

ADVISORY COMMITTEE ON DEVELOPMENT DESIGN

Minutes of the City of Prince George Advisory Committee on Development Design meeting, held in the, 2nd Floor Conference Room, City Hall, 1100 Patricia Boulevard, Prince George, BC, on April 18, 2018 at 12:00 p.m.

PRESENT:

Mr. Willy **Baldwin**; Ms. Lola-Dawn **Fennell**; Mr. Cory **Klein**; S/Cst. Fred **Greene**; Ms. Heather **Mitchell** <Alternate for Ms. Hillary **Morgan**>; Mr. Bruce **Johnston**; Mr. Lars **Lindstrom** <12:20 p.m. to 1:03 p.m.> and Ms. Kathleen **Petrovic** <Alternate for Ms. Ashley **Elliott**>.

IN ATTENDANCE:

Ms. Nicole **Fraser**, Planner/Staff Liaison; Ms. Maureen **Connelly**, Manager of Legislative Services <12:05 p.m. to 12:40 p.m.>; and Ms. Leslie **Jackson**, Legislative Coordinator.

A. Commencement

The meeting was called to order at 12:05 p.m.

A roundtable of introductions was conducted to introduce new members to the Committee.

B. New Business

B.1 Inaugural Meeting Business

Ms. Jackson and Ms. Connelly provided a PowerPoint presentation regarding the Committees, Commissions and Boards Procedures Manual including information on meeting procedure, committee member responsibilities and timelines for agenda preparation and distribution.

Adoption of Agenda

Moved by Ms. Petrovic, seconded by Mr. Klein, that the agenda for the April 18, 2018 Advisory Committee on Development Design, BE ADOPTED.

Carried Unanimously

Adoption of Minutes

Moved by Mr. Klein, seconded by Ms. Petrovic, that the Advisory Committee on Development Design minutes from the meeting held March 21, 2018 BE ADOPTED.

Carried Unanimously

2018 Meeting Schedule

Discussion commenced regarding the meeting schedule for the Committee for the duration of the term ending March 31, 2019.

Moved by Mr. Johnston, seconded by Ms. Fennell, that Wednesdays from 12:00 p.m. to 1:30 p.m. BE SCHEDULED as the regular meeting date and time for the Advisory Committee on Development Design beginning April 18, 2018 and ending March 31, 2019.

Carried Unanimously

Election of the Chair and Vice-Chair

Mr. Baldwin nominated Mr. Johnston for the position of Chair of the Advisory Committee on Development Design for the term beginning April 18, 2018 and ending March 31, 2019. Mr. Johnston accepted the nomination. No further nominations were made. Mr. Johnston was appointed Chair by acclamation.

Moved by Mr. Baldwin, seconded by Mr. Klein, that Mr. Bruce Johnston BE NAMED Chair for the Advisory Committee on Development Design for the term beginning April 18, 2018 and ending March 31, 2019.

Carried Unanimously

Mr. Baldwin expressed interest in allowing his name to stand for the position of Vice-Chair of the Advisory Committee on Development Design for the term beginning April 18, 2018 and ending March 31, 2019. No further nominations were made. Mr. Baldwin was appointed Vice-Chair by acclamation.

Moved by Mr. Johnston, seconded by Mr. Lindstrom, that Mr. Willy Baldwin BE NAMED Chair for the Advisory Committee on Development Design for the term beginning April 18, 2018 and ending March 31, 2019.

Carried Unanimously

Ms. Connelly exited the 2nd Floor Conference Room at 12:40 p.m.

B.2 Review of Terms of Reference / Scope of the Committee

Ms. Fraser reviewed the Committee’s Terms of Reference and mandate of the Committee.

Discussion commenced. Ms. Fraser will assemble packages for distribution to the new committee members including information on Development Permits checklists, area maps, and landscaping and parking requirements.

Discussion commenced regarding the scope of the Committee. Ms. Fraser noted that recommendations of the committee to applicants should be limited to the exterior of the building only.

B.3 Review of the 2018 Work Plan

Ms. Fraser reviewed the 2018 Work Plan previously approved by Council at the March 12, 2018 regular Council meeting. All committee members are encouraged to consider any education opportunities they may be interested in receiving at future committee meetings.

B.4 Student Presentation Proposal

Ms. Fraser inquired with the committee if they would be interested in having students from the Environmental Planning class at the University of Northern British Columbia attend future meetings to present projects on which they have been working. There were no objections from the committee.

E. Adjournment

THE ADVISORY COMMITTEE ON DEVELOPMENT DESIGN MEETING ADJOURNED AT 1:03 p.m.

Mr. Bruce Johnston, Chair

Ms. Leslie Jackson, Legislative Coordinator

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