



COMMITTEE REPORT TO COUNCIL

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9 | www.princegeorge.ca

DATE: February 17, 2021

TO: MAYOR AND COUNCIL

NAME AND TITLE: Advisory Committee on Development Design

SUBJECT: Advisory Committee on Development Design 2020 Annual Report

ATTACHMENT(S): 2020 Workplan
2021 Workplan
Terms of Reference for Advisory Committee on Development Design

RECOMMENDATIONS:

That Council APPROVES the 2021 Workplan as attached to the report dated February 17, 2021, from the Chair of the Advisory Committee on Development Design, titled “Advisory Committee on Development Design 2020 Annual Report.”

PURPOSE:

The purpose of this report is to provide an update to Council on the progress of the City of Prince George Advisory Committee on Development Design (ACDD) for the year 2020.

STRATEGIC PRIORITIES:

The Advisory Committee on Development Design’s goals and purpose align with Council’s strategic priorities to collaborate with partners to enhance the quality of life in Prince George, to advance progress in the downtown, and to celebrate success of citizens and community partners in promoting civic pride through development design.

As stated in the Terms of Reference, the purpose of the ACDD is to advise Mayor, Council and City Staff on matters respecting policies and guidelines affecting the City’s physical environment, as well as applications for development permits. Further, the ACDD endeavors 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. The Committee’s role is restricted by the scope of the proposal under review and recommendations or suggestions are limited to the exterior form and character of the proposed development.

The Committee consists of nine members that are appointed by Council and is currently comprised of members with representatives from:

- Architecture or Design;
- Northern Regional Construction Association;
- Housing Industry Representative from the Canadian Home Builders Association of Northern BC;
- Landscape Professional;
- Prince George Advisory Committee on Accessibility;
- Prince George Council of Seniors; and
- Professional Engineering.

ACDD meetings are tentatively scheduled every Wednesday from 12 noon to 1 pm. Members are advised in advance if there is a project to review, and if not, the meeting is cancelled. The ACDD reviews up to two projects during a scheduled meeting.

At this time, the ACDD does not recommend any changes to its current Terms of Reference.

POLICY IMPLICATIONS:

Projects are brought forward to the ACDD as part of the referral process for Development Permit and Design Review Applications. The ACDD provides recommendations and suggestions respecting a proposal in accordance with the mandate of the Committee. Therefore, the ACDD supports Administration in meeting Policy 8.2.10 of the City of Prince George Official Community Plan (2011):

Through development permit guidelines, the City should ensure that all new development is compatible with existing neighbourhoods, promotes community goals, reflects local identity, aligns with design guidelines and recommendations within Neighbourhood and Area Plans, and enhances the built environment.

WORK OF THE COMMITTEE DURING 2020

Due to the COVID-19 pandemic, on March 24, 2020 all council committees were suspended from meeting. This suspension was in place until Council approved the use of electronic participation in council committee meetings at their December 7, 2020 regular Council meeting. Thusly, the Advisory Committee on Development Design did not review any projects during their 2020 term which commenced on April 1, 2020.

Annually, the Advisory Committee on Development Design rates the projects reviewed in that year. Given that the committee was not accessible for project reviews throughout 2020, the committee will not be recommending any projects for the 2020 Project Recognition Certificate.

2021 GOALS AND WORKPLAN:

The Advisory Committee on Development Design looks forward to accomplishing the following goals and work plan over the 2021 term. One such goal will be the review and potential recommendation to change the process in which Certificates of Project Recognition are awarded. Currently, these certificates are awarded based on projects that were reviewed during the previous term, however, the adjudication process does not account for whether or not that project has been developed. The result of this gap has yielded certificates being awarded for project designs that were never fulfilled.

In addition to the aforementioned goal, the committee will continue to respond to projects referred for review, update the projects reviewed by the committee on the annual workplan, and look for educational opportunities, including the sharing of information from other Council Committees, to further develop knowledge on quality urban design.

SUMMARY AND CONCLUSION:

The Advisory Committee on Development Design continues to fulfill its role in promoting high quality development within the City of Prince George and looks forward to a busy year of development review in 2021.

RESPECTFULLY SUBMITTED:

Bruce Johnston, Chair of the Advisory Committee on Development Design

APPROVED:

Walter Babicz, Acting City Manager

Meeting Date: 2021/03/08



ADVISORY COMMITTEE ON DEVELOPMENT DESIGN 2020 WORK PLAN

Committee Items	Responsible	Presentation Date	Permit Status	Completion Date	
1.0 Development Presentations					
1.1	Multiple Residential DP100718 4413 Glen Shee Road	Nicole Fraser	January 8, 2020	Complete	August 10, 2020
1.2	Downtown DP100719 605 Quebec Street	Tristin Deveau	February 12, 2020	Active	
1.3	Design Review DR100100 670 Quebec Street	Meliss Nitz	March 18, 2020	Complete	June 2020
1.4	Multiple Residential DP100696/DP100697 2604, 2626, 2658 Recplace Drive	Kali Holahan	March 18, 2020	Active	
2.0 Educational Sessions					
3.0 Action Items of the ACDD					
3.1	Inaugural Meeting	Committee and City Staff	Incomplete due to COVID 19.		
3.2	Annual review of the 2020 Development Projects. This review will determine the candidates for the Project Recognition Certificate. Develop a Report to Council seeking approval from Council of the Project Recognition candidates.	Committee and City Staff	Incomplete due to COVID 19.		
3.3	Develop Annual Report to Council with attached Terms of Reference and 2020 Work Plan. Send Report to City Staff for inclusion on the Council Agenda. Review of Presentation for the Council Meeting, and identify attendees that could present at that meeting.	Committee and City Staff	February 3, 2020		
3.4	Presentation to Council.	Chair and Staff Liaison	March 2020		



ADVISORY COMMITTEE ON DEVELOPMENT DESIGN 2021 WORK PLAN

Committee Items		Responsible	Presentation Date	Permit Status	Completion Date
1.0 Development Presentations					
1.1					
1.2					
2.0 Educational Sessions					
3.0 Action Items of the ACDD					
3.1	Inaugural Meeting	Committee and City Staff	TBD		
3.2	Review the process in which Certificates of Project Recognition are awarded.	Committee and City Staff	TBD		
3.3	Develop Annual Report to Council with attached Terms of Reference and 2021 Work Plan. Send Report to City Staff for inclusion on the Council Agenda. Review of Presentation for the Council Meeting, and identify attendees that could present at that meeting.	Committee and City Staff	February 2021		
3.4	Presentation to Council.	Chair and Staff Liaison	March 2021		



ADVISORY COMMITTEE TERMS OF REFERENCE

1. GENERAL INFORMATION

Advisory Committee Name:	Advisory Committee on Development Design
Meeting Frequency:	Weekly, as needed

The Advisory Committee on Development Design is an advisory committee of Council established in accordance with the *Community Charter* and “*City of Prince George Council Procedures Bylaw No. 8388, 2011*”.

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.



ADVISORY COMMITTEE TERMS OF REFERENCE

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.



ADVISORY COMMITTEE TERMS OF REFERENCE

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.



ADVISORY COMMITTEE TERMS OF REFERENCE

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.



ADVISORY COMMITTEE TERMS OF REFERENCE

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.



ADVISORY COMMITTEE TERMS OF REFERENCE

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.