A REGULAR COUNCIL MEETING WILL BE HELD 
IN THE MUNICIPAL COUNCIL CHAMBERS 
ON MONDAY, AUGUST 27, 2018 AT 7:30 P.M. 

AGENDA

CALL MEETING TO ORDER:

7:00 P.M. 
RESOLUTION TO MOVE INTO IN-CAMERA AND CLOSE THE MEETING TO THE PUBLIC PURSUANT TO DIVISION 3, SECTION 90(1) (e) OF THE COMMUNITY CHARTER (to discuss matters relating to land).

7:30 PM - REGULAR MEETING

ADDENDUM:

DELEGATIONS OR GUESTS: 
Mo Takhar – Recognition of Service

MINUTES: 
Regular Council Meeting, August 13, 2018

BUSINESS ARISING FROM THE MINUTES (OLD BUSINESS):

CORRESPONDENCE: 
Mo Takhar – Recognition of Service

RESOLUTION TO MOVE INTO COMMITTEE OF THE WHOLE

COMMITTEE OF THE WHOLE – DEVELOPMENT SERVICES COMPONENT: 
1. Downtown Action Plan and Urban Design Guidelines

COMMITTEE REPORTS: 
Committee of the Whole (Development Services Component), August 27, 2018 (verbal)

COMMITTEE REPORTS (FOR INFORMATION ONLY): 
Committee of the Whole (Development Services Component), August 13, 2018

SPECIAL REPORTS: 
Memo – Corporate Administrator, Amendment to City of Terrace Management Staff Bylaw No. 1900-2007 
Memo – Director of Finance, Municipal Insurance Association: 2018 Voting Delegates 
Safe Needle Disposal Task Force Minutes, August 1, 2018

BYLAWS: 
City of Terrace Management Staff Bylaw Amendment Bylaw, Project No. ADP-02-1809 
(First, Second, and Third Reading)

*Official Community Plan Amendment (Downtown Action Plan) Bylaw, Project No. ADP-02-1810 
(First and Second Reading)

NEW BUSINESS FROM COUNCIL: 
Regional District of Kitimat-Stikine Report
REPORTS ON COUNCIL ACTIVITIES:

REPORT FROM IN-CAMERA:

QUESTIONS FROM THE MEDIA AND AUDIENCE:

Heather Avison
Deputy Clerk

*Pending Recommendation from the August 27, 2018 Development Services Component of the Committee of the Whole.
MINUTES OF THE REGULAR COUNCIL MEETING
HELD IN THE MUNICIPAL COUNCIL CHAMBERS ON
MONDAY, AUGUST 13, 2018 AT 7:30 P.M.

Mayor C. Leclerc presided. Councillors present were
S. Bujtas, L. Christiansen, J. Cordeiro, B. Downie, M.
Prevost, and S. Tyers (via telephone). Also in
attendance were H. Avison, Chief Administrative
Officer, D. Block, Director of Development Services,
A. Thompson, Clerk, and A. Poole, Executive
Assistant.

MOVE TO IN-CAMERA
SPECIAL COUNCIL:

Meeting Called to Order at
7:15 p.m. – Move to In-
Camera Special Council
(No. 286)

MOVED/SECONDED to move In-Camera and close
the meeting to the public pursuant to Division 3,
Section 90(1) (k) of the Community Charter (to
discuss matters relating to negotiations of a
municipal service).

Carried Unanimously.

REGULAR MEETING:

Mayor Leclerc acknowledged that the meeting was
being held on the traditional unceded territory of the
Tsimshian First Nation. She also advised that Council
agendas and minutes are available for viewing on the
City’s home page at www.terrace.ca, Council
meetings are webcast on the City’s website, and the
past minutes have been archived.

ADDENDUM:

There was no Addendum.

DELEGATIONS & GUESTS:

There were no Delegations or Guests.

MINUTES:

Regular Council Minutes,
July 23, 2018

(No. 289)

MOVED/SECONDED that the Regular Council Minutes
of July 23, 2018 be adopted as read on this day and
that such Minutes as read set out all the business
before Council that day and fully and properly record
all of the resolutions and bylaws passed and adopted
by Council at that meeting.

Carried Unanimously.
BUSINESS ARISING FROM THE MINUTES (OLD BUSINESS):

There was no Old Business.

CORRESPONDENCE:

There was no Correspondence.

CONVENE INTO COMMITTEE OF THE WHOLE:

MOVED/SECONDED that the August 13, 2018 Regular Council Meeting convene into Committee of the Whole.

(No. 290) Carried Unanimously.

Committee of the Whole Development Services Component August 13, 2018

The following items were discussed at the August 13, 2018 Development Services Component of the Committee of the Whole:

1. CANNABIS LEGALIZATION – CITY OF TERRACE BYLAW AMENDMENTS

2. DEVELOPMENT VARIANCE PERMIT NO. 09-2018 – GALAXIE SIGNS (4600 LAZELLE AVENUE)

COMMITTEE REPORTS:

It was recommended that the Committee now rise and report.

Committee of the Whole Development Services Component August 13, 2018

(No. 291) MOVED/SECONDED that the August 13, 2018 Development Services Component of the Committee of the Whole report be adopted with the following recommendations:

1. CANNABIS LEGALIZATION – CITY OF TERRACE BYLAW AMENDMENTS

It was recommended that the bylaw to amend Zoning Bylaw No. 2069-2014 to include the definition of and regulations for "Storefront Cannabis Retail Sales" and add "Storefront Cannabis Retail Sales" as a permitted use for properties zoned: C1 Central Business Commercial, C1-A Urban Commercial, C2 Shopping Centre Commercial and C7 Downtown Cultural proceed to Council for consideration;
It was recommended that the bylaw to amend Zoning Bylaw Business Licence Bylaw No. 2112-2016 to include "Retail Use, Storefront Cannabis" as a Business Classification with an Annual Licence fee of $500.00 proceed to Council for consideration;

It was recommended that the bylaw to amend Parks and Public Places Bylaw No. 1942-2009 to include regulations regarding the Smoking and Vaping of Cannabis and Tobacco in outdoor public places proceed to Council for consideration; and

It was recommended that the bylaw to amend Ticket Information Utilization Bylaw No. 1827-2005, Schedule "11" to include a fine of $200.00 for the Smoking or Vaping of Cannabis and Tobacco in Parks and Public Spaces proceed to Council for consideration.

2. DEVELOPMENT VARIANCE PERMIT NO. 09-2018 – GALAXIE SIGNS (4600 LAZELLE AVENUE)

It was recommended that the City issue Development Variance Permit No. 09-2018 for the property located at 4600 Lazelle Avenue (Lot 1, District Lot 361, Range 5, Coast District, Plan EPP70954), including the following variances:

- To vary Section 3.7.1 of Sign Bylaw 2102-2016 and amendments thereto to allow a ground sign to be located 1.0 metre from the curb of a vehicle entrance; and

- To vary Section 3.7.2 of Sign Bylaw 2102-2016 and amendments thereto to permit the placement of a Ground Sign that does not maintain a clear view between heights of 1.2 metres and 3.0 metres within the 6 metre sightline area at the intersection of a vehicle entrance and a property line.

Carried Unanimously.
Committee of the Whole  
August 1, 2018
(No. 292)

MOVED/SECONDED that the August 1, 2018 Committee of the Whole report be adopted with the following recommendation:

1. LNG CANADA PROJECT UPDATE

There were no recommendations.

Carried Unanimously.

SPECIAL REPORTS:

Memo – Terrace & District Victim Assistance Program, Quarterly Activity Report (April to June 2018)
(No. 293)

MOVED/SECONDED that the Terrace & District Victim Assistance Program Quarterly Activity Report (April to June 2018) be received.

Carried Unanimously.

Memo – Building Inspector, July 2018 Building Synopsis
(No. 294)

MOVED/SECONDED that the July 2018 Building Synopsis be received for information.

Carried Unanimously.

BYLAWS:

Zoning Amendment Bylaw Project No. ADP-02-1805 (First and Second Reading)
(No. 295)

MOVED/SECONDED that Zoning Amendment Bylaw Project No. ADP-02-1805 be read by title only and passed in its first and second reading.

Carried Unanimously.

Business Licence Amendment Bylaw Project No. ADP-02-1806 (First, Second, and Third Reading)
(No. 296)

MOVED/SECONDED that Business Licence Amendment Bylaw Project No. ADP-02-1806 be read by title only and passed in its first, second, and third reading.

Carried Unanimously.

Parks and Public Places Amendment Bylaw Project No. ADP-02-1807 (First, Second, and Third Reading)
(No. 297)

MOVED/SECONDED that Parks and Public Places Amendment Bylaw Project No. ADP-02-1807 be read by title only and passed in its first, second, and third reading.

Carried Unanimously.
MOVED/SECONDED that Ticket Information Utilization Amendment (Schedule Update) Bylaw Project No. ADP-02-1808 be read by title only and passed in its first, second, and third reading. Carried Unanimously.

(No. 298)

NEW BUSINESS FROM COUNCIL:

Regional District of Kitimat-Stikine Report
There was no report on the Regional District of Kitimat-Stikine.

REPORTS ON COUNCIL ACTIVITIES:

Councillor Bujtas
Councillor Bujtas reported on Riverboat Days, the Terrace Beautification Society meeting, and the Skeena Salmon Arts Festival.

Councillor Cordeiro
Councillor Cordeiro reported on the City Council Pancake Breakfast at Riverboat Days.

Councillor Downie
Councillor Downie reported on Riverboat Days and the Riverboat Days Society.

Councillor Christiansen
Councillor Christiansen reported on Riverboat Days.

Councillor Prevost
Councillor Prevost reported on the Riverboat Days Opening Ceremonies.

Councillor Tyers
Councillor Tyers reported on the Rapid Response to Homelessness Ground Breaking Ceremony, the Telegraph Creek forest fires, the upcoming BBQ fundraiser at City Hall, and Riverboat Days.

Mayor Leclerc
Mayor Leclerc thanked the RCMP for their service during Riverboat Days, the Skeena Salmon Art Festival, the Riverboat Days Society, the upcoming BBQ fundraiser at City Hall, and the Mills Memorial Hospital Redevelopment Advisory Committee.
The CAO presented a letter received from Northern Health requesting a representative be appointed to the Mills Memorial Hospital Redevelopment Advisory Committee and reported that Mayor Leclerc was appointed to be the City representative.

MOVED/SECONDED that the report on the Mills Memorial Hospital Redevelopment Advisory Committee be received for information.

Carried Unanimously.

There were no items released from In-Camera status.

There were two questions from the Media and three questions from the Audience.

MOVED/SECONDED that the August 13, 2018 Regular Meeting of Council be now adjourned and that Council move to In-Camera to the public pursuant to Division 3, Section 90(1) (k) of the Community Charter to discuss matters relating to negotiations of a municipal service.

Carried Unanimously.

The meeting adjourned 8:45 p.m.

CERTIFIED CORRECT:

Mayor

Clerk
CITY OF TERRACE

DEVELOPMENT SERVICES COMPONENT

OF THE COMMITTEE OF THE WHOLE REPORT

MEMO: Heather Avison, CAO for Committee of the Whole
FROM: David Block, Director of Development Services
DATE: August 27, 2018
SUBJ: Downtown Action Plan and Urban Design Guidelines

RECOMMENDATION:

It is recommended that, that Council consider 1st and 2nd readings of a Bylaw to amend the Official Community Plan, Bylaw No. 2142-2018, by removing Appendix C “Downtown Design Guidelines” and Appendix G “Downtown Plan” and replacing them with Appendix C “Downtown Action Plan and Urban Design Guidelines” and renumbering Appendix H as Appendix G.

BACKGROUND:

A new Downtown Action Plan and Urban Design Guidelines for the City of Terrace has been prepared for Council to consider for adoption. This planning process was initiated in early 2018 to review and update the Downtown Plan and Downtown Design Guidelines appendices documents within the Official Community Plan (OCP).

This new document replaces a downtown plan that was most recently updated in 2008 and the 1999 design guidelines. In addition, this update to the downtown plan and design guidelines was prompted by the recent adoption of the Official Community Plan (2018), completion of Downtown Parking Study (2017), Transportation Master Plan (2017), Economic Development Strategy (2016), Parks and Recreation Master Plan (2016) and an updated Zoning Bylaw (2014).

The Development Services Department, with support from MODUS Consulting, initiated a comprehensive public consultation process beginning in February 2018. Consultation included engaging community residents and stakeholders in a counter top campaign, pop-up booths at various downtown locations in February, a two day workshop held March 6th and 7th, a public open house on June 21st and a presentation of the draft document to Terrace City Council and members of the Kitselas and Kitsumkalum First Nations on July 10th.
Some of the highlights of the Downtown Plan include:

- Creation of five fundamentals that should be supported by all development applications within the downtown. These high level objectives emphasize the most important considerations for new downtown developments.
  - The five Fundamental are:
    - Complete Downtown – Services and Precincts
    - Living in the City – Housing and Community
    - People First – Movement and Gathering
    - A Green Heart – Connection and Health
    - Arts and Culture – Identity and Diversity
- Ten Big Moves, a series of projects that could be initiated to assist as a catalyst to create a more dynamic downtown.

The Urban Design Guidelines are a guide to actions and improvements within the downtown, specifically related to the form and character of development. They include general guidelines that are a higher level approach to design that span both the public and private realm. The public realm guidelines provide a vision for the public and pedestrian realm which includes streets, boulevards, parks, plazas and trails. The private realm guidelines are intended to provide developers a framework to create a welcoming and successful downtown.

Following approval of 1st and 2nd readings of the Bylaw a formal consultation and circulation period will be undertaken.

The Section 475 of the Local Government Act, requires that in addition to a public hearing to amended the OCP, a municipality should specifically consider whether consultation is required with adjacent Regional Districts, School Boards, local First Nations and Provincial and Federal government agencies. The Downtown Action Plan and Urban Design Guidelines do not apply to any Agriculture Reserve Lands therefore consultation with the Agricultural Land Commission is not required.

Due to the fact that consultation has been ongoing and has already occurred with several agencies, organizations, First Nations and key stakeholders, and as the downtown plan and design guidelines are only concerned with the downtown core of the community, which is not adjacent other jurisdictional boundaries, staff is recommending an information letter be sent to the following agencies.

- Regional District of Kitimat-Stikine
- Ministry of Transportation

A public hearing will be scheduled for September 27, 2018. Community residents and stakeholders will have additional opportunity to comment at the public hearing prior to 3rd reading and adoption of the Bylaw being considered by Council. Staff will post the
final draft of the Downtown Action Plan and Urban Design Guidelines on our website and on social media. Comments and input received from residents, community stakeholders and through the formal circulation process will be considered and if warranted the Downtown Action Plan and Urban Design Guidelines may be amended prior to 3rd reading.

Prepared by - Ken Newman, Planner III

Submitted by -
David Block, Dir. of Development Services

Approved for Submission to Council

DB/dk
CITY OF TERRACE

BYLAW NO. – 2018

"A BYLAW OF THE CITY OF TERRACE TO AMEND THE OFFICIAL COMMUNITY PLAN BYLAW NO. 2142-2018, AND AMENDMENTS THERETO BY ADDING "DOWNTOWN ACTION PLAN AND URBAN DESIGN GUIDELINES" TO THE OFFICIAL COMMUNITY PLAN.

WHEREAS the Municipal Council of the City of Terrace has adopted Official Community Plan Bylaw No. 2142-2018, and amendments thereto;

NOW THEREFORE, the Municipal Council of the City of Terrace, in open meeting assembled, hereby enacts as follows:


2.0 Amend the list of appendices to the Official Community Plan as follows:

   1) Appendix H - “Keith Estates Neighbourhood Concept Plan” to be renumbered as Appendix G - “Keith Estates Neighbourhood Concept Plan”

This Bylaw may be cited, for all purposes, as "Official Community Plan Amendment (Downtown Action Plan) Bylaw No. – 2018."

READ a first time this day of , 2018.

READ a second time this day of , 2018.

PUBLIC HEARING HELD this day of , 2018.

READ a third time this day of , 2018.

ADOPTED this day of , 2018.

Mayor

Clerk
Co-created as part of a multi-day public workshop, the Terrace Downtown Master Plan Concept presents a vision for how growth and development in Downtown Terrace can build on current strengths to create a more lively and walkable community. This concept is further detailed in the following plan, including “Fundamentals”, “Big Moves” and design guidelines.
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I

INTRODUCTION

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this place called terrace

Situated on a wide bow at the confluence of the Kitsumkalum and Skeena rivers, and occupying a wide valley and series of stepped terraces and foothills, Terrace is situated on the traditional land of the Tsimshian Nation – including the Kitselas and Kitsumkalum First Nation communities – who have accessed these lands and waters as a way of life for millennia.

