

DATE OF MEETING December 7, 2020

AUTHORED BY SKY SNELGROVE, STENO COORDINATOR AND DEPUTY CORPORATE OFFICER

SUBJECT **2021 DESIGN ADVISORY PANEL KEY DATE CALENDAR**

## **OVERVIEW**

### **Purpose of Report**

To request that Council approve the proposed 2021 Design Advisory Panel key date calendar.

### **Recommendation**

That Council approve the 2021 Design Advisory Panel key date calendar as presented.

## **BACKGROUND**

The Design Advisory Panel (DAP) serves as an advisory body to Council responsible for reviewing form and character development permit applications and to provide recommendations to Staff in its negotiations with applicants. Councillor Brown is the current Council representative and Councillor Hemmens the alternate, with appointments expiring 2021-FEB-23.

Each year committee calendars for the following year are prepared and presented to Council for approval. The 2021 Design Advisory Panel calendar (Attachment A) has been prepared based on the DAP Mandate and Objectives (Attachment B). The Mandate and Objectives set out the schedule with meetings held on the second and fourth Thursdays of the month from 5:00 p.m. to 7:00 p.m. in the Boardroom, Service and Resource Centre. In accordance with "Council Procedure Bylaw 2018 No. 7272" where Council meetings are not to be held in August, DAP meetings have not been scheduled. Meetings will be conducted over Zoom while the pandemic is ongoing with the Chair and staff liaisons attending in person.

The Design Advisory Panel considered the draft calendar at their November 12, 2020 meeting and recommended it proceed to Council for approval.

## **DISCUSSION**

Council is requested to approve the draft 2021 Design Advisory Panel Key Date Calendar. If special meetings are needed or scheduled meetings need to be cancelled, the calendar will be updated as necessary.

## **OPTIONS**

1. That Council approve the 2021 Design Advisory Panel key date calendar as presented.
  - The advantages of this option: The draft calendar aligns with the schedule in the approved mandate and objectives. Resources have been booked in anticipation of the calendar being approved.
  - The disadvantages of this option: Council may want to hold DAP meetings on an alternate day.
  - Financial Implications: Meeting costs are minimal and are related to Zoom licencing fees.
  
2. That Council direct changes be made to the 2021 Design Advisory Panel key date calendar.
  - The advantages of this option: Council could provide input into the meeting schedule.
  - The disadvantages of this option: Any changes to the meeting day may require an amendment to the Mandate and Objectives. Meeting resources have been booked.
  - Financial Implications: Dependent on direction provided.

## **SUMMARY POINTS**

- Council is requested to approve the 2021 Design Advisory Panel key date calendar.
- Meetings will be held on the second and fourth Thursdays of the month from 5:00 p.m. to 7:00 p.m. over Zoom.

## **ATTACHMENTS:**

Attachment A: Draft 2021 Design Advisory Panel key date calendar

Attachment B: Design Advisory Panel Mandate and Objectives

### **Submitted by:**

Sheila Gurrie  
Director, Legislative Services

### **Concurrence by:**

Lainya Rowett,  
Manager, Current Planning