

Development Process Improvement Advisory Committee

Purpose

The Development Process Improvement Advisory Committee's (DPIAC) mandate is to provide advice and assistance to Council and staff as the Development Services Department look to update bylaws, processes and procedures as they relate planning, development and construction in the community in accordance with the scope and objectives listed below.

Scope and Objectives

The DPIAC will:

- Make recommendations on District policies, procedures and bylaws that affect development, such as: application fees, development charges, servicing standards and other land use and building regulations;
- Review matters affecting the policies and procedures of the Development Services Department, regarding development procedures and processes, based on workplans and priorities;
- As directed by Council or requested by staff, providing development industry perspective on existing or proposed provincial or federal policies that affect real estate development and providing advice to Council on the District's position in relation to such policies; and
- Reviewing development statistics and other indicators pertinent to the development industry, which will be provided by staff at each meeting, and should be disseminated back to member organizations; and
- other matters referred by Council.

Committee Priorities

Items to be addressed by the committee will be informed by the annual workplan for the Development Services Department and priorities for implantation. It is recognized that work items may arise throughout the course of the year, and that additions to the work plan may be recommended by Council, staff, or the Committee itself.

Qualifications

The following are considered to be minimum qualifications to serve on the Committee:

- available to attend most DPIAC meetings;
- commitment to the DPIAC's objectives and Council's strategic priorities;
- Membership of the committee will include a range of professionals, industry stakeholders and residents to create a wide variety, but relevant group to provide valuable feedback and advice to staff and Council, as various process improvement, regulatory changes and operational initiatives move forward; and

access to a computer and email address in order to participate electronically in meetings and to receive and respond to communications and information including meeting packages.

Membership

The Committee will consist of a maximum of eleven (11) members; including nine (9) voting members and two (2) non-voting members appointed; or as otherwise directed by Council, who shall serve without compensation as follows:

- nine (9) citizen representatives (could include a mix of the following):
 - Canadian Home Builders Association Representative
 - Chamber of Commerce Representative
 - Development Community Representatives (Developers, Real Estate industry, etc.)
 - Design Industry Representatives (Engineer, Architect, Designer, etc.)
 - Business owner representatives
 - Financial Institution representative
 - Urban Development Institute
 - Members of the community based on their knowledge or interest in the development process;
- two (2) council member (non-voting); and one (1) council alternate (non-voting).

Additional 'resource persons' (District staff, representatives of key agencies, or subject experts) related to the committee mandate may be called on an as-needed basis to attend meetings from time to time, to assist the Committee in achieving their objectives.

Term

Members shall be appointed by Council resolution to a term of two (2) years. All terms will expire on March 31st; appointments made partway through a year will be in effect until the end of the term. Members may reapply to serve more than one term.

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is authorized by resolution of the Committee (i.e. due to illness or other unavoidable absence).

Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon providing written notice to the Corporate Officer and staff liaison.

Meeting procedures

Each year, the Committee shall choose a Chairperson to preside over its meetings. The Committee shall also choose a Vice-Chairperson, to preside in the absence of the Chairperson.

The Committee shall meet as required to achieve the scope and objectives and/or as necessary if there are matters to be considered or as referrals from Council or staff may require. The schedule of the Committee is to be determined at the first meeting of each year, in accordance with the Council Procedure Bylaw and must be submitted to the Corporate Services Department for public posting and inspection.

The Committee will recognize that each meeting requires significant commitment of staff resources and meetings should therefore be held when there are clear items of business to address in accordance with the scope and objectives.

The Director of Development Services or designate, in consultation with the Chair, will determine the agenda items. Agendas will be prepared by the recording secretary and are to be forwarded to Committee members as well as to the Corporate Services Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

A quorum shall be a majority of all Committee members.

Minutes of meetings of the Committee shall be prepared by the Recording Secretary (who will be provided by the District) and approved by the Committee.

Minutes of the meetings are to be forwarded to the Corporate Services Department at Municipal Hall for safekeeping and will be available for public inspection.

All Committee proceedings shall adhere to Council Procedure Bylaw, as amended.

Conflict of Interest

If a Committee member attending a meeting considers that they are not entitled to participate in the discussion of a matter or to vote on a question in respect of a matter because the member has a direct or indirect pecuniary interest in the matter, or for any reason, the member must declare this and state the general nature of why he or she considers this to be the case and immediately leave the meeting or part of the meeting during which the matter is under consideration.

The member's declaration must be recorded in the minutes, and the Committee member must not attempt in any way, whether before, during or after the meeting to influence the voting on any question in respect to the matter.

Staff Support

A staff member(s) from Development Services will act as the staff liaison, attend meetings in a resource capacity, book the meeting room, act as the Recording Secretary by assisting in the preparation of agendas and minutes and forward recommendations to Council.

Authority

(Select Committee – Advisory Committee)

Section 142 (1) of the Community Charter states the "A council may establish and appoint a select committee to consider or inquire into any matter and to report its findings and opinion to the council." (2) This Committee is a select committee appointed by Council; and (3) The proceedings of the Committee are to be conducted in public unless the subject matter being considered falls within an applicable subsection of Section 90 of the Community Charter.

Amendments/Reviews

Date of Council Consideration	Resolution/Report	Description

Adopted: May 15, 2023