As a milestone of European settlement, steam powered riverboats began navigating as far north as the Skeena River as early as the mid 1860’s and in 1866 the Mumford (a sternwheeler steamboat) arrived to Terrace as a supply ship for efforts to construct a telegraph line.

Over the following decades, a growing fishing industry and several gold rushes saw increased interest in land prospecting and in 1905, Ontario-born George Little arrived to the Skeena River Valley. Often referred to as the “founder of Terrace,” Little received a preemption of a large land area and later donated land to the Grand Trunk Pacific Railway for the station stop. Initially proposed to be named “Littleton,” it was later changed to “Terrace,” in reference to the local river valley landforms and the traditional Tsimshian name for the area.

With the arrival of rail in 1914, a more reliable systems of transportation linked Terrace eastward to “Fort George” and Edmonton via the Grand Trunk Pacific Railway. Soon thereafter, the Old Skeena Bridge was built in 1925 and still stands today as a powerful experiential landmark upon arrival to Terrace. The 1940’s and 50’s witnessed the growth of the highway system (as part of the Canadian military effort during World War II) and downtown Terrace felt the first effects of the automobile on the downtown. Just two decades later, the highway bypass was completed and the growth of highway-oriented commercial has stimulated additional growth south of the rail.

This brief history highlights a strong theme of confluence – of coming together – in the identity of Terrace; it reveals the extent to which transportation – from river, to rail to highway – has shaped the physical location and extent of this community; and it highlights the challenges of how these physical pathways can also serve to disperse the focus and vitality of a downtown. Together, these themes of confluence and comfort, movement and place also define the most critical opportunities and constraints shaping the success of Downtown Terrace.
climate

Terrace is located near the ocean, and this proximity (approximately 60 kilometres), along with the low altitude (60 metres), and its location within the shelter of the Coast Mountains has created a natural “greenhouse” effect and a relatively moderate climate. Rainfall is less than half of that found on the coast (averaging 956mm yearly) and temperatures are moderate when compared to temperature extremes found more inland. Summer temperatures average 18C while winter temperatures average -3C, with an average annual snowfall of 204cm.

Effective weather protection and climate-sensitive or “winter city” urban design is an important factor affecting not only pedestrian movement and public amenity within the downtown, but also the overall character of downtown buildings and the streetscape. Accordingly, building and streetscape design – and the consideration of winter weather, Arctic outflow winds and precipitation – should be integrated so as to not detract from the overall quality and character of the downtown.

process

The City has invested significant resources into updated planning policy with a sustainability focus, including the updates to the Official Community Plan (OCP) and Zoning Bylaw, prompted by anticipated growth generated by regional industrial activity. The update of the Downtown Action Plan and Urban Design Guidelines was informed both by digital (online) and in-person engagement involving staff, council, stakeholders and the public – with particular focus on a 2-day intensive workshop. Other components of the engagement process included:

- Wayblaze online ideas campaign (Jan - Jun 2018)
- Countertop Valentine campaign (Feb 2018)
- Two Staff-led pop ups (Feb 12th & Feb 16th 2018)
- 2- day intensive workshop, w/ walking tour, stakeholder workshops, evening presentations with Q&A and small group discussions (Mar 6-7, 2018)
- Open House (Jun 21, 2018)
- Presentation to City Council & Kitsumkalum and Kitselas First Nations (Jul 10, 2018)
Introduction

The idea of what a downtown is and the role it plays in a city has evolved over the years. Many cities across Canada and around North America have witnessed the gradual decline of their downtowns as government policies incentivized outward growth, auto-oriented development patterns dominated the landscape, and suburban living enticed residents with ample free parking and large format shopping malls. Downtowns and urban centres became a shell of what they once were with minimal services and overwhelming lack of life and energy.

The evolution of Terrace’s built environment has been strongly influenced by shifts in transportation and related land-use, from rail, to the highway and highway bypass. Each epoch dispersed the growth of commercial services (shown in red), further developed auto-oriented patterns of use and challenged opportunities to emphasize, compact walkable urban development.

Fortunately, this trend has slowly begun to shift over the past two decades largely as a result of community preferences and lifestyle choices. Cities, large and small, have reinvested in the future of their downtowns and have implemented plans to revitalize, grow, and reimagine walkable downtowns. As the birthplace of many cities, downtown areas are typically home to the oldest neighbourhoods in a city and often contain historic local landmarks and diverse architectural heritage. Cities have rediscovered the value of maintaining a vibrant downtown and reconnected with their downtowns as a strong symbol of community, history, commerce, and the heart of the community.

As a result, downtowns are now more livable, complete communities that incorporate a mix of uses and prioritize walkability, cycling and transit use. The increasing desire to live downtown is also driven by a growing preference to live closer to work and have the ability to walk to local services, restaurants, entertainment, and recreational areas.

Downtown Terrace has the potential to reinforce itself as the heart of the city. The Downtown Action Plan for Terrace provides a roadmap for this future: framed by Five Fundamentals (for downtown revitalization) and implemented through the Ten Big Moves, the Plan is bold in its vision and contains Urban Design Guidelines – including general strategies and recommendations for built form and the public realm – to ensure incremental growth and development proceeds accordingly.
applicability & intent

Downtowns play an important role as the literal or symbolic heart of a city where commercial, cultural, employment, and civic activities are often concentrated. Often the most visible indicator of community pride, downtown environments reflect the economic and social health of a city or region.

The overall intent of the Downtown Action Plan (including the Ten Big Moves) and Urban Design Guidelines is to establish a vision for redevelopment and revitalization of Downtown Terrace. There is significant opportunity for growth and revitalization within Downtown Terrace, seizing upon existing strengths, including but not limited to:

- the pedestrian-friendly scale of buildings and walkable geographic extents;
- a logical and interconnected street network;
- a strong centralized City “core” as well as community and civic amenities;
- the available (infill) development parcels;
- a business improvement area managed by an active Terrace Downtown Improvement Area society;
- numerous other organizations highly invested and committed to improving the downtown including the local Chamber of Commerce and the Greater Terrace Beautification Society.

Taken together, the Downtown Action Plan explores a comprehensive and strategic vision for Downtown Terrace while guiding the form and character of future development in support of the Five Fundamentals for downtown revitalization.

This vision of downtown will be achieved through the incremental development of both private and public lands. This Plan and Urban Design Guidelines is an accessible and useable document providing direction to all parties involved in downtown redevelopment projects big and small - developers, City staff, City council, business owners, etc.

The Downtown Action Plan & Urban Design Guidelines relate to the development permit area identified in the Official Community Plan (OCP) as Downtown, identified on Schedule C - Development Permit Areas of the OCP. Development permits issued for these areas shall be consistent with this document.
area overview

The physical extents of Downtown Terrace - as shown above - incorporate approximately 30 blocks extending from the Canadian National Rail Right of Way (to the south) to George Little Park (in the north) and from Eby Street and City Hall (along the western edge) to the end of Legion Avenue (along the eastern edge). The Greater Downtown covers nearly 200 acres and is by all accounts quite walkable: a 2-block x 2-block, T-shaped “downtown core,” centered on the 4600 block of Lakelse Avenue, sits within a 5-10 minute walk of the entire downtown (as illustrated with the walking circles above).
Individual precincts are described in greater detail as the first of the Five Fundamentals (Section II), according to defining character, complimentary use(s) and design emphasis.

1. City Hall / Civic precinct
2. Civic Recreation precinct
3. Main Street Core
4. Downtown Core: Atwood Core – Lazelle Core – Kalum Station
5. Lazelle Village precinct
6. Lakelse West precinct
7. Park Avenue West precinct
8. Lakelse Gateway precinct
9. Riverside precinct
10. Incubator precinct
design review process

The flow chart below demonstrates the design review process by which Staff, Committee of the Whole and Council review applications within the Downtown Terrace Development Permit Area.

**Preliminary City Staff review**
- Application filed for Development Permit within Downtown Action Plan Area
  - City Staff review application against requirements (DP Regulations, Downtown Action Plan, Urban Design Guidelines)
    - compliance
    - does not comply
      - Proponent asked to revise application
  - Proponent asked to review outstanding items

**Committee of the Whole & Council**
- Staff Report to Committee of the Whole
  - Agency Referrals as required
    - Council Decision
      - Development Permit issued
      - Development Permit not issued
II

THE FIVE FUNDAMENTALS OF THE DOWNTOWN ACTION PLAN

FIVE FUNDAMENTALS........................................................................................................10

COMPLETE DOWNTOWN | Services & Precincts......................13

LIVING IN THE CITY | Housing & Community.....................15

PEOPLE FIRST | Movement & Gathering............................17

A GREEN HEART | Connection & Health...............................19

ARTS & CULTURE | Identity & Diversity.................................21
FIVE FUNDAMENTALS

The Five Fundamentals for downtown revitalization should be supported by all development applications within the Downtown.

These high level objectives were consolidated from existing policies, goals and objectives, revisited and refined through community dialogue and are presented in the following pages. Each of the Five Fundamentals presents a description of context/rationale and includes a “fundamentals checklists” to emphasize the most important considerations for new development within Downtown Terrace.

The Five Fundamentals also give context for the Ten Big Moves presented in Section III and the more specific Urban Design Guidelines as detailed in Section IV.
Ten Big Moves and specific Urban Design Guidelines apply the Five Fundamentals, illustrating the range of strategies including guidelines for development.

1 | COMPLETE DOWNTOWN
services & precincts

New development within Downtown Terrace should compliment and enhance existing services & character by defining and strengthening “precincts”

2 | LIVING IN THE CITY
housing & community

New development within Downtown Terrace should promote ground-oriented and mixed-use forms of housing

3 | PEOPLE FIRST
movement & gathering

New development within Downtown Terrace should prioritize pedestrian, connectivity, comfort, safety & accessibility

4 | A GREEN HEART
connection & health

New development within Downtown Terrace should protect and enhance natural assets and connectivity to trails

5 | ARTS & CULTURE
identity & diversity

New development within Downtown Terrace should seek to reveal and celebrate community identity & diversity
services & precincts

Part of bringing new life and energy into a downtown involves incorporating a mix of uses that support the development of a complete community within a compact, walkable environment. In addition to prioritizing the location of complimentary services and amenities within the downtown (to support existing businesses, residents and visitors) this first and most fundamental strategy acknowledges that, although downtowns are defined as a single area, they are invariably made up of several sub-areas or “precincts.” Identifying these “precincts” and cultivating the sub-cultures that self organize within them is essential to strengthening Downtown Terrace.

As a central strategy for downtown revitalization, the formal designation of “precincts” (refer to map on pp. 6-7) will help define and emphasize areas of the downtown with distinct characteristics for different activities and user groups (beyond commercial and retail offerings). With general uses, form and character that reinforce their own unique identity, individual precincts can better support community needs through the co-location of complimentary services. From an economic perspective, precincts leverage the strengths of economic clustering and can provide a framework to encourage, promote, and attract growth and cooperative innovation in the downtown. Precinct areas are most effective when they are understood as “parts of a whole.”
The designation of precincts (refer to map on pp. 6-7) will reinforce existing commercial success through clustering of uses and support for programming of activities and articulation of bold identifying features (materials and colours) to encourage a greater concentration of activity and use.

**City Hall / Civic Precinct** is defined by a strong street presence of City Hall and the Cenotaph Plaza and forms an intuitive gateway to downtown at the western terminus of Lakelse Avenue.

**Civic Recreation Precinct** is defined by the large public open space and recreational facilities of George Little Park, public library and art gallery, Sportsplex and Aquatic Centre. Spanning both sides of Kalum Street, this precinct also forms a northern gateway to the downtown and to the Terrace Mountain recreation area.

**Main Street Core Precinct** is defined by historical patterns of early downtown Terrace (circa 1900) and features small commercial storefronts along the 4600 block of Lakelse Avenue.

**Downtown Core: Atwood Core – Lazelle Core – Kalum Station Precincts** are defined by their close proximity to the Main Street Core. Infill strategies are encouraged.

**Lakelse West** is defined by larger scattered buildings to the north with varying setbacks and the stretch of Evergreens along the Skeena Mall parking edge.

**Lazelle Village Precinct** is defined by building sides and blank walls to the south and the Lazelle Plaza mall and its parking lot to the north.

**Park Avenue West Precinct** is characterized by longer block lengths (~400 m) and a mix of residential and commercial uses. Park Avenue east of Sparks Street is defined by commercial uses while west of Sparks is an area of historically single family residences transitioning to a mix of multi-family and commercial uses.

**Lakelse Gateway Precinct** is characterized by predominately residential uses (transitioning from single family to multi-family residential), except for the commercial uses on Lakelse Avenue. It is characterized by its intact urban forest canopy and proximity to Terrace Mountain.

**Riverside Precinct** is recognized for its proximity and opportunity for connection to the Skeena River (including the narrowest portion of the rail right-of-way) and currently features a number of recreational and entertainment uses.

**Incubator Precinct** designates the southeastern portion of the downtown for commercial uses, local production and ultra light manufacturing. Infill and eco-industrial networking is encouraged with a mix of these uses already existing.

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**FUNDAMENTAL CHECKLIST**

- Does the proposal add complimentary uses and/or essential services to enhance a more complete and walkable Downtown Terrace?

- Does the overall building form & character (e.g. building materials & colour, signage and/or open space programming and design) of the application strengthen and/or reinforce the existing and/or emerging identity of the precinct?
Introducing residential housing into the fabric of a downtown helps create a strong sense of community and can revitalize struggling areas or transform underutilized land.

Encouraging mixed use development contributes to a vibrant downtown and facilitates activity and social interaction both day and night. Mixed-use developments are characterized as pedestrian-friendly developments that blend two or more residential, commercial, cultural, institutional, and/or industrial uses. Increasing the number of people living in and around the downtown core also benefits local businesses as these residents are now within walking distance to downtown shops, restaurants, and services and are therefore more likely to patronize these businesses. A healthy and resilient city needs to provide diverse and affordable housing for its residents that reflects the needs of the community.

In addition to revitalizing downtowns with new life and activity, introducing residential uses helps address concerns around public safety and security. Having a concentration of people living within downtown creates increased activity levels and results in more eyes and ears on the street, extending a sense of ownership from residential and commercial areas into the public realm. The level of safety, both perceived and real, will increase as our downtown becomes more populated after working hours.
Encouraging more medium density ground-oriented housing also helps with safety concerns. Streets lined with continuous ground floor activity, services, and front doors create a more comfortable and safe walking environment with fewer zones of inactivity.

As more people live downtown, a “critical mass” of local residents will fundamentally shift attitudes towards it as the Downtown becomes home for increasing numbers of people. A greater sense of community and pride of ownership begin to develop.

Ground-oriented, small lot mixed use, commercial and residential development in Downtown Terrace will accomplish multiple urban design objectives, including: infill and street definition, “eyes on the street” and revitalization through increased commercial frequency of local shops and services.

**FUNDAMENTAL CHECKLIST**

- Does the proposal enhance the range of housing options within the downtown? Does the proposed residential program include rental, affordable and/or special needs housing alternatives?
- If the project includes low or medium density residential, are the housing units ground-oriented (i.e. does a door have direct outdoor access to a street or courtyard as opposed to a corridor)?
movement & gathering

Recognizing streets as so much more than a conduit for vehicle mobility, the fundamental strategy of “people first” emphasizes creating streets for people and promoting all forms of active transportation as a means to improve the health, vibrancy, and economic potential of Downtown Terrace. Streets are key community and public spaces that should be designed to create a welcoming environment that is accessible and safe for all people, regardless of age, gender, or physical ability.

While streets need to accommodate all modes of transportation (i.e. walking, biking, taking transit, automobiles), priority in downtown street design should be given to pedestrians and non-automobile mobility – vehicular lane widths become narrower, the traffic speed is reduced, and emphasis is placed on the relationship between building frontages and an active pedestrian realm.

Creating a safe and secure built environment for all members of the community is an important objective within the OCP. Crime Prevention Through Environmental Design (CPTED) Principles are strategies intended to reduce the perceived fear of crime and the opportunity to commit crimes. These principles, when applied with an inclusive lens, encourage pedestrian traffic through enhanced streetscape and supporting mixed use (residential) development in the downtown that increase “eyes on the street,” extending a sense of ownership from residential and commercial areas into the public realm.
In aggregate, the above measures provide greater opportunity to expand inviting and attractive public space in the Downtown, better suited to accommodate civic, community, and cultural festivals and/or seasonal events.

Finally, further commitment to ensuring equal access for all people who live, work or visit—regardless of ability—is a hallmark of a downtown where people are put first. The identification and removal of existing barriers (e.g. missing curb cuts and/or crosswalks, heavily weathered sidewalks) facing many residents is a priority in constructing and renovating public spaces and/or buildings that embrace inclusive design.

