



Terms of Reference Development Process Improvement Advisory Committee

Purpose

The Development Process Improvement Advisory Committee's 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.

Objectives

Specific responsibilities of the Committee include, but are not limited to, the following:

- 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.

Committee Priorities

Items to be addressed by the committee will be informed by the annual workplan for the Development Services Department and priorities for implementation. 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.

Membership

The Committee will consist of: a maximum of nine (9) citizen representatives (who shall serve without compensation) appointed or as otherwise directed by Council; two (2) Council members; one (1) Council alternate; the Director of Development Services and the Chief Administrative Officer, for a total of up to thirteen (13) members.

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.

Representatives could include a mix of the following, all of which would be appointed by Council:

- 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

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, in an effort to assist the Committee in achieving their objectives.

Term

Members shall be appointed by Council resolution to a two-year term.

If a committee member is continuously absent from committee meetings for a period of three (3) consecutive regularly scheduled meetings, unless the absence is because of illness or with the leave of the committee members, the member's appointment will be deemed vacant and a new volunteer will be appointed.

Meeting Procedures

The Director of Development Services shall act as Chairperson of the committee. The Committee shall choose a Recording Secretary, and a Vice-Chairperson to preside in the absence of the Chairperson.

The committee shall meet on a regular basis, but not less than four (4) times per year. All meetings are to be held at the call of the Chairperson.

A quorum shall be a majority of the Committee. The Development Process Improvement Advisory Committee will vote on any issues requiring direction to Council or staff.

Minutes of meetings of the Committee shall be prepared by the Recording Secretary, and approved by the Committee. Minutes are to be forwarded to the Administration Department at Municipal Hall for safekeeping, and will be available for public inspection.

Agendas shall be prepared by the Chairperson. Agendas are to be forwarded to Committee members as well as to the Administration Department a minimum of three (3) days prior to the meeting for public posting. All meetings are open to the public.

All Committee proceedings shall adhere to Council Procedure Bylaw 2000-156, Part 8 – Committees and Part 9 – Commissions as amended.

Staff Support

The role of the Director of Development Services and Chief Administrative Officer in supporting the Committee includes:

- Booking meeting rooms and other needed resources;
- Providing information and professional advice;
- Requesting additional staff support/attendance as needed;
- Developing and distributing agendas;
- Promoting effective committee functioning;

- Ensuring Committee recommendations are communicated to Council;
- Ensuring follow up to action items produced at committee meetings; and
- Providing orientation to the work and role of the committee to new members.

Adopted: October 28, 2019