PURPOSE AND MANDATE

The 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.

In providing its advice, the Committee:

- shall endeavor to promote the best possible urban design and well-planned development in the city while giving 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; and
- 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.



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2.1 Referral of Matters to the Committee

Council and Development Services may refer the following matters to the Committee:

- a) all commercial, industrial, and residential development permit applications with a construction value greater than \$250,000;
- b) all commercial, industrial, and residential development permit applications for the construction of, addition to or alteration of a building façade;
- c) all institutional development with a construction value greater than \$250,000; and
- d) matters respecting the City's physical environment to the Committee.

The Committee shall provide its advice directly to the position or body that referred the matter to the Committee (i.e. Development Services 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.



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3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Committee shall be comprised of a maximum of nine (9) members from the stakeholder groups referenced in Section 3.1.1:

3.1.1 Public Members

Organization Representation

The Committee will consist of members appointed by Council as follows:

- One (1) architectural or design representative who shall be associated with building construction and site development in the City;
- One (1) representative to be a member of and appointed by the Northern Regional Construction Association;
- One (1) representative from the housing industry to be selected from active members of the Canadian Homebuilders Association of Northern BC or the BC Northern Real Estate Board;
- One (1) professional engineer who shall be associated with building construction and site development;
- One (1) landscape professional;
- One (1) representative to be a member of and appointed by the Prince George Council of Seniors;
- One (1) representative to be a member of and appointed by the Prince George Advisory Committee on Accessibility;
- One (1) representative from the public at large; and
- One (1) representative trained in Crime Prevention Through Environmental Design (CPTED).

If applications for membership are not received from one or more of the nine (9) representative categories listed in Section 3.1.1 then Council may fill a vacancy on the Committee by appointing a second applicant from another representative category.

At any time, no more than two (2) representatives from one category listed in Section 3.1.1 may be appointed to the Committee.



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Alternates

Committee members shall appoint one (1) alternate whom fulfills the representative category for which they were appointed. When considering who to designate as an alternate, wherever possible, the alternate should not be an employee of the same business as the committee member. It is the responsibility of each committee member to ensure that the alternate receives the agenda, and is present at each meeting in the member's absence.

3.1.2 Staff and Council Members (Ex-Officio Members)

Staff Liaison

A City staff member shall be appointed by the department head of Planning and Development to serve as Staff Liaison, who along with other city staff may attend meetings of the Committee in a resource capacity.

Legislative Services

The Corporate Officer will appoint a Legislative support person to the Committee who will serve in an administrative support role.

Council

All members of Council are ex-officio members of the Committee and may attend meetings and participate in debate, but may not make motions and do not have voting rights.

3.1.3 Representation of Committees

Prince George Heritage Commission

From time to time a member of the Prince George Heritage Commission may be requested by the chairperson of the Committee or the Staff Liaison to attend a Committee meeting to provide input on a particular development project which is in an area with heritage implications.

Advisory Committee on Accessibility

One (1) representative and one (1) alternate shall be appointed from the Advisory Committee on Accessibility, selected by the Advisory Committee on Accessibility at their inaugural meeting of each term.



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3.2 Length of Term

Public Members

Council will consider applications and appoint up to a maximum of nine (9) public members annually. All annual appointments will be for a term of up to two (2) years.

Additional Considerations:

- Midterm Appointments: Appointments to the Committee to fill interim vacancies shall be for the unexpired portion of the current term involved and shall count towards the maximum length of service or number of terms on the Committee for the appointee.
- A committee member may not serve longer than six (6) consecutive years.

4. OTHER GOVERNANCE

4.1 Review of Terms

Taking into account recommendations from the Committee, the Corporate Officer and Staff Liaison will review the Advisory Committee *Terms of Reference* documents annually. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose

4.2 Eligibility and Selection

Eligibility and selection for membership on advisory committees will be accepted in accordance with the *City of Prince George Committees, Commissions and Boards Procedures Manual*.

4.3 Decisions of the Committee

All acts and matters that come before the Committee must be done and decided by a majority of the members present at a duly constituted meeting with quorum present.



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4.4 Budget

The Committee shall be responsible for the distribution or allocation of funding that may be available to the Committee and ensure that such allocation directly relates to the mandate of the Committee.

4.5 Governance

In all unprovided cases, meetings and operations of the Committee shall be governed by the provisions of the *City of Prince George Committees, Commissions and Boards Policies and Procedures Manual*. In case of conflict between the provisions of these Terms of Reference and the Procedures Manual, the provisions of the Procedures Manual shall prevail.