Does the street layout and design incorporate principles of universal design and improve pedestrian facilities (including walking and cycling infrastructure) within the Downtown, while providing for personal and commercial vehicle use?

Does the configuration of parking minimize surface parking along building frontages while supporting a “park-once” strategy (whereby interconnected pedestrian facilities provide functional and enjoyable linkages to multiple destinations)?

Does the design contribute to or improve the overall safety of the area?

Reconfiguration of surface parking to prioritize strong street definition with small shopfronts and mid-block pedestrian connections should define the pattern of infill (re)development throughout Downtown Terrace.

FUNDAMENTAL CHECKLIST

☐ Is the proposed residential, commercial or institutional development within a ten minute walk (approximately 800 metres) from the Downtown Core?

☐ Does the street layout and design incorporate principles of universal design and improve pedestrian facilities (including walking and cycling infrastructure) within the Downtown, while providing for personal and commercial vehicle use?

☐ Does the configuration of parking minimize surface parking along building frontages while supporting a “park-once” strategy (whereby interconnected pedestrian facilities provide functional and enjoyable linkages to multiple destinations)?

☐ Does the design contribute to or improve the overall safety of the area?
connection & health

Situated within the vast Skeena River Valley, Downtown Terrace is never far from the “great outdoors.” In addition to taking its name from the stepped landforms deposited by glaciers and carved by rivers, Terrace’s identity is closely tied to its connection to the larger landscape. Views to Terrace Mountain and Sleeping Beauty Mountain, among others, define the community and serve as powerful landmarks.

Connectivity is often associated with vehicle traffic and movement, but pedestrian connectivity and the quality of green spaces contribute significantly to the overall livability of a city and play an essential role in fostering a safe and accessible downtown. Public green spaces and improved pedestrian linkages create more functional, comfortable, and memorable connections throughout and within downtown. Providing efficient and attractive connections improves access for residents and visitors and actively encourages walking. At a larger scale, establishing a network of green connections and pedestrian linkages provides a recreational amenity as well as an alternative transportation option that encourages a healthy and active lifestyle. In addition to connections within downtown, connections need to be made to key recreational destinations and outdoor amenity areas, such as the Skeena River, Ferry Island, George Little Park, and Heritage Park.

Green spaces within the downtown—including the urban forest canopy—provide many benefits to a city and its residents. Culturally, trees stand testament to the history of a place: Terrace has a variety of heritage trees that can be found throughout the downtown and are officially recognized in the City of Terrace Urban Tree Inventory.
With respect to environmental health, the urban forest improves water and air quality by reducing and filtering stormwater while purifying the air and filtering particulates. From a health & comfort perspective, trees provide windbreaks during cold winter months and shade the summer sun, and are linked more generally to improved personal health and happiness levels. Finally, street trees create a natural buffer between pedestrians and vehicle traffic while helping calm traffic by reducing the perceived width of streets.

At a most basic level, consideration for sun angle in the design and programming of spaces is essential in maximizing comfort and passive heating and lighting. Street trees are a simple and effective tool for pedestrian safety and comfort.

**FUNDAMENTAL CHECKLIST**

- Are there any significant existing environmental features that are maintained or enhanced on the site (e.g., tree preservation or daylighting of a watercourse)?

- If the property is adjacent to existing park space, open space, paths or trails, is a visual and pedestrian connection provided? Does the proposal enhance the pedestrian trail network?

- Does the proposal enhance the urban forest through the allocation of adequate soil volume and/or planting of large and suitably adapted trees?

- Are significant mountain views preserved?
identity & diversity

Terrace is a special place with a deep and diverse history. Situated in the Skeena River Valley, it is the traditional territory of the Tsimshian Nation and home to many Indigenous people, and neighbours several Indigenous communities, including Kitsumkalum to the west; Gitselasu to the east; and the Nisga’a, to the north.

Arts, culture and heritage are integral to the life of a city. They help form narratives about community and place, to gather and connect to each other, and to preserve and challenge community identity. Art inspires, provokes connection and sparks joy. Nurturing arts and culture can respect the history of a place and contribute to a vibrant community.

As related to physical planning and design, built form character are important factors to consider in celebrating and reinforcing the identity of downtown Terrace. Scale, form, and character all contribute to a unique sense of place and can reinforce the identity and uniqueness of downtown Terrace. Consideration for artistic and cultural elements should inform (re)development within the downtown and should respect and reflect the deep history and diversity of the region.

More specifically, heritage preservation and cultural interpretation should continue to play a central role in the revitalization of Downtown Terrace. Opportunities to reveal and preserve connections to Terrace’s origins as a community include: preservation of heritage buildings and landscapes; public art & street furniture designs that reflect local identity; reinforcing physical/view connections to the river and terrace landforms; and supporting greater cultural interpretation with particular respect to First Nations communities.
Opportunities to improve facilities for arts & culture within the downtown are encouraged to include cultivation of local theatre and musical performance spaces, including exploration of partnerships with and/or programming in support of the Pacific Northwest Music Festival.

Finally, in addition to the enhancement of arts & culture within the physical built environment and preservation and interpretation of significant heritage and cultural elements, the seasonal programming of streets and other public spaces (e.g. Riverboat Days and the Summer Arts Festival) plays a significant role in celebrating local arts & culture.

Through recognizing and celebrating local heritage, arts, and culture, Terrace will reinforce its identity and build an inclusive and diverse city.

Street furniture, tree protection and other structural/decorative elements within the pedestrian realm provide opportunities for display of public art, local craftsmanship and interpretive elements in support of local identity and cultural interpretation.

**FUNDAMENTAL CHECKLIST**

- Does the application make a significant contribution to public art and/or interpretive signage within the Downtown?
- Does the application provide additional facilities for the arts? Does it support opportunities for seasonal programming of private or public space to celebrate local arts and culture?
- Does the application contribute to Terrace's sense of identity through heritage preservation and/or other forms of cultural interpretation?
III

TEN BIG MOVES

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TEN BIG MOVES

The following pages present Ten Big Moves as a series of catalyst projects and/or interventions to accelerate a more dynamic downtown for Terrace.

The Ten Big Moves translate the Five Fundamentals into action-oriented, site specific interventions located throughout Downtown Terrace. Descriptions include potential programming and design elements and precedent imagery that speak to form and character.

Finally, the Ten Big Moves drill down into the qualities of the built environment that set the stage for better understanding the intended outcomes of the Urban Design Guidelines as detailed in Section IV.
1 THE DOWNTOWN LIVINGROOM

CREATE A HEARTH FOR THE DOWNTOWN

A centrally-located plaza and pavilion expands the pedestrian realm and provides a place for community gathering and social interaction in the heart of the Downtown Core. The “Livingroom” is proposed to be located in a portion of the Lakelse Avenue 4600 block (between Kalum and Emerson Streets). It is conceived of as a special collection of permanent and seasonal interventions, such as patio surfacing, structural elements for shade and enclosures to frame the activated space.

Opportunities include improvement to both private and public space, including but not limited to: “parklets” and/or seasonal extensions of commercial business operations; or more permanent improvements within the street right-of-way including widening of sidewalks and enhancement of street furniture and public art.

Such improvements would feature this vibrant space as central in the seasonal programming and street closures for festivals and celebrations of local arts and culture.

Building on the existing charm and quaint sense of place within the 4600 Block, special events could potentially extend programming to the improved public spaces and storefronts across Lakelse Avenue. Also refer to Big Move #3: “Activate the 2-Block Core.”
Within the context of downtown redevelopment, large sites present a unique mix of opportunity and challenge: the centrally located, former Co-op site was historically a downtown meeting place between Kalum and Emerson Streets and has tremendous potential for redevelopment as the “downhill landing” for downtown.

Redevelopment of “Kalum Station” holds great opportunity to dramatically increase the vibrancy of the area and create a stronger connection between the downtown core and George Little House to the South. Key opportunities for urban design improvement include mirroring commercial street fronts on Grieg Avenue, as well as contributing to the form and character of the “cultural zone” along Kalum Street. Buildings on this site could frame a south-facing, sheltered interior court for outdoor seating areas with open views to the railway and mountains.

As a gateway into downtown—and a major vehicular point of arrival close to the core—the site can also help facilitate a successful “park once” strategy, whereby convenient parking is located within a highly walkable (convenient, interesting and comfortable) and enjoyable collection of commercial services, public amenities and enhanced streetscape.
3 ACTIVATE THE 2-BLOCK CORE

Activating the Two-Block Core seeks to extend this commercial retail character westward along Lakelse Avenue from Emerson Street to Sparks Street. In order to do so, pedestrian-oriented infill development will address inconsistent building frontages to the north and support opportunities to host seasonal programming such as “food truck clusters” (e.g. 3-5 food carts grouped around a common temporary gathering space and eating area) to help populate and activate surface parking along the south side of the street.

Further, the large Lakelse Avenue ROW width allocation is redistributed to establish on-street parking with widened sidewalks and/or landscaped boulevards and bulb-outs at intersections and mid-block pedestrian crossings.

EXTEND THE 4600 BLOCK “MAIN STREET” WESTWARD TO SPARKS

At the heart of the downtown, the 4600 block of Lakelse Avenue between Kalum and Emerson Streets represents downtown Terrace’s little piece of Main Street, with narrow, street fronting retail on the south side and the promise of a sunny plaza activating the northern sidewalk (as proposed within Big Move #1: “Downtown Living Room”).
The Emerson and Kalum Street Stroll forms a complete and central loop to encircle the Downtown Core, and focuses on the complimentary north-south streetscape improvements (Emerson Street and Kalum Street) that connect the Civic Recreation precinct (Farmer’s Market, Library and Sportsplex) to the commercial and cultural hub of Kalum Station.

The plan emphasizes improvements to the current street network—including the current terminus of Kalum street at the railway line—while supporting the extension of a pedestrian overpass (as per the Transportation Master Plan).

Small interventions (e.g. pocket parks and/or “parklets”) at the 4-corners of Market Street (which extends from Emerson Street) at Park Avenue will help animate a recreational gateway where surface parking currently dominates the pedestrian realm.

To the South, a plaza at the northwestern corner of Kalum Street at Grieg Avenue provides a destination public open space adjacent the new museum and archives.

Finally, a number of blank sidewalls along Emerson Street present an opportunity for creative exploration of public art programming (e.g. murals) to help animate the pedestrian realm, expanding on and cultivating existing private initiatives.
The commercial areas and retail formats along Lakelse Avenue west of Emerson Street jump in scale. Indeed, blocks lengths become longer, and buildings and parking lots larger. Further west, passing Sparks Street, the vastness of the Skeena Mall surface parking lot poses an altogether different challenge... and opportunity: a seasonal “pop up” pedestrian marketplace is envisioned.

The current challenge—associated with the lacking transition between the pedestrian-orientation of the downtown core and the auto orientation of the large-format retail commercial service areas further west—is most effectively addressed through the insertion of pedestrian-friendly elements.

Building on current efforts (e.g. enhanced landscape treatments and new bus shelters), the “Lakelse West Market” proposes a unique infill strategy of small permanent and seasonal commercial uses to activate the pedestrian corridor along Lakelse Avenue.

Locally-fabricated pop-ups offer a more ephemeral entrepreneurial opportunity that may fill a unique market niche for local artisans as an extension of the weekly Farmer’s Market. Additional strategies include typical commercial retail unit (“CRU”) infill and the realignment of the Sparks and Lakelse intersection to establish a “parklet” and reduce conflict between pedestrians and vehicles.
Legible cues that signal arrival into the downtown - and its various precincts - is essential in defining Downtown Terrace’s identity and presence.

Tools to signal entry and enhance arrival experience at these gateways may include signage, benches, landscaping, and public art.

In addition to the existing gateways at George Little House and the Sande Overpass, the Downtown Action Plan identifies three significant gateway “moments” proposed to be enhanced and celebrated:

1. Lakelse @ Apsley: As a marked threshold between vistas of mountains and the closest connection to the Skeena River via the old bridge, this intersection is an important gateway from the east.

2. Lakelse @ Eby: The civic anchor to the west, this gateway roots civic use at the Lakelse Avenue terminus - indicated through cues by design of landmarks and arrival experience, including a tree-lined street.

3. Greig @ Emerson: Closest to the Main Street core, this gateway will be defined by the design of Kalum Station, including encouraging parking to walk.
MAKER SPACES

Accordingly, small town economies have the opportunity to recognize and cater to this new economy, build local successes and foster growth.

The creation of “maker spaces” envisions flexible co-working environments that provide an interesting and affordable solution in the form of ultra-light industrial, artisanal activities – individuals custom manufacturing of local products. Eco-industrial networking–where inputs and outputs are shared/recycled amongst multiple manufacturers–is a central concept in the precinct.

Building on the existing eclectic mix of commercial and industrial (intermixed with some residential) uses in the southeast of the downtown, this area may further concentrate (“ultra-light”) industry, and even share existing facilities. Fostering local creation solidifies and diversifies the City’s economy and reflects new dimensions of local identity.

MAKER SPACES FOR AN ULTRA-LIGHT INDUSTRIAL PRECINCT (SHARED SPACE, FUTURE ECONOMY)

Small-town downtowns are undergoing major transformation as a result of global economic shifts, and the placement of a premium on acquiring experience over material goods.
Lazelle features one of the first “strip-mall format” frontages known as Lazelle Plaza. The extended east-west block length (~400m) between Eby and Sparks Streets creates pedestrian connectivity challenges, as well as being slightly disconnected due to its location relative to the 2-block core.

Further challenges include the narrow block depths south of Lazelle (due to a shift in the street grid and the angled street alignment relative to Lakelse Avenue) resulting in buildings backing and/or siding on Lazelle Avenue.

Despite this, Lazelle Plaza retail has pioneered the seasonal parking patio and is a definite destination for residents and visitors of Terrace. To encourage and enhance its success, a number of strategies outlined in the guidelines are proposed, including mid-block connections that extend through the southern block to Lakelse Avenue – encouraging pedestrian movement. Street improvements are also key, including enhanced on-street parking to allow parking lot to be better utilized for expanded greening, gathering and seasonal programming.
Bringing residents into the downtown is key to enhancing and maintaining its vitality as Terrace continues to grow as a regional service centre.

Further, the physical extents of Terrace’s downtown allows for a more gradual transition from “core” neighbourhoods - defined by more traditional commercial retail uses and mixed-use - to downtown residential neighbourhoods.

A number of strategies are proposed to increase the diversity of housing that promotes a more walkable means of “downtown living.” Examples include sensitive residential infill (of higher density, ground-oriented housing forms to cater to a wide range of housing needs while targeting affordability) and trail connectivity to promote walkability.

Increasing residential density will also contribute to improved economic conditions for shop owners in the downtown which will in turn support justification and demand for the establishment of additional open space (e.g. pocket parks) for downtown residents.

Maintaining principles of accessibility in residential and public space design is also essential in making full use of the downtown’s proximity to services and accommodating people of all abilities.
10 GREEN ARTERIES & TRAILHEADS

CONNECTING DOWNTOWN TO THE GRAND TRUNK, HOWE CREEK AND TERRACE MOUNTAIN TRAILS

The accessible trails and expansive greenspaces that run through and surround Terrace help define its identity. Revealing, orienting and linking visitors to the greater green network that stretches from the heart of downtown to the hinterland promotes a greater sense of wellbeing for Terrace’s citizens.

Practically speaking, this is done along “green arteries” or significant pedestrian facility improvements within street cross sections that connect to the Millenium Trail, Howe Creek Trail and Terrace Mountain Trail (namely Kalum and Sparks Streets).

Strategies include visibly greener streets with tree and native shrub plantings, as well as signage and trailheads that are brought into the downtown – as an indication that your journeys start here.

Opportunities to enhance user experiences along these physical linkages include programming for public art and cultural interpretation, as well as modest spaces for community gathering and resting along key points and/or intersections of “green arteries.”

Within the downtown, accessibility remains of central importance when considering design of pathways (e.g. grade, width, materials) as well as legibility of signage & wayfinding (e.g. height, style, colour) for people of all abilities.
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URBAN DESIGN GUIDELINES

The following pages present a comprehensive set of Downtown Urban Design Guidelines to help direct the form, character and success of Downtown Terrace, whereby:

**General Guidelines** relate to thematic, qualitative and/or strategic considerations that may go beyond the scope of specific guidelines for public and/or private realm (e.g. street & building interface) and/or that might not be fully quantifiable within development permit applications.

**Public Realm Guidelines** address the vision for the public, pedestrian realm, including streets and trails, plazas and parks.

**Private Realm Guidelines** are intended to provide a coherent framework for investment, acknowledging the role that the development and redevelopment of individual private parcels play in creating a welcoming and successful downtown.

Taken together, the Urban Design Guidelines serve to align individual actions and improvements within Downtown Terrace – specifically related to the form and character of development – to achieve the vision and objectives of the Downtown Action Plan.
These guidelines are intended to facilitate a more transparent and streamlined development approvals process by: providing applicants with a set of guidelines for form & character of development; while supporting City Staff in evaluating development applications according to the same set of guidelines. All site development and building construction undertaken in Downtown Terrace must adhere to these guidelines.

Note: where the term “should” is used within a guideline, it is understood to indicate an action that is encouraged. Where “shall” is used, the associated guideline is interpreted as a requirement.
GENERAL GUIDELINES

The Urban Design Guidelines are the mechanism by which the vision of the Downtown Action Plan is achieved – through incremental transformation as they are followed. The guidelines in this document are structured under General, Public Realm and Private Realm Design Guidelines. Specific topics include intuitive landscape and open space programming and sequence, landmark architectural elements and signage to support wayfinding and interpretation.

The General Guidelines below outline higher level approaches to design and process, and/or guidelines applicable to both public and private realms.

1. Locate new or redeveloping cultural, educational and civic uses in the Downtown to improve “critical mass” of community amenities, resources and commercial services.

2. Prioritize infill and encourage a diversity of residential development and mixed use development within the Downtown.

3. Encourage a minimum 2-storey wall (e.g. flying facade) for development located along downtown commercial streets for walls addressing these streets.

4. Ensure development increases “eyes on the street” with the placement of windows, balconies and street-level uses, and allows for casual surveillance of parks, open spaces, and children’s play areas.

5. Define districts or precincts of complimentary uses to establish a “complete downtown” and reinforce “parts of the whole.”

6. Explore opportunities to cluster of uses and services within defined precincts or districts to improve the economics of Downtown.

7. Celebrate public space and narrative of place with public art.

8. Cultivate partnerships with local First Nations to inform, refine and apply the form and character guidelines for downtown Terrace.

9. Grow the urban forest in downtown Terrace through the identification of “plantable spots,” development of guidelines for soil volumes (within street cross sections) and tree species selection for optimum health.

10. Locate and design buildings and open spaces in response to specific site conditions, opportunities and adjacencies, including:
Introduction • Fundamentals • Big Moves • Design Guidelines

a. **prominent intersections** | urban design of key intersections should support intuitive wayfinding by framing views (open spaces) and/or utilizing landmark architectural elements;

b. **corner lots** | develop street-facing façades for both streets. Design front elevations with pronounced entrances oriented to the corner and/or primary streets;

c. **unusual topography** | minimize re-grading of natural topography and adapt architectural designs to relate to natural conditions through walk-out transitions and/or stepped retaining where required;

d. **adjacent uses** | consider adjacent uses and activities/operations to support complimentary design (of buildings and open space) and neighbourliness; and

e. **important views** | to support objectives related to wayfinding and cultural identity, define and preserve defining views; where significant views aren’t impacted, terminate street-end views with key civic uses and prominent architectural features.

11. Locate parking behind, underneath or, only where necessary, beside buildings with access from the rear lane.

12. Accommodate seasonal considerations – including rain management and snow storage – within design considerations for street cross sections and surface parking.

13. Barrier free/universal design requirements are mandatory of all construction where there is access by the public.

14. Crime Prevention Through Environmental Design (CPTED) Principles shall be incorporated in all site planning, design and redevelopment in the downtown.

Ideal corner lot condition: facades address both streets, entrance oriented at corner, sidewalks are buffered by greenery and street trees with bulb-out at crosswalks for pedestrian safety.
PUBLIC REALM GUIDELINES

Acknowledging the public realm as the primary place where citizens and visitors engage in shared civic life, the following guidelines prioritize strategies toward comfort, health and safety, visual appeal and spaces of gathering and enjoyment for pedestrians while ensuring functional movement of people, goods and services.

streetscape

The streetscape should be designed to ensure a logical, functional and well-maintained appearance that is aesthetically pleasing and provides a unifying experience throughout the Downtown. The streetscape should also be barrier free, providing a safe and comfortable environment for non-motorized user groups (including cyclists and pedestrians).

1. Standards – all streets (and their cross-sectional designs) shall comply with the City of Terrace design standards.
2. Materials – streetscape designs should utilize durable materials - including hardscape and soft / landscape elements – that are easily maintained.
3. Facility Corridor – street trees, landscape elements, wayfinding signage and furnishings should be grouped in a dedicated corridor between the sidewalk and street in order to retain maximum clearance on the sidewalk and create a buffer between cars and pedestrians. The size of the zone will vary to accommodate the desired elements.
4. Streetscapes should establish clear and distinctive edges to downtown development areas and between public and private spaces.

STREET TREES & BOULEVARD PLANTINGS

5. Cross sectional designs should accommodate sufficient boulevard widths and soil volumes to support formal plantings of street trees.
6. Where feasible and where appropriate, tree plantings may be complemented with low shrub plantings in planters and planting beds.
7. Location of utilities within cross sectional designs should minimize conflict with rooting depth and extent of street trees.
8. Tree selection should follow the “right tree right place” principle while different varieties of trees on different streets can add interest, promote bio-diversity and assist in wayfinding by helping to distinguish one street from another. In retail areas trees with high crowns are often preferred in order to maintain visual access to storefronts and signage.

9. Streetscape design for roads in the downtown core should be more formal, defined by more durable materials such as unit pavers and/or extensive hardscapes (with planters or tree grates).

10. Streetscape design for roads in the multi-family, mixed-use and recreation areas should be softer in character accommodating larger boulevards planted with sod, understory shrubs and trees.

11. Street landscaping should be strategically planted to help regulate climate, control stormwater, cleanse air and water, and provide habitat.

12. Use tree grates (rather than a landscape strip) where pedestrian traffic is high and where sidewalk space is limited. Tree grate designs should be multi-functional to provide additional utility within the pedestrian realm.

### STREET FURNITURE

13. Benches should be provided on retail and significant streets and in bulb-out areas, located with a “quiet back” and oriented to create social spaces. Additionally, seating should be located along steep streets and paths to provide a place to rest.

14. Waste / recycling / other receptacles shall be provided on retail streets, at bus stops, near seating or on bulb-outs near the street corner.

15. Provide bicycle racks on streets fronted by retail, commercial, multi-unit housing, and public service buildings. Additionally, provide bicycle racks adjacent to transit stops, and park entrances. Locate bicycle racks in the “facility corridor”, bulb-outs or curb extensions to ensure clear pedestrian travel.
WAYFINDING SIGNAGE

16. Signage should be simple and intuitive; easily visible and makes use of contrasting colours.

17. Where appropriate, quality signage that includes maps and photos should be located within the streetscape, on property at key sites with identified heritage character and value for the community, and within the open space network in order to increase awareness about Terrace’s history and natural environment.

18. The City of Terrace Wayfinding Strategy should be referenced for general form and character.

SIDEWALKS & PEDESTRIAN CROSSINGS

19. Ensure all sidewalks including those leading to building entrances are safe and easy to use by a wide range of pedestrian abilities. Generally, such routes should be direct, level, obstacle-free, easily identifiable and clearly separated from vehicular routes.

20. Special crosswalks should be utilized at important intersections and mid-block crossings to raise awareness and ensure safety of pedestrians.

21. Paving materials and colours (e.g. coloured, imprinted asphalt; concrete with integral colour and special texture; and/or unit pavers) should be used to mark pedestrian areas, set aside parking areas, and make walkways more distinctive from traffic lanes.

22. Lanes shall be prioritized for service access, utility corridors and access to off-street surface parking, where required.

ON-STREET PARKING

23. Local streets should maximize on-street parking opportunities to reduce on-site parking requirements.

24. Special street markings and signage should be considered to enhance identification and use of on-street parking areas.

SENSE OF ENTRANCE & GATEWAYS

25. A special gateway feature and manicured landscaping should be created at main entrances to the downtown and may include enhanced lighting or street furniture.
MAIN STREET (4600 Block)
Lakelse Avenue looking west
Street cross-section for all users

MAIN STREET West
(4700 Block)
Street cross-section for all users
**trails**

Trails offer the means of non-motorized movement throughout the open space network and should be designed to allow for safe passage at various speeds. Multi-use trails are designed to accommodate speeds and uses ranging from meandering pedestrians and motorized wheelchairs/mobility scooters to cyclists.

1. Trailheads should be clearly marked with permanent and durable directional signage. Additional wayfinding and interpretive signage should be incorporated to reinforce context within the larger trails & open space network.

2. Trails shall extend to provide direct connection to pedestrian facilities within the street right-of-way (e.g. sidewalks)

3. Where appropriate, trail signs should support opportunities for cultural interpretation and to increase awareness about Terrace’s history and natural environment.

4. Pedestrian paths and walks should be concrete, boardwalks or unit pavers.

5. Where feasible, multi-use pathways (urban bikeways) should be designed to the NACTO “AAA” (All Ages and Abilities) standard.

6. Pathways should be well lit with continuous lighting provided along all walks and trails.

**plazas & park(lets)**

Parks and open spaces should build upon and complement the pedestrian network within the streets system, and they serve as a place for recreation, social engagement and connection to nature. The following guidelines seek to reflect, connect and ultimately integrate public spaces to Terrace’s greater natural setting and ‘greening’ efforts.

**PROGRAMMING**

1. Public spaces should be legible and diverse in their programming and should contain a variety of active and passive spaces.
   
   Consider the following uses in park design:
   
   a. Habitat conservation and connectivity: to protect and connect ecosystems and protected open space
   
   b. Passive activities: such as reading, conversation, solitude, and bird watching
   
   c. Playgrounds: for active play for children of all ages and accessibility levels
d. Open lawn: for unstructured play for all ages

e. Picnic areas: to accommodate large and small groups while respecting privacy considerations between users

f. Food production: community gardens and their associated functional amenities should be considered throughout the parks system.

g. Weather protection: provide outdoor areas that are protected from inclement weather.

h. Parking: where necessary, provide parking that includes landscaping features and stormwater management measures.

i. Special events: consider opportunities for seasonal/special events programming within the design of public open spaces.

2. Open space should be extensively landscaped to enhance the visual, physical and environmental qualities of the downtown.

PLAZAS

3. Plazas should be located at centres of activity, such as transit exchanges, intersections of important streets and retail streets, thus providing a focal point for these areas.

4. Plazas should be framed by buildings on a minimum of two sides to create well defined edges. The buildings should have active uses facing the plaza such as shop entrances, food/beverage, or recreation/community.

5. Plazas should be located to maximize solar access, while including design elements such as landscaping and/or shade structures to provide shade through the summer months.

6. Deciduous trees should be used in plazas to mitigate excessive sunshine during summer months, while permitting light penetration in winter.

7. Open space designs should provide protection from the wind through appropriate siting and the use of suitable plants and landscape structures (e.g. layered plantings, screen walls, etc.).

8. Plazas should serve a range of activities from seating to interactive and playful sculpture or fountains, depending on the desired role of the plaza.

9. Plazas should have comfortable and functional furnishings such as lighting, seating, trash receptacles and restrooms in high-traffic locations.
PARKLETS & POP UPS

10. Parklets are located within the public street right-of-way and are owned and maintained by the fronting business owner/operator.

11. Pop-ups are located within the private realm (e.g. surface parking areas) and are owned and maintained by private business owners and/or organizations.

12. Parking exemptions shall be considered for businesses that establish parklets.

13. Parklets and pop-ups should:
   a. be located in areas that receive solar access for some portion of the day and should be generally comfortable (temperature, noise levels, etc.);
   b. be located on streets not exceeding a 5% slope. On sites approaching 5%, special consideration should be placed on universal access and on the location of ramps connected to the parklet;
   c. be set back 1.5m from adjacent parking spaces, driveways or lanes and 6m from any adjacent crosswalks for visibility, where applicable;
   d. be a minimum of two parking spaces in size;
   e. be accessible to pedestrians (e.g. from sidewalk) and to a wide range of users, including mobility challenges (refer to BC Building Code);
   f. be installed to be freestanding and not require anchoring into City sidewalk or street and should not restrict access to nearby City utilities;
   g. delineate the parklet and pop-up space to make them easily identifiable while maintaining sightlines. This may be done through differentiation of the ground plane (e.g. a platform, durable outdoor carpet or paint), arrangement of elements (e.g. low-level enclosures, inward-facing benches, etc.);
   h. consider safety, such as slip resistant surfaces, buffering from travel lanes, etc.;
   i. incorporate stormwater management and drainage; and,
   j. consider materiality of parklet elements for physical comfort and durability, as well as aesthetics and cohesion.
PRIVATE REALM GUIDELINES

A unique character and pedestrian scale can be realized through attention to detail and the type of materials used in downtown buildings. While variety in building style is both practical and visually interesting, integration of old and new buildings in an urban context relies most heavily on the continuity and consistency of pedestrian scale elements. These guidelines provide a starting point for new construction and may also be used when considering renovation or redevelopment of existing buildings.

site design

It is important to respond to site conditions and context, promoting high quality site planning which is sensitive to on-site features such as existing land use and views.

1. Private open spaces should be designed to optimize solar access and views.
2. With the exception of private yards, open spaces shall be designed for public access and connectivity to adjacent public realms.
3. Prior to site design, a site analysis should be undertaken to identify significant on-site and off-site opportunities and constraints.
4. Site planning and architectural design should be responsive to built or natural systems surrounding the site in a manner which enhances the overall image of the Downtown.
5. Views through to the mountains should be carefully incorporated into any new development.
6. Pedestrian surfaces should be emphasized by using unit pavers, stamped or patterned concrete or boardwalks.
7. All designs shall consider CPTED Design Principles to balance the reduction of crime and nuisance opportunities with other objectives to maximize the enjoyment of the built environment.
street interface

The design of private development parcels should place particular emphasis on the relationship between building frontages and the adjacent public realm. Building and landscape design should contribute to activation of the pedestrian realm, while supporting “eyes on the street” for increased safety and neighbourliness.

1. Building Siting – to provide good street definition and a sense of enclosure, minimize the distance buildings are set back from the sidewalk.

2. Building Entrances should:
   a. emphasize ground-orientation (e.g. prioritize “doors on the street” and optimize “doorknob density”); Ground floors with residential uses should prioritize ground-oriented types, such as rowhomes and townhomes.
   b. entries should be visible and clearly identifiable from the fronting public street.

3. Visual Access & Interest
   a. Should ensure a minimum glazing area of 75% for frontages at grade along all commercial streets.
   b. Storefront design shall promote pedestrian interest at the ground level and provide visual connection to the store interior.
   c. Decorative posters and/or window decals that fully cover windows and block pedestrian visual access to ground level store front are strongly discouraged.

4. Weather Protection
   a. Awnings and canopies are encouraged on all buildings with street oriented retail at grade to form a sheltered environment for pedestrians. Other commercial, light industrial and multifamily apartment residential uses shall have awnings overtop of main entrances.
   b. Design awnings and canopies as an extension of the architectural expression of the building façade.
   c. Canopies should have a minimum vertical clearance of 2.75m measured from the sidewalk. Canopies should preferably extend out over the sidewalk by at least 1.8 m while maintaining a minimum 0.6 m setback from the outer face of the curb.
   d. Placement of awnings and canopies should balance weather protection with daylight penetration. Avoid opaque canopies that run the full length of façades.
5. Lighting & Signage - integrated lighting and signage design can make a positive contribution to the sense of safety and security pedestrians experience through a combination of street, sidewalk, and architectural lighting and signage. A signage and lighting program for commercial developments should be designed as a totality, with signs, lighting, and weather protection architecturally integrated from the outset.

a. On-site lighting should be sufficient to provide clear orientation and personal safety and site security. Lighting shall be provided for all walkways, driveways, parking areas and loading areas.

b. Where lamp standards and fixtures are exposed, the aesthetic quality of these elements must be considered to ensure an overall positive image to the development.

c. Additional consideration should be given to enhancing special features or aesthetic qualities.

d. Warm light sources are strongly encouraged.

e. Minimize light pollution through the use of full cut-off lighting, avoiding light reflectance, and directing lighting downwards. Exceptions may be made for signage and architectural lighting.

f. Signage must comply with City of Terrace sign bylaw.

g. Signage on commercial buildings should clearly identify uses and business name.

h. Signage should be complimentary to the architectural form and character and constructed of durable materials.

i. Signage must identify building address at all entrances.

j. Limit signage in number, location, and size to reduce visual clutter and make individual signs easier to see.

k. The following are preferred or acceptable types of commercial signage in the downtown:

• Projecting two-dimensional or blade signs suspended from canopies and awnings, maintaining minimum clearances from sidewalks and driveways for safety and to reduce vandalism.
• Flush-mounted fascia signs
• Externally lit signs
• Small vertical banners and projecting signs
• Cut-out or silhouette letter signs mounted on storefronts.

l. Internally lit plastic box signs and large signage on awnings are strongly discouraged. Pylon (stand alone) signs, and rooftop signs not permitted.
Building massing should be controlled in order to limit the impact of imposing forms.

Building form

In consideration of building size (height and massing) and context (form and scale of adjacent buildings and open spaces), building forms should add visual interest and frame public space without being imposing.

1. Building heights shall comply with City of Terrace zoning regulations and should:
   a. encourage 2-storey minimum to enhance the sense of enclosure along streets.
   b. transition building heights along east-west oriented streets to optimize solar access within the pedestrian realm. South side frontages should limit heights to 2-storeys while north side frontage may consider taller building heights.

2. Building massing (e.g. the size, shape and prominence of a building) should avoid imposing forms that negatively impact the pedestrian realm.

3. Building façades should incorporate subtle (~20cm) horizontal recesses/articulations to differentiate eclectic and incremental shopfronts and create variety, rhythm and interest along the street edge.

4. Building projections that do not incorporate living space (e.g. roof overhangs, cornices and entry features) may encroach up to 1.25 metres into street right of way, provided that they are no less than 2.75 metres above the sidewalk.

5. Privacy & Overlook – building designs should minimize the disruption of privacy to outdoor activities of adjacent dwellings and private open spaces.

6. Balconies on upper floors are encouraged to promote overlook, and should consider factors related to physical comfort (e.g. orientation to sun, noise, temperature, and shelter from prevailing winds).
building character

Building character should express an authenticity and sense of place, reflective of Terrace’s heritage and natural setting. First Nations origins, railway settlement, logging and sawmilling history and the natural setting should be expressed in architectural style/design, colour and materiality.

1. Materials & Colours - in general, buildings should incorporate natural, climate appropriate and durable building materials into façades. Authentic treatment of robust materials (e.g. natural timber elements, stone foundation treatments) will “ground” building composition in a more natural palette while the use of complimentary, bold and vibrant colour in façade elements will add vibrancy and visual interest.

a. Building materials and colours should be selected to express the uniqueness of individual buildings, be visually pleasing and add to the overall composition of the street. Materials should be high quality, durable and should reflect local history, culture and climate. Material and, more importantly, colour selection should also consider quality of light.

b. The following materials are recommended:

- Natural wood materials, including milled and un-milled timbers
- Masonry, stone, concrete (painted) and flat profile (“slate”) concrete tiles
- Glass and wood for window assemblies, or similar
- Standing seam metal roofing.

c. The following materials are acceptable: limited extents of glass curtain walls for office and institutional buildings.

d. The following materials are discouraged: reflective or heavily tinted glass, vinyl siding, vertical wide corrugated metal siding/cladding; and, horizontal steel panels on front facades except where being utilized as a feature element and/or to speak to building use (e.g. light industrial)

e. All building materials are to be sufficiently durable and shall be detailed to withstand Terrace’s seasonal climate.

f. Inside / Outside Relationships – designs should reveal general uses, sequences and transitions between indoor and outdoor space to provide visual interest and compatibility between architectural and landscape designs.
2. Blank walls (defined as having no active uses including no windows or doorways, excluding parking garage entrances) that do not permit residents or workers to observe public streets and open spaces should be avoided.
   a. Residential buildings facing a street or open space shall have no single blank wall more than 5.0m in length.
   b. For commercial buildings, blank walls should be no greater than 20% of the storefront along the primary store façade; secondary façades should be no greater than 50% blank.
   c. Where blank walls exceed these limits as a function of internal program (e.g. merchandising and/or “back of house”), opportunities for activation shall be explored, including: murals, lending library, architectural design features, etc.

3. Security treatments (e.g. bars, grates) for ground-level windows should utilize discrete colours and materials and/or utilize ornamental elements, as necessary and where appropriate.

### Landscape Design

High quality landscape design within building parcels will enhance the landscape performance, character, and image of the Downtown and reinforce a positive, green image of Terrace. Designs should be completed by a professional with experience in the planning, design and implementation of high quality landscape designs suitable within a downtown context. The use of landscape features is encouraged for all new development.

1. **Landscape Transitions & Buffers**
   a. Where appropriate, screen walls and/or landscape buffers (e.g. berms, shrub beds and/or hedges) should be used to manage transitions between incompatible uses (e.g. industrial uses and/or parking);
   b. Buffer design should complement the character of appurtenant uses;
   c. Only low fences that allow visual access are permitted at the interface of the private/public realm;
   d. Fence materials should complement adjacent architectural character and materiality; and,
   e. Chain link fences should be avoided.
2. Landscape structures (e.g. arbors, archways, pergolas and trellises) that are integrated into the building may encroach 1.8 metres onto the sidewalk provided they are not less than 2.75 metres above the sidewalk, do not hinder pedestrian movement, and there is no conflict with street trees or streetscape elements (e.g. lighting and signage).

3. Container Plantings – planters shall be of ample size so that a number of shrubs will fit within one planter; planter baskets or planter boxes should be considered in high use areas;

4. Landmark Plantings - landmark planting should be encouraged at entry intersections using a style that repeats signature elements at key intersections in Downtown

5. Visual interest - Landscape material should be of pedestrian scale and should provide year-round appeal (colour, texture, form) through use of flowering shrubs, perennials, and winter twig colour.

6. Seasonal / Climate considerations - Landscape materials (size and type) should be selected to address snow accumulation considerations (i.e. reducing drifting, allowing storage) on a site by site basis.

7. Plant Selection – Landscape design should provide an interesting mix of canopy and ground cover elements; plant materials should be a drought tolerant, low maintenance varieties suitable to the regional growing conditions and climate – including a mix of deciduous and coniferous species, using native plants where feasible.

8. Public Art - Opportunities for the inclusion of public art should be explored in public space, especially plazas and other public open space to spotlight local culture and enhance the overall open space network.
parking, servicing and access

A welcoming pedestrian environment is critical to the quality and character of the downtown streets and open spaces, particularly along retail streets. Therefore, it is important that “off-street” parking, access and other service functions remain primarily in/off of the lane so as not to conflict with pedestrian-oriented street activity. The intent of the following guidelines are to ensure adequate service vehicle access and parking while minimizing negative impacts on the safety and attractiveness of the pedestrian realm.

1. Off-street Parking

   a. Off-street parking should be located behind buildings. Where necessary, parking may be beside the building, preferably with access from the rear lane.

   b. Off-street surface parking located between the front of the building and the public sidewalk is prohibited, and strongly discouraged adjacent to other public opens spaces.

   c. Structured underground or “tuck-under” parking is preferred to off-street surface parking.

   d. Where permitted, large surface parking lots shall be divided into smaller parking areas by incorporating pedestrian pathways and landscaping, including sidewalks or pedestrian paths for the safe movement of pedestrians from shops to and within the parking areas.

   e. Where possible, parking lots should be accessed via rear lanes

   f. Where rear access is not possible, shared driveway access between adjacent buildings is encouraged to minimize curb cuts and pedestrian conflict.

   g. Where existing parking fronts the street, or otherwise cannot be replaced or avoided, sidewalks and other active open spaces, parking structures and/or surface parking should be designed to contribute as much as possible to the street character. Examples include: ‘pop-up’ infill uses, landscape buffers (stormwater management – vegetated swale) and/or public art.

   h. Required parking supply should be calculated according to a shared parking methodology whereby complementary land uses share parking spaces, rather than generating additional/separate spaces for separate uses.
2. Parkades and Entrances
   a. Street fronting parking structures are strongly discouraged along public streets. Alleyways or a secondary vehicular circulation system internal to a development is encouraged as the appropriate location for garages.
   b. Any vehicular entrance and its associated components (doorways, ramps, etc.), whether from the street or lane, should be architecturally integrated into the building so as to minimize its exposure.

3. Servicing
   a. Where appropriate, the potential for sharing site amenities with adjacent structures should be considered. This may include shared driveway accesses to create open space, shared landscape buffers, parking and shared snow storage spaces.
   b. Servicing, drainage and related structures must be situated so that their visual and physical impact on the public realm is minimized.
   c. Electrical services must be provided underground; overhead power lines and obtrusive utility boxes shall not be permitted for new development.
   d. Servicing kiosks must be screened by landscaping, hidden in underground vaults or incorporated into the architecture of the building itself.
   e. During construction adjacent streets and boulevard areas must be kept clean on a daily basis.

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**design for climate**

The goal of climate-sensitive design is to capitalize on Terrace’s climatic profile so as to avoid compensation through mechanical systems, thereby reducing energy waste and improving the general quality of spaces - both interior and exterior. Particular emphasis is placed on prioritizing shared communal spaces.

1. Energy Efficiency
   a. Building form, orientation and thermal mass should optimize solar radiation, natural ventilation and day lighting.
   b. New development should be oriented so that the majority of living spaces receives direct sunlight (for the daylight hours at equinox).
Climate-sensitive design can be used to mitigate the effects of rain, snow, ice, splash and wind.

c. Residential buildings should receive daylight and natural ventilation from at least two sides of the building, or from one side and a roof. Where possible, dwellings should have a choice of aspect: front and back, or on two sides (for corner units).

d. Designs of new buildings should incorporate greater floor-to-ceiling heights to increase the amount of interior space that can be lit from windows.

e. Dwelling units with exterior access on only one side (i.e., buildings with a double loaded corridor) should always face a good view or the direction of the sun (ideally both). These buildings and units are most suitable as wide frontages with shallow floor plans to allow adequate penetration of daylight. Dwellings with exterior access on two sides are usually suitable for narrower frontages and deeper floor plates.

f. Buildings with double loaded corridors should be oriented in a north south direction so that all units receive direct sunlight at some point during the day.

g. Balconies should be located away from building corners that face the prevailing wind direction.

h. Landscape design should support: shading (passive cooling) with deciduous plantings that allow increased solar gain in winter months; and windbreaks to reduce heat loss in winter.

i. Solar shades are encouraged.

j. All glass inclusive of the windows system shall perform to the minimum or better of the Province’s Energy Efficiency Standards. Innovation related to sustainability is encouraged in the choice of glass and windows products. Low emissivity windows are encouraged.

2. Roof Design

a. Durable, thermally efficient roofs that reduce heating and cooling and enhance thermal comfort should be strongly recommended.

b. The use of high albedo, non-reflective and landscaped roof is encouraged to prevent heat island effect.

c. Green roofs are encouraged and should be insulated to minimize heat and noise transfer and use regionally appropriate plant species to minimize water consumption requirements. Temporary irrigation systems to establish green roof plants are permitted, but once the planting has been established these systems should be disconnected.
sustainable design

Sustainable development practices and innovative sustainable approaches at all levels are strongly encouraged, through stormwater management strategies, reducing energy consumption, as well as recycling materials and sourcing them locally.

1. Stormwater Management
   a. Low Impact Development Best Management Practices – including swales or other landscape features that alleviate impacts of storm runoff – should be utilized in the design of surface parking areas.
   b. Permeable Parking – permeable parking areas are encouraged to mitigate stormwater runoff. They may be porous asphalt, porous concrete, permeable pavers, or concrete-glass-block grid.
   c. Roof drainage systems should mitigate stormwater runoff effects by diverting storm events to infiltration galleries or other appropriate green infrastructure.

2. Construction of new buildings and demolition of existing buildings should divert waste from the landfill through reuse and recycling of building materials to the greatest extent feasible.

3. Dedicated recycling facilities (e.g. materials sorting, and storage areas) are required for all buildings or multi-unit developments. They shall be located within the property boundaries, in rear lane/service/loading areas of buildings and/or developments.

4. Large scale development proposals should explore opportunities to utilize low-carbon energy and/or district energy systems, including on-site integration of an energy centre to serve adjacent neighbourhoods.

5. To the extent possible, locally sourced materials should be used to reduce transportation impacts and reflect the local climate, light, history, and culture. Additionally, the following materials are encouraged:
   a. Recycled materials or materials with a high-recycled content.
   b. Concrete with at least 25% fly ash or slag.
   c. Wood products certified CSA Sustainable Forest Management Standard or equivalent.
   d. Interior finishes and installation methods with low toxic emissions.
precinct-specific guidelines

The following guidelines emphasize site-adaptive design to enhance and reinforce the unique and defining characteristics of individual precincts within Downtown Terrace.

1. Development applications and pedestrian realm improvements within the **City Hall / Civic Precinct** should:
   a. emphasize physical improvements and expansion of accessible pathways, gathering spaces and feature landscapes to: enhance a sense of arrival to City Hall;
   b. expand opportunities for public gathering and seasonal celebration/remembrance at the cenotaph;
   c. reinforce an intuitive landmark/gateway at the western edge of the city; and,
   d. improve wayfinding through signage and public realm design.

2. Development applications and pedestrian realm improvements within the **Civic Recreation Precinct** should:
   a. emphasize programming opportunities for active and passive recreation; and,
   b. enhance wayfinding for parks, trails and cultural amenities.

3. Development applications and pedestrian realm improvements within the **Main Street Core** should emphasize improvements to the commercial-streetscape interface, including but not limited to weather protection, pedestrian-scale lighting, street furniture, pedestrian-scale signage and landscape improvements and/or planters to provide visual interest.

4. Development applications and pedestrian realm improvements within the larger **Downtown Core** should prioritize opportunities for mixed-use residential development.

5. Development applications and pedestrian realm improvements within the **Atwood Core** should prioritize retention of urban forest canopy while accommodating larger-scale mixed-use proposals requiring lot consolidation;

6. Development applications and pedestrian realm improvements within the **Lazelle Core** should prioritize pedestrian improvements between Brolly Square and the Farmer’s Market; and,
7. Development applications and pedestrian realm improvements within the **Lakelse West** precinct prioritize infill along sidewalks, such as the activation of the Skeena Mall parking edge including temporary ("pop-up") retail options to cluster adjacent the bus exchange or traditional CRUs.

8. Development applications and pedestrian realm improvements within the **Kalum Station** should emphasize Terrace’s Canadian National Railway heritage through architectural detailing and pedestrian realm design and interpretation.

9. Development applications and pedestrian realm improvements within the **Lazelle Village Precinct** should emphasize increased pedestrian safety and permeability through mid-block connections and streetscape improvements, including but not limited to parklets and pocket parks.

10. Development applications and pedestrian realm improvements within the **Lakelse Gateway Precinct** should encourage the development of ground-oriented medium-density housing forms - including seniors housing - while prioritizing the retention of the urban forest and improving trail connections to Terrace Mountain Park.

11. Development applications and pedestrian realm improvements within the **Park Avenue West Precinct**:  
   a. west of Sparks Street should encourage the sensitive-infill development of ground-oriented medium-density housing forms while respecting neighbouring single family housing form & character  
   b. east of Sparks Street should be directed towards multi-family, and mixed-use commercial uses.

12. Development applications and pedestrian realm improvements within the **Riverside Precinct** should prioritize pedestrian connections to the Skeena River and emphasize local First Nations’ heritage within pedestrian realm design and interpretation.

13. Development applications and pedestrian realm improvements within the **Incubator Precinct** should encourage opportunities to reveal local production/manufacturing through building architecture, materiality and the design of indoor/outdoor spaces.
use-specific guidelines

The following guidelines address key strategies related to specific uses while balancing the needs for thoughtful land use transitions, consideration for privacy and support for further activation of the public realm, where appropriate.

HERITAGE

1. Quality signage that includes maps and photos should be located within the streetscape or on property at key sites with identified heritage character and value for the community.
2. Locations of historical markers should be emphasized with ornamental streetlights, planting, paving and benches.
3. Where redevelopment occurs on sites with existing heritage values, these elements should be kept and enhanced where possible as a major component of designs, not demolished.
4. Where opportunities exist for new development to respond to the form and character of adjacent historic buildings, designs should consider and compliment the patterns established by existing building pattern (including the base, middle and top, as well as horizontal rhythm of building composition and articulation). This can be achieved with either historical or contemporary methods, materials, and expressions.

COMMERCIAL/ RETAIL

1. Pedestrian Orientation – retail stores should engage and enliven the pedestrian realm by way of distinguished displays materials, signage and lighting.
2. Small Frontages – retail bays shall be no wider than 15m in order to create a fine-grained pattern of shops. A maximum spacing of 10 m for entrances is desired along the key pedestrian-oriented high streets. A larger retailer may combine bays internally; however, the external bay articulation should be maintained.
3. Commercial Setbacks – Street oriented retail buildings shall be oriented towards, and shall meet the sidewalk at grade, and are encouraged to be built to the property line so that a continuous commercial street frontage and positive street definition are maintained.
   
a. The maximum setback allowed shall be 1.0m unless to allow for an active outdoor use such as a courtyard or patio, or to respond to a building setback from an adjacent property, where necessary.
   
b. Outdoor displays and patios are encouraged but shall maintain a minimum 2.0m wide clear pedestrian zone within the public sidewalk.
   
4. Large-Format Retail should maintain a sense of pedestrian friendliness and visual interest that contributes to the overall city fabric and vitality.
   
a. Generously sized and furnished sidewalks with street trees should be located in front of entrances and connecting entrances to parking.
   
b. Canopies or awnings should be utilized overtop of store entrances.
   
c. Continuous facades of large-format retail stores and/or their associated parking garages should be mitigated by ‘wrapping’ exterior façades with smaller retail stores, thereby breaking up the façade and reducing large blank walls.
d. Storefront design should promote pedestrian interest at the ground level by creating a modular rhythm through material changes, recesses, and/or projections.

e. Visual connection to the store interior must be maintained through at least 75% glazing along the primary store frontage. Windows shall be transparent and clear of obstructions (e.g. posters, decorative decals, etc.)

**MIXED USE**

1. Mixed use buildings should be designed with compatible uses, with more public uses (e.g. commercial, office) on the ground floors fronting high pedestrian traffic areas and more private uses (e.g. residential, office) on upper floors or along quieter streets.

2. Mixed use developments should be ground-oriented and should address, activate and, where setbacks allow, expand the public realm.

3. Ground-floor uses should adhere to associated guidelines (e.g. commercial / retail, multifamily, etc.)

**NON-RETAIL COMMERCIAL/OFFICE**

Includes commercial uses that are not typically dependent on storefront/walk-in business (e.g. equipment distribution).

1. Street Presence - The main building facade should front a primary street and should be reinforced with distinguishing architectural treatments such as projections, special materials and colour. Pedestrian entrances should be located on a public street and clearly articulated.

2. Building Setbacks
   a. Buildings shall be setback between 0 – 3m along primary streets in order to create a strong street wall. Along secondary streets, the setback shall be between 3 – 6m.
   b. The setback zone should consist of landscaping, seating and attractive features to create visual interest from the street.

3. Servicing and loading should be accessed via a rear lane. Where no lane exists, loading should be avoided on a building face that fronts a primary public street, park or open space.

4. At-grade mechanical equipment / material storage should be screened from view of public streets.

5. Exhaust vents, if required, should be carefully designed and positioned to minimize impact (air and/or noise pollution) to open spaces and/or nearby buildings. Prevailing wind direction shall be a principal factor in identifying an optimal location.
MULTI-FAMILY RESIDENTIAL

Includes higher-density housing forms such as triplexes, rowhomes and townhomes, and stacked units such as apartments and condominiums.

1. Street Interface – Buildings with residential uses at-grade should engage the street by having activated ground floor uses and ample landscaping in setbacks.

2. Residential Setbacks – Residential uses at-grade should be no greater than 6.0m so that units engage with the street.

3. Residential Streetwall – The setback of any one development should be within 10% of the setback of adjacent developments along a street frontage. For instance, if a neighbouring development has 6m building setbacks, adjacent massing should have a maximum variation of 0.6m (5.4m or 6.6m setback). Where appropriate relaxations should be supported.
4. Setback Transition – The front setback zone of all street-facing units should utilize a layering of elements – including but not limited to street-facing stairs, stoops, porches, patios and landscaping – to transition between private-use and the public realm.
   a. ground floor units should be elevated between 0.5 – 1m above the street. If the ground floor is not elevated, other means of defining the opens space should be utilized, including;
   b. gates, railings, walls and landscaping can provide a buffer from the street and create a clear distinction between public and private realm. Landscape elements should be 0.9m – 1.2m tall.

5. Access to Open Space – Each dwelling unit in a residential or mixed-use project should incorporate direct access to a usable private outdoor space such as a patio, balcony, and/or upper-level terrace. These should be of adequate size and be covered to ensure comfort and usability.
   a. Incorporate safe and sunny play areas for children that have surveillance from ground-oriented and upper-storey dwellings

LIVE/WORK

1. Live/work units contain a street-oriented workspace that is for use by the resident within the dwelling unit. Live/work units can at times serve as quasi retail space, offering an affordable alternative for artists and local entrepreneurs who would otherwise require a separate commercial space in addition to their primary dwelling unit.

2. Building Interface - In mixed-use locations, live/work units may serve as gallery or retail space for residents. In such instances, the “work” portion of the unit should be located at street level and designed according to the guidelines for street oriented retail listed above.

3. Flexible Space - Live/work units should have a minimum floor to floor height at-grade of 4.0m in order to provide workspaces that offer flexibility for such diverse uses as retail operations, graphic and visual arts, or small-scale manufacturing.
REPORT OF THE COMMITTEE OF THE WHOLE MEETING HELD IN THE MUNICIPAL COUNCIL CHAMBERS ON MONDAY, AUGUST 13, 2018 AT 7:35 P.M.

Chair C. Leclerc presided. Members present were S. Bujtas, L. Christiansen, J. Cordeiro, B. Downie, M. Prevost, and S. Tyers. Also in attendance were H. Avison, Chief Administrative Officer, D. Block, Director of Development Services, A. Thompson, Clerk, and A. Poole Executive Assistant.

The Development Services Component of the Committee of the Whole meeting commenced at 7:35 p.m.

A. DEVELOPMENT SERVICES COMPONENT

1. CANNABIS LEGALIZATION - CITY OF TERRACE BYLAW AMENDMENTS.

The Committee reviewed an August 13, 2018 report from the Director of Development Services regarding an overview of the coming changes in BC’s Cannabis Control and Licensing Act (CCLA) and recommended bylaw changes to implement.

On October 17, 2018, the Federal Government's legalization of non-medical cannabis through the Cannabis Act will come into force. The Act works to govern the sale of recreational cannabis, the home cultivation of cannabis for personal use, possession limits and restrictions on marketing, and others. In preparation for October, British Columbia has made a number of decisions regarding what the provincial regulatory framework will look like. A brief overview of BC's Cannabis Control and Licensing Act (CCLA) is as follows:

- Sets the minimum legal age at 19 to purchase, sell, or consume cannabis;
- Prohibits cannabis smoking and vaping everywhere tobacco smoking and vaping are prohibited, as well as playgrounds, sports fields, skate parks, and other places where children commonly gather;
Prohibits cannabis smoking and vaping in all public park spaces;

- Authorizes adults to grow up to four (4) cannabis plants per household, so long as the plant is not visible from public spaces off the property;

- Establishes a cannabis retail licensing regime similar to the current licensing regime for liquor; and

- Establishes retail stores must be a standalone business, with operating rules similar to those currently in place for liquor.

On June 12, 2018, staff brought forward a memo to Council providing a brief update on the Federal enactment of the Cannabis Act and the proposed implementation plan for retail sales and public consumption within the City of Terrace. The following information and proposed bylaws were based on the direction from Council and best practices being implemented throughout the province, by other local governments.

In order to permit the sale of recreational cannabis within the City, an amendment is required to the Zoning Bylaw to allow "Storefront Cannabis Retail Use" in appropriate zones. It was determined through consultation with Council that "Storefront Cannabis Retail Use" would be suitable in the downtown commercial zones including C1, C1-A, C2 and C7. It is also recommended that:

- a minimum 300 metre buffer be maintained from school properties (measured from the school property line); and

- a minimum distance of 100 metres between cannabis related uses (measured from the main entrance to the storefront).
A map was provided which highlights the properties within those zones where "Storefront Cannabis Retail Use" would be a permitted use and the 300 metre buffer from the closest school property to the downtown. The minimum distances between sensitive and like uses are based on a combination of Provincial recommendations and best practices from other municipalities across British Columbia. Additionally, drive-thru sales will not be permitted in relation to a storefront cannabis retail use.

An amendment to the Business Licence Bylaw is required in order to add "Retail Use, Storefront Cannabis" as a business classification and to set the Annual Licence Fee at $500.00. Similar to Liquor licencing, those applying for a "Storefront Cannabis Licence" will be required to obtain a provincial licencing permit prior to being granted a business licence by the City.

In the coming weeks, Staff will be drafting recommended changes to the City of Terrace Policy No. 83 "Liquor Licencing Application Process" to reflect the City's application, referral, and approval process for Storefront Cannabis Licencing. It is anticipated to be a similar process to what is currently adopted for liquor licence applications through the province. It was anticipated that a revised policy will be brought to Council for consideration in conjunction with the adoption of the bylaw amendments.
An amendment to the Parks and Public Places Bylaw is required to ensure compliance with federal and provincial regulatory changes regarding the legalization of the use of recreational cannabis. The provincial regulations prohibit cannabis smoking and vaping everywhere tobacco smoking and vaping are prohibited, as well as all public parks, playgrounds, sports fields, skate parks, and other places where children commonly gather.

In addition to the prohibition of smoking and vaping cannabis in outdoor public spaces, staff is recommended that the smoking and vaping of tobacco also be prohibited in the places as set out in the bylaw. In consultation with the City of Terrace Leisure Services Director it was the opinion of staff that this would be a move in the right direction in order to protect the public from the exposure to second-hand smoke. The benefits of prohibiting smoking in public places goes beyond protecting health, including reducing fire risks and butt littering, protecting children from negative role modelling, and eliminating triggers for people trying to quit smoking. It also improves the overall use and enjoyment of these spaces for those wishing not to inhale or smell the smoke.

It is also recommended that those smoking or vaping cannabis or tobacco maintain a minimum distance of 3.0 metres from transit shelters, bus stops, train stations or stops, taxi stands or similar places marked for passenger loading/unloading.
An amendment to the Ticket Information Utilization Bylaw is required in order to establish a fine for smoking/vaping of cannabis or tobacco in contravention of the Parks and Public Places Bylaw. A fine in the amount of $200.00 was proposed by staff for those who smoke/vape cannabis or tobacco in outdoor public spaces. The proposed fine amount is consistent with fines already established for those individuals found to be consuming or possessing alcohol or a controlled substance or related paraphernalia within a park or public space.

Immediately following 1st and 2nd reading, staff will be completing an internal review of the proposed bylaw amendments by submitting the changes to key departments for comment including the RCMP, Fire Department, and Leisure Services. In addition to internal departments, staff will consult external key stakeholders including Northern Health, Coast Mountain School District 82, Terrace Downtown Improvement Area, and the Chamber of Commerce. A ten (10) day period for review and comment on the proposed changes will be provided, allowing time for these stakeholders to discuss any concerns or comments with City Staff.

A conversation took place regarding the difficulty that may arise when identifying the difference between vaping nicotine and/or cannabis products as opposed to non-nicotine/non-cannabis products.

**It was recommended that** the bylaw to amend Zoning Bylaw No. 2069-2014 to include the definition of and regulations for "Storefront Cannabis Retail Sales" and add "Storefront Cannabis Retail Sales" as a permitted use for properties zoned: C1 Central Business Commercial, C1-A Urban Commercial, C2 Shopping Centre Commercial and C7 Downtown Cultural proceed to Council for consideration;
It was also recommended that the bylaw to amend Business Licence Bylaw No. 2112-2016 to include “Retail Use, Storefront Cannabis” as a Business Classification with an Annual Licence fee of $500 proceed to Council for consideration;

It was also recommended that the bylaw to amend Parks and Public Places Bylaw No. 1942-2009 to include regulations regarding the Smoking and Vaping of Cannabis and Tobacco in outdoor public places proceed to Council for consideration; and

It was also recommended that the bylaw to amend Ticket Information Utilization Bylaw No. 1827-005 Section “11” to include a fine of $200.00 for the Smoking or Vaping of Cannabis and Tobacco in Parks and Public Spaces proceed to Council for consideration.

2. DEVELOPMENT VARIANCE PERMIT FOR LOT 1, DISTRICT LOT 361, RANGE 5, COAST DISTRICT, PLAN EPP70954 [4600 LAZELLE AVENUE]

The Committee reviewed an August 13, 2018 report from the Director of Development Services regarding an application for a Development Variance Permit for 4600 Lazelle Avenue.

On July 16, 2018, the City of Terrace received an application for a development variance permit from Galaxie Signs, agent for the property owner of 4600 Lazelle Avenue. The property is zoned Central Business Commercial (C1) and is designated Downtown in the Official Community Plan (OCP).
This location is the property of the new BCGEU office building on the corner of Lazelle Avenue and Kalum Street. On June 19, 2018, the property owners, through their agent, applied for a sign permit to erect a number of signs on the property including a ground sign. Upon review of the application staff noticed that the sign was proposed to be located within the sightline area at the entrance of the parking lot accessing from Kalum Street and that the ground sign's concrete foundation was already in place.

The intention of the sightline area and setback regulations is to allow for safe, unobstructed views at street intersections and at entrances and exits of parking lots. However in this case the sign will be situated such that the narrowest (38 cm) side of the sign will be next to the entrance providing minimal obstruction. In addition the sign is to be located on the entrance (north) side of the driveway therefore vehicles exiting the driveway on the south side will be further away from the sign allowing for better viewing. For these reasons staff recommended that the requested variances be granted.

A public notice was sent to owners and occupiers of adjacent properties within the specified distance as required in the Local Government Act. R.S.B.C., 2015 (and amendments thereto), as per Section 499. The notice stated the location of the subject property and the nature of the proposed variances and indicated the location at which any person(s) could review and comment on the permit application.

No responses were received from adjacent property owners regarding the proposed variance permit application.
It was recommended that the City issue Development Variance Permit No. 09-2018 for the property located at 4600 Lazelle Avenue (Lot 1, District Lot 361, Range 5, Coast District, Plan EPP70954), including the following variances:

- To vary Section 3.7.1 of Sign Bylaw 2101-2016 and amendments thereto to allow a Ground sign to location 1.0 metre from the curb of a vehicle entrance; and

- To vary Section 3.7.2 of Sign Bylaw 2101-2016 and amendments thereto to permit the placement of a Ground Sign that does not maintain a clear view between heights of 1.2 metres and 3.0 metres within the 6 metre Sightline Area at the intersection of a vehicle entrance and a property line.

The August 13, 2018 Development Services Component of the Committee of the Whole Meeting adjourned at 8:20 p.m.

CERTIFIED CORRECT

Chair

Alien Thompson
Clerk
MEMO: Heather Avison, CAO for Mayor & Council
FROM: Alisa Thompson, Corporate Administrator
DATE: August 27, 2018
SUBJ: Amendment to City of Terrace Management Staff Bylaw No. 1900-2007

RECOMMENDATION:

It is recommended that City of Terrace Management Staff Amendment Bylaw, amending Bylaw No. 1900-2007, proceed for first, second and third readings.

BACKGROUND:

The Management Staff Bylaw currently contains appendices with job descriptions for exempt (management) positions. Setting the job description by bylaw is unnecessary and makes it difficult to amend them as required. The Chief Administrative Officer is responsible to Mayor and Council for the overall management of the City, including the management of employees.

The amending bylaw removes the Terms of Reference for Schedules “A” to “Q” (Management Staff positions) to ensure modifications to the individual Terms of Reference can be completed by the Chief Administrative Officer as needed. The ability to modify these job descriptions will assist with employee recruitment and retention as the referenced documents can be updated to reflect the up-to-date knowledge, skills, abilities, and job duties of current and future incumbents as required.

BUDGETARY IMPACT OF RECOMMENDATION (if applicable):

Budgeted Amount: Unbudgeted Amount:

COUNCIL INITIATIVE:

Submitted by Alisa Thompson
Approved for Submission to Council
CITY OF TERRACE

BYLAW NO. - 2018

"A BYLAW OF THE CITY OF TERRACE TO AMEND CITY OF TERRACE MANAGEMENT STAFF BYLAW NO. 1900-2007."

WHEREAS Section 146 of the Community Charter empowers Council, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

AND WHEREAS Council wishes to amend City of Terrace Management Staff Bylaw No. 1900-2007;

NOW THEREFORE, the Municipal Council of the City of Terrace, in open meeting assembled, hereby enacts as follows:

1.0 EMPLOYEE POSITIONS

1.1 Replace the text in Section 4.0 Employee Positions with the following:

"Employee Positions shall be established by the Chief Administrative Officer as required."

2.0 POWERS, DUTIES AND RESPONSIBILITIES:

2.1 Replace text in Section 5.0 Powers, Duties, and Responsibilities with:

In accordance with section 146 of the Community Charter, the Council hereby establishes the following officer positions:

i) "Chief Administrative Officer" to have the power, duties, and functions under section 147 of the Community Charter;

ii) "Corporate Administrator" to have the powers, duties, and functions under section 148 of the Community Charter; and

iii) "Director of Finance" to have the powers, duties, and functions under section 149 of the Community Charter.
2.2 Add the following to Section 5:

The Council may appoint a person or persons to act in a Deputy or Acting capacity for any of the foregoing officer positions.

2.3 Add the following to Section 5:

Nothing in this bylaw shall prevent the appointment of the same person to two or more officer positions.

3.0 SCHEDULES:

3.1 Delete Schedules “A” through “Q” and renumber accordingly.

4.0 OATH OF OFFICE:

Replace “Schedule R” with “Schedule A” in Section 6.0 Oath of Office.

5.0 CITING:

This Bylaw may be cited, for all purposes, as “City of Terrace Management Staff Bylaw Amendment Bylaw No. – 2018”.

READ a first time this day of , 2018.

READ a second time this day of , 2018.

READ a third time this day of , 2018.

ADOPTED this day of , 2018.

Mayor

Clerk
"A BYLAW OF THE CITY OF TERRACE TO ESTABLISH THE OFFICER, DEPARTMENT HEAD, AND EMPLOYEE POSITIONS OF THE CITY OF TERRACE AND TO ESTABLISH THE POWERS, DUTIES AND RESPONSIBILITIES OF SUCH POSITIONS."

WHEREAS Section 146 of the Community Charter empowers Council, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

NOW THEREFORE, the Municipal Council of the City of Terrace, in open meeting assembled, hereby enacts as follows:

1.0 DEFINITIONS:

In this bylaw:

"Charter" means the Community Charter;
"City" means the Corporation of the City of Terrace;
"Council" means the governing and executive body of the City of Terrace constituted as provided in the Community Charter;
“Department Head” means the management department head positions of the City of Terrace;
“Employee” means the management employee positions of the City of Terrace;
“Officers” means the management officer positions of the City of Terrace.

2.0 OFFICER POSITIONS:

The following positions are hereby established as management officer positions of the City of Terrace:

Administration Department

Chief Administrative Officer

Corporate Administrator

Finance Department

Director of Finance
3.0 **DEPARTMENT HEAD POSITIONS:**

The following positions are hereby established as management Department Head positions of the City of Terrace:

Director of Development Services

Director of Leisure Services

Director of Public Works

Fire Chief

4.0 **EMPLOYEE POSITIONS:**

The following positions are hereby established as management employee positions of the City of Terrace:

**Administration Department**

Deputy Corporate Administrator/Human Resources Manager
Executive Assistant – Chief Administrative Officer and Council

**Development Services Department**

City Planner
Sustainability Co-ordinator

**Finance Department**

Deputy Treasurer
Information Systems Manager

**Fire Department**

Deputy Fire Chief/Fire Prevention Officer

**Leisure Services Department**

Parks and Facilities Manager
Aquatic Manager

**R.C.M.P. Detachment**

Office Manager
5.0 **POWERS, DUTIES AND RESPONSIBILITIES:**

The powers, duties and responsibilities of the Officers, Department Heads, and Employees are as set out as follows:

Amended by #1949-2009

- Chief Administrative Officer
- Corporate Administrator
- Director of Finance
- Director of Development Services
- Director of Leisure Services
- Director of Public Works
- Fire Chief
- Executive Assistant – CAO & Council
- Deputy Corporate Administrator/HR Manager
- City Planner
- Sustainability Co-ordinator
- Deputy Treasurer
- Information Systems Manager
- Deputy Fire Chief/Fire Prevention Officer
- Parks and Facilities Manager
- Aquatic Manager
- Officer Manager – RCMP

In accordance with the Community Charter, the same person may be appointed to two or more positions.

6.0 **OATH OF OFFICE:**

Amended by #1949-2009

The Oath of Office as set out in Schedule "R" to this bylaw is hereby adopted as the Oath of Office for Officers, Department Heads, and Employees of the Corporation of the City of Terrace.

7.0 **REPEALING**

Terrace Officers and Employees Bylaw No. 1720-2000 and amendments thereto are hereby repealed.

8.0 **CITING:**

This Bylaw may be cited, for all purposes, as "City of Terrace Management Staff Bylaw No. 1900 – 2007".
READ a first time this 13th day of November, 2007.

READ a second time this 13th day of November, 2007.

READ a third time this 13th day of November, 2007.

ADOPTED this 26th day of November, 2007.

ORIGINAL SIGNED BY "J. TALSTRA"
Mayor

ORIGINAL SIGNED BY "D. FISHER"
Clerk
SCHEDULES "A" TO "R"

CITY OF TERRACE

MANAGEMENT STAFF

BYLAW NO. 1900 – 2007
FUNCTION:

The Chief Administrative Officer is responsible to the Mayor and Council for the overall management of the administrative operations of the City of Terrace, and ensuring that the policies and directions of Council are implemented.

AUTHORITY:

1. The Chief Administrative Officer is authorized to take any reasonable action necessary to exercise statutory duties given to him/her under Section 147 of the Community Charter, and to carry out the general responsibilities assigned to him/her provided such action demonstrates sound judgement and does not deviate from prescribed municipal policy and procedures, municipal bylaws, approved municipal practice and procedure, or the provisions of the Community Charter.

2. The Chief Administrative Officer may delegate portions of his/her authority and responsibility to appropriate officers of the Corporation, but may not delegate or relinquish overall responsibility for results nor accountability to the Mayor and Council for the performance of his/her duties.

STATUTORY DUTIES:

1. The Chief Administrative Officer is responsible for the overall management of the administrative operations of the municipality.

2. The Chief Administrative Officer is responsible for ensuring that the policies and direction of Council are implemented.

3. The Chief Administrative Officer is responsible for advising and informing Council on the operations and affairs of the municipality.

4. The Chief Administrative Officer is responsible for the corporate administration duties under Section 148 of the Community Charter, in the absence of the Corporate Administrator and the Deputy Corporate Administrator.
GENERAL RESPONSIBILITIES:

1. To ensure that all resolutions passed by Council are carried out, and to report thereon to the Mayor and Council.

2. To be available to the Mayor and Councillors, for the purpose of answering enquiries and providing information and reports, as required.

3. To assist the Council, as required, in developing municipal policy.

4. To ensure that all municipal bylaws, policies, and procedures are properly administered.

5. To recommend to Council, the organization plan of the corporation and changes thereto and, when approved, to see that it is adhered to.

6. In conjunction with the Corporate Administrator, to assist the Mayor with preparations for Council meetings, and any other corporate matters coming within his/her jurisdiction, and to assist members of Council in preparing documents required for the fulfilment of their functions.

7. To supervise the Department Heads and direct their adherence to municipal policy, and to co-ordinate their activities so as to incur the most rational and economic use of municipal resources.

8. To hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.

9. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.

10. To approve staff training, attendance at seminars, conferences, etc.

11. To carry out, on behalf of management, the collective bargaining with employees of the City.

12. To assist the Council in negotiations with staff, to make recommendations to Council concerning C.U.P.E. and Firefighters Contracts, and to supervise and administer these union contracts.

13. To report to Council on the addition, suspension, separation, promotion, demotion, transfer, or retirement of any Officer or Department Head of the municipality.
14. To be responsible for the third step of the grievance procedure for all unionized employees.

15. To obtain legal advice, and authorize lawyers to defend, or conduct action or proceeding in a court of law or before a tribunal, arbitrator, board, or any person, for or on behalf of the municipality.

16. To represent the municipality before the public, and to work with the public, as required, for the purpose of answering enquiries and discussing complaints with respect to City of Terrace operations.

17. To attend Standing Committee meetings, as technical advisor, representing the Administration Department, or other Departments, as required.

18. To supervise replies to public enquiries by municipal administration, and all correspondence emanating from municipal administration, and to deal with all correspondence which does not directly concern some other department or office.

19. To compile, prepare, document, review and make recommendations on the capital and operating budgets of the City, and to modify them in accordance with specific guidelines laid down by Council.

20. To approve financial and operating transactions, as outlined in the Administrative Policies and Procedures Manual.

21. To prepare applications and submissions for cost and revenue sharing grants available to the Administration Department, in conjunction with the Finance Department.

22. To prepare reports and maintain such records and information as may be necessary to perform this function.

23. To exercise such other powers, and carry out additional related tasks and functions, as may be assigned by the Mayor and Council.
SCHEDULE "B"

TERMS OF REFERENCE

CORPORATE ADMINISTRATOR

FUNCTION:

The Corporate Administrator is responsible to the Chief Administrative Officer to oversee the day-to-day operations of the Administration Department, and to perform the Clerk and Corporate Administration function.

AUTHORITY:

1. The Corporate Administrator is authorized to take any reasonable action necessary to exercise statutory duties given to him/her under Section 148 of the Community Charter, and to carry out the general responsibilities assigned to him/her provided such action demonstrates sound judgement and does not deviate from prescribed municipal policy and procedures, municipal bylaws, approved municipal practice and procedure, or the provisions of the Community Charter.

2. The Corporate Administrator may delegate portions of his/her authority and responsibility to appropriate staff, but may not delegate or relinquish overall responsibility for results nor accountability to the Mayor and Council for the performance of his/her duties.

STATUTORY DUTIES:

1. The Corporate Administrator is responsible for ensuring accurate minutes of the meetings of the Council and its Committees are prepared and that the minutes, bylaws and other records of the business of the Council and its Committees are maintained and kept safe.

2. The Corporate Administrator is responsible for ensuring that access is provided to records of the Council and its Committees, as required by law or authorized by the Council.

3. The Corporate Administrator is responsible for certifying copies of bylaws and other documents, as required or requested.

4. The Corporate Administrator is responsible for administering oaths and taking affirmations, declarations and affidavits required to be taken under this or any other Act in relation to local government matters.
5. The Corporate Administrator is responsible for accepting, on behalf of the City, notices and documents that are required or permitted to be given, served on, filed with or otherwise provided to the City.

6. The Corporate Administrator is responsible for keeping the corporate seal and having it affixed to documents, as required.

GENERAL RESPONSIBILITIES:

1. To ensure the preservation of bylaws, contracts and other legal documents of the City.

2. To co-ordinate and schedule Standing Committee meetings, in consultation with the appropriate staff and Council representative.

3. To supervise the maintenance of a centralized administrative filing system, and maintenance of the City’s overall record management system.

4. To oversee the Freedom of Information and Protection of Privacy Legislation for the City of Terrace.

5. To prepare correspondence for the Mayor and Chief Administrative Officer, and ensure the distribution and acknowledgement of correspondence to Mayor and Council and the Administration Department.

6. To attend Standing Committee meetings as required, as technical advisor, representing the Administration Department.

7. To develop and recommend for approval to the Chief Administrative Officer, and/or the appropriate Committee of Council, bylaws, policies and procedures, required to regulate the operation of the Administration Department as required.

8. To attend the public, as required, for the purpose of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.

9. To make all preparations for municipal elections, when required, and to act as the Chief Election Officer at any election, when no Chief Election Officer or Deputy has been appointed, or where the appointee does not attend.

10. To hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.
11. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.

12. To make recommendations regarding staff training, attendance at seminars, conferences, etc.

13. To be responsible for the second step of the grievance procedure for employees under his/her jurisdiction.

14. To prepare and submit to the Chief Administrative Officer, the annual capital and operating budget for the Administration Department.

15. To approve financial and operating transactions, as outlined in the Administrative Policies and Procedures Manual.

16. To renew leases and licenses to occupy City land or buildings.

17. To assume the responsibilities of the Chief Administrative Officer, in his/her absence, as required.

18. To prepare reports and maintain such records and information as may be necessary to perform this function.

19. To carry out additional related tasks and functions, as assigned by the Chief Administrative Officer.
SCHEDULE "C"

TERMS OF REFERENCE

DIRECTOR OF FINANCE

Amended by #1949-2009

FUNCTION:

The Director of Finance is responsible to the Council of the City of Terrace, under the direction of the Chief Administrative Officer, for performing the duties of Municipal Treasurer and of Collector as set out in the Community Charter, for the supervision, direction and administration of the Finance Department, and generally for the conduct of the financial and general accounting of the municipality.

AUTHORITY:

The Director of Finance has the power to inspect the records of and to direct any official of the municipality, or of any administrative body handling municipal funds, in matters involving the responsibility of the Director of Finance.

The Director of Finance is authorized to take any reasonable action necessary to exercise statutory duties given to him/her under Section 149 of the Community Charter, and to carry out the general responsibilities assigned to him/her provided such action demonstrates sound judgement and does not deviate from prescribed municipal policy and procedures, municipal bylaws, approved municipal practice and procedure, or the provisions of the Community Charter.

The Director of Finance may delegate portions of his/her authority and responsibility to members of the Finance Department, but may not delegate or relinquish overall responsibility and accountability for the performance of his/her function.

STATUTORY DUTIES:

1. To be responsible for receiving all money paid to the municipality.

2. To be responsible for ensuring the keeping of all funds and securities of the municipality.

3. To be responsible for expending municipal money in the manner authorized by Council.

4. To be responsible for investing municipal funds, until required, in authorized investments.

5. To be responsible for ensuring that accurate records and full accounts of the financial affairs of the City are prepared, maintained and kept safe.
6. To be responsible for exercising control and supervision over all other financial affairs of the municipality.

**GENERAL RESPONSIBILITIES:**

1. To advise the Mayor and Council, the Chief Administrative Officer, and Department Heads as required, on policy and administrative matters relating to insurance, banking, procurement and investment of funds, accounting, budgeting, fiscal planning and other matters coming within his/her jurisdiction.

2. To ensure all department, and interdepartmental, systems regarding financial policies and procedures are in place and functioning, as required.

3. To administer the City's insurance program including the handling of all claims.

4. To approve financial and operating transactions, as outlined in the Administrative Policies and Procedures Manual.

5. To report any over-expenditures, or unauthorized expenditures, on any departmental budget to the Department Head, and, if required, to the Chief Administrative Officer, and to conduct such internal checks and audits as may be required.

6. To prepare and submit to the Chief Administrative Officer, the annual capital and operating budget for the Finance Department.

7. To prepare annually the 5-year Financial Plan as required by the Community Charter, to be approved by bylaw, by Council.

8. To prepare the annual financial statements and appropriate schedules to be submitted to the auditors for their examination.

9. To oversee the efficient operation of the City's computer system.

10. To attend Standing Committee meetings as required, as technical advisor, representing the Finance Department.

11. To attend as a voting member, all meetings of the Internal Project Planning & Review Committee and to make reports thereto, as required.

12. To, in conjunction with the Deputy Treasurer or Information Systems Manager, hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.
13. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.

14. To approve staff training, attendance at seminars, conferences, etc.

15. To be responsible for the addition, separation, promotion, demotion, transfer, or retirement of any employee of his/her department and to recommend to the Chief Administrative Officer the granting of more or less remuneration for any employee of his/her department.

16. To be responsible for the second step of the grievance procedure for employees under his/her jurisdiction.

17. To develop, and recommend for approval to the Chief Administrative Officer, and/or the appropriate Committee of Council, bylaws, policies and procedures required to regulate the operation of the Finance Department.

18. To ensure that programs, policies, practices and procedures pertaining to the Finance Department are observed and carried out as intended.

19. To represent the municipality before the public in matters pertaining to the Finance Department, and to attend the public, as required, for the purpose of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.

20. To administer the Annual Operating Agreement with B.C. Transit and oversee the transit function.

21. To administer the annual operating grant to the Terrace Public Library.

22. To prepare reports and maintain such records and information as may be necessary to perform this function.

23. To carry out additional related tasks and functions, as assigned by the Chief Administrative Officer.
FUNCTION:

The Director of Development Services is responsible to the Chief Administrative Officer for the co-ordination of all municipal planning concerning land use, the physical development of the municipality, engineering and construction of municipal infrastructure, and the general supervision, direction and administration of the Planning, Engineering, Mapping, Building Inspection & Licencing, and Bylaw Enforcement & Animal Control Departments.

AUTHORITY:

Under the direction of the Chief Administrative Officer:

1. The Director of Development Services is authorized to take any reasonable action necessary to carry out the responsibilities assigned to him/her, provided such action demonstrates sound judgment, and does not deviate from prescribed municipal policy, municipal bylaws, or approved municipal practice and procedure.

2. The Director of Development Services may delegate portions of his/her authority and responsibility to members of the Development Services Department, but may not delegate or relinquish overall responsibility and accountability for the performance of his/her function.

GENERAL RESPONSIBILITIES:

1. To co-ordinate all municipal planning activities and detailed studies and reports concerning or affecting land use and physical development of the municipality.

2. To co-ordinate the subdivision approval procedure, including the function of Approving Officer, if and as appointed by Council.

3. To co-ordinate the preparation and continual revision of an Official Community Plan, including Development Permit Areas.

4. To develop and recommend policies and proposals on land use and overall community development.

5. To participate in the preparation of all bylaws and resolutions affecting land use and community development.
6. To recommend to the Chief Administrative Officer on the execution of agreements relating to easements, rights-of-way, property purchases, and similar matters.

7. To communicate with senior Government agencies and officers as necessary in matters related to land use and community development.

8. To ensure immediate and long-term infrastructure needs are identified, designed, funded and constructed.

9. To co-ordinate municipal infrastructure studies, designs and annual capital works programs.

10. To oversee the Planning, Engineering, Mapping, Building Inspection & Licence, and the Bylaw Enforcement & Animal Control Departments.

11. To hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.

12. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities but that appropriate limitations on their authority are clearly understood.

13. To approve staff training, attendance at seminars, conferences, etc.

14. To be responsible for the addition, separation, promotion, demotion, transfer or retirement of any employee of his/her department and to recommend to the Chief Administrative Officer the granting of more or less remuneration to any employee of his/her department.

15. To be responsible for the first and second step of the grievance procedure for employees under his/her jurisdiction.

16. To develop and recommend for approval to the Chief Administrative Officer, and/or Council, the bylaws, policies and procedures required to regulate the operation of the Development Services Department.

17. To ensure that programmes, policies, practices, and procedures relating to the Development Services Department are observed and carried out as intended.

18. To prepare and submit to the Chief Administrative Officer, the annual capital and operating budget for the Development Services Department.

20. To prepare applications and submissions for cost and revenue sharing grants available to the Development Services Department, in conjunction with the Finance Department.

21. To represent the municipality before the public in matters pertaining to the Development Services Department, and to attend the public as required, for the purposes of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction and to acquaint the public with the purpose, function and operation of municipal planning, engineering and development.

22. To attend Standing Committee meetings as required, as technical advisor, representing the Development Services Department.

23. To attend as a voting member, all meetings of the Internal Project Planning and Review Committee and to make reports thereto, as required.

24. To prepare reports and maintain such records and information as may be necessary to perform this function.

25. To carry out additional related tasks and functions, as assigned by the Chief Administrative Officer.
SCHEDULE "E"

TERMS OF REFERENCE

DIRECTOR OF LEISURE SERVICES

FUNCTION:

The Director of Leisure Services is responsible to the Council of the City of Terrace, under the direction of the Chief Administrative Officer, for the supervision, direction, and administration of the Leisure Services Department, for municipal leisure service facilities, and programs, and for the maintenance of cemeteries and grounds of all public buildings.

AUTHORITY:

Under the direction of the Chief Administrative Officer:

1. The Director of Leisure Services is authorized to take any reasonable action necessary to carry out the responsibilities assigned to him/her, provided such action demonstrates sound judgment, and does not deviate from prescribed municipal policy, municipal bylaws, or approved municipal practice and procedure.

2. The Director of Leisure Services may delegate portions of his/her authority and responsibility to members of the Leisure Services Department, but may not delegate or relinquish overall responsibility and accountability for the performance of his/her function.

GENERAL RESPONSIBILITIES:

1. To manage, maintain, improve, operate and control real or personal property held by the municipality for pleasure, recreation or community uses, including parks, playgrounds, arenas, swimming pools, recreation and cultural centres, cemeteries, assembly halls, grounds and other such facilities, as directed by the Chief Administrative Officer.

2. To organize and manage leisure service programs, in order that people of all ages can utilize municipal facilities in a wholesome and satisfying manner.

3. To oversee future design and maintenance strategy for existing and proposed parks and facilities.

4. To make recommendation to the Chief Administrative Officer and/or Council on the acquisition, lease or donation to the City of property for pleasure, recreation, or community use.
5. To make recommendation to the Chief Administrative Officer and/or Council, in conjunction with the Public Works Department, on the acquisition or lease of mechanical equipment for Leisure Services use.

6. To hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.

7. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.

8. To approve staff training, attendance at seminars, conferences, etc.

9. To be responsible for the addition, separation, promotion, demotion, transfer or retirement of any employee of his/her department and to recommend to the Chief Administrative Officer and Council the granting of more or less remuneration to any employee of his/her department.

10. To be responsible for the second step of the grievance procedure for employees under his/her jurisdiction.

11. To develop and recommend for approval to the Chief Administrative Officer, and/or Council, the bylaws, policies and procedures required to regulate the operation of the Leisure Services Department.

12. To ensure that programs, policies, practices, and procedures pertaining to the Leisure Services Department are observed and carried out as intended.

13. To prepare and submit to the Chief Administrative Officer, the annual capital and operating budget for the Leisure Services Department.


15. To prepare applications and submissions for cost and revenue sharing grants available to the Leisure Services Department, in conjunction with the Finance Department.

16. To represent the municipality before the public in matters pertaining to the Leisure Services Department, and to attend the public, as required, for the purpose of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.

17. To attend Standing Committee meetings as required, as technical advisor, representing the Leisure Services Department.
18. To prepare reports and maintain such records and information as may be necessary to perform this function.

19. To carry out additional related tasks and functions, as assigned by the Chief Administrative Officer.
FUNCTION:
The Director of Public Works is responsible to the Council of the City of Terrace, under the direction of the Chief Administrative Officer, for the co-ordination of all municipal infrastructure, buildings and equipment, and the supervision, direction and administration of the day-to-day operations of the Building Maintenance, Environmental Health, Purchasing, and Roads Departments, and the Mechanical Shop.

AUTHORITY:
Under the direction of the Chief Administrative Officer:

1. The Director of Public Works is authorized to take any reasonable action necessary to carry out the responsibilities assigned to him/her, provided such action demonstrates sound judgment, and does not deviate from prescribed municipal policy, municipal bylaws, or approved municipal practice and procedure.

2. The Director of Public Works may delegate portions of his/her authority and responsibility to members of the Public Works Department, but may not delegate or relinquish overall responsibility and accountability for the performance of his/her function.

GENERAL RESPONSIBILITIES:

1. To direct the planning, design, organization and execution of maintenance functions, whether the work is done by City forces or by contract.

2. To ensure that all capital works and maintenance works are constructed and maintained in a manner following standard construction and engineering principles.

3. To work with the Foremen to plan and prepare all budgets for maintenance of City infrastructure, including but not limited to, water distribution system, well, pump house, dam, water storage tanks, sanitary sewer collection system, lift stations, sewage treatment plant, storm sewer drainage system, open ditches and culverts, asphalt and concrete curbing, asphalt and concrete sidewalks, asphalt and gravel roads and lanes, boulevards, street lighting, road marking, road signs, traffic lights, residential solid waste pickup, landfill site, all City-owned buildings, all mechanical equipment operated by the City, and related record keeping.
4. To ensure all works completed by the Public Works Department are done in compliance with applicable legislation.

5. To hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.

6. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.

7. To approve staff training, attendance at seminars, conferences, etc.

8. To be responsible for the addition, separation, promotion, demotion, transfer or retirement of any employee of his/her department and to recommend to the Chief Administrative Officer and Council the granting of more or less remuneration to any employee of his/her department.

9. To be responsible for the second step of the grievance procedure for employees under his/her jurisdiction.

10. To develop and recommend for approval to the Chief Administrative Officer, and/or Council, the bylaws, policies and procedures required to regulate the operations of the Public Works Department.

11. To prepare reports and make recommendations to the Chief Administrative Officer on the acquisition of land for road, easements or rights-of-way.

12. To prepare bylaws and resolutions affecting land use and development of all Public Works functions.


14. To make recommendations through the Internal Vehicle Charges Committee regarding the acquisition of all mechanical equipment required by the City, and the disposal of same.

15. To ensure that programs, policies, practices, and procedures pertaining to the Public Works Department are observed and carried out as intended.

16. To prepare and submit to the Chief Administrative Officer, the annual capital and operating budget for the Public Works Department.
17. To approve financial and operating transactions, as outlined in the Administrative Policies and Procedures Manual.

18. To prepare applications and submissions for cost and revenue sharing grants available to the Public Works Department, in conjunction with the Finance Department.

19. To represent the municipality before the public in matters pertaining to the Public Works Department, and to attend the public, as required, for the purpose of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.

20. To act as liaison and communicate with local officials of various Ministries, Crown Corporations, and government agencies on all functions pertaining to Public Works.

21. To attend Standing Committee meetings as required, as technical advisor, representing the Public Works Department.

22. To prepare reports and maintain such records and information as may be necessary to perform this function.

23. To act as the City’s liaison to the Workers’ Compensation Board.

24. To carry out additional related tasks and functions, as assigned by the Chief Administrative Officer.
FUNCTION:

The Fire Chief is responsible to the Council of the City of Terrace, under the direction of the Chief Administrative Officer, for the supervision, direction, and administration of the Fire Department (both paid and volunteer forces), and for the municipal fire fighting and fire prevention programs.

AUTHORITY:

To act as Local Assistant to the Fire Commissioner pursuant to the provisions of the Fire Services Act.

Under the direction of the Chief Administrative Officer:

1. The Fire Chief is authorized to take any reasonable action necessary to carry out the responsibilities assigned to him/her, provided such action demonstrates sound judgment, and does not deviate from prescribed municipal policy, municipal bylaws or approved municipal practice and procedure.

2. The Fire Chief may delegate portions of his/her authority and responsibility to members of the Fire Department, but may not delegate or relinquish overall responsibility and accountability for the performance of his/her function.

GENERAL RESPONSIBILITIES:

1. To plan, organize, direct and co-ordinate the City’s fire fighting programs, and to supervise fire fighting activities at fires.

2. To act as Local Assistant to the Fire Commissioner, under the provisions of the Fire Services Act.

3. To supervise the enforcement of City Fire bylaws, and ensure that safe standards are maintained.

4. To organize and administer a program of fire prevention and inspection within the City.

5. To organize and co-ordinate training programs for fire prevention and fire fighting for regular and volunteer fire fighters, industrial and business groups, civic officials, youth and public groups.
6. To ensure that an effective maintenance program is in place regarding Fire Department equipment, vehicles and buildings.

7. To assist the Engineering Department in the development of a fire hydrant plan to inspect hydrants, as required.

8. To administer the issuance of fire permits and other permits to control the use of flammable or toxic materials in the municipality.

9. To co-ordinate municipal emergency planning with the Provincial Emergency Program and City officials.

10. To administer mutual fire fighting agreements, as required.

11. To liaise with and co-ordinate the activities of the Terrace Firefighters' Association, in conjunction with the Terrace Fire Department.

12. To hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.

13. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.

14. To approve staff training, attendance at seminars, conferences, etc.

15. To be responsible for the addition, separation, promotion, demotion, transfer, or retirement of any employee of his/her department, and to recommend to the Chief Administrative Officer and Council the granting of more or less remuneration to any employee of his/her department.

16. To administer the Collective Agreement between the City and the Terrace Firefighters Association, Local 2685, and to assist the Chief Administrative Officer concerning Union Contract negotiations.

17. To be responsible for the second step of grievance proceedings for employees under his/her jurisdiction.

18. To prepare and submit to the Chief Administrative Officer, the annual capital and operating budget for the Fire Department.

19. To approve financial and operating transactions, as outlined in the Administrative Policies & Procedures Manual.
20. To prepare applications and submissions for cost and revenue sharing grants available to the Fire Department, in conjunction with the Finance Department.

21. To represent the municipality before the public in matters pertaining to the Fire Department, and to attend the public, as required, for the purpose of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction, and to acquaint the public with the purpose, function and operation of the City's Fire Department.

22. To attend Standing Committee meetings as required, as technical advisor, representing the Fire Department.

23. To develop and recommend for approval to the Chief Administrative Officer, and/or the appropriate Committee of Council bylaws, policies and procedures required to regulate the operation of the Fire Department.

24. To ensure that programmes, policies, practices and procedures pertaining to the Fire Department are observed and carried out as intended.

25. To prepare reports and maintain such records and information as may be necessary to perform this function.

26. To carry out additional related tasks and functions, as assigned by the Chief Administrative Officer.
FUNCTION:

The Executive Assistant to the Chief Administrative Officer and Council is responsible to the Chief Administrative Officer, the Corporate Administrator, and Mayor and Council, for administrative support.

GENERAL RESPONSIBILITIES:

1. To undertake the administrative duties for the Mayor and Council and the Chief Administrative Officer, including drafting correspondence, scheduling appointments, and typing.

2. To attend the public, as required, for the purpose of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.

3. Under the direction of the Corporate Administrator, prepare Council agendas and record and type Council minutes.

4. Under the direction of the Corporate Administrator, prepare Committee agendas and type Committee reports.

5. To record and prepare miscellaneous meeting minutes.

6. To research, compile, and produce reports including the City of Terrace Annual Report.

7. To type confidential City material, including in-camera reports and correspondence, and maintain confidentiality at all times.

8. To work with the Chief Administrative Officer to address Council initiatives as required.

9. To organize and co-ordinate presentations from Council, special events and attendance at various functions.

10. To organize and co-ordinate Council travel, including preparation of expense claim forms.

11. To prepare and maintain such records and information as may be necessary to perform this function.
12. To carry out additional related tasks and functions, as assigned by the Chief Administrative Officer and/or Corporate Administrator.
FUNCTION:

The Deputy Corporate Administrator/Human Resources Manager is responsible to the Corporate Administrator for clerical and administrative support and for providing assistance in fulfilling the statutory duties and general responsibilities of the Corporate Administration function as required. The Deputy Corporate Administrator/Human Resources Manager is also responsible to the Chief Administrative Officer for the co-ordination and maintenance of the personnel function for the City and for acting as the human resources advisor to Department Heads.

GENERAL RESPONSIBILITIES:

1. To perform research studies of an administrative and technical nature; draft leases and agreements; and prepare a variety of correspondence, reports and records.

2. To draft, maintain, and update the City's bylaws and policies, and ensure that the indexes for municipal bylaws and policies are accurate and current.

3. To supervise the maintenance of a centralized filing system for the Administration Department.

4. To supervise the City's Records Management Program and assist Department Heads and their designated records staff with their filing systems by providing on-going support, advice and training.

5. To process requests for records under Freedom of Information and Protection of Privacy Act, including reviewing records, preparing same for release, preparing form letters and status reports.

6. To provide administrative support to the Corporate Administrator.

7. To type confidential City material, including personnel items and in-camera reports and correspondence, and maintain confidentiality at all times.

8. To provide a variety of information, interpretations and assistance to internal and external customers concerning bylaws, regulations, procedures, Council and Committee actions and decisions.
9. To assist the Corporate Administrator in making preparations for municipal elections.

10. To assume the responsibilities of the Corporate Administrator, in his/her absence including over-seeing the preparation of Council agendas and minutes, acting as Clerk at Council meetings, and administering oaths and taking affirmations, declarations and affidavits required to be taken in relation to Local Government matters.

11. To co-ordinate the entire hiring process to fill vacancies arising within City of Terrace operations including recruitment, arranging and conducting interviews, and performing reference checks.

12. To consult with Department Heads, supervisors, and employees to ensure the fair, equitable and consistent interpretation and application of the Collective Agreements.

13. To provide leadership and advice to Department Heads, supervisors, and employees in respect to human resources/personnel issues.

14. To supervise the preparation, maintenance and security of personnel files on all City employees.

15. To co-ordinate requests for wage review and/or changes in classification as per the City of Terrace/CUPE Local 2012 Collective Agreement language.

16. To maintain master files for grievance and arbitration issues.

17. To co-ordinate the publication of the City’s quarterly staff newsletter.

18. To plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.

19. To be responsible for the first step of the grievance procedure for employees under his/her jurisdiction.

20. To act in the absence of the Executive Assistant to the Chief Administrative Officer and Council.

21. To carry out additional related tasks and functions, as assigned by the Corporate Administrator, or the Chief Administrative Officer.
SCHEDULE "J"

TERMS OF REFERENCE

CITY PLANNER

FUNCTION:

The City Planner is responsible to the Director of Development Services for the coordination of all municipal planning concerning land use and the physical development of the municipality, and the supervision, direction, and administration of the day-to-day operations of the Planning staff.

GENERAL RESPONSIBILITIES:

1. To co-ordinate municipal planning activities and detailed studies and reports concerning or affecting land use and physical development of the municipality.

2. To co-ordinate the subdivision approval procedure, including the function of Deputy Approving Officer, if and as appointed by Council.

3. To review and make recommendations on all matters concerning zoning.

4. To co-ordinate the preparation and continual revision of an Official Community Plan, including Development Permit Areas.

5. To develop and recommend policies and proposals on land use and overall community development.

6. To participate in the preparation of all bylaws and resolutions affecting land use and community development.

7. To recommend to the Director of Development Services on the execution of agreements relating to easements, rights-of-way, property purchases, and similar matters.

8. To review and make recommendations regarding matters under consideration by the Board of Variance.

9. To communicate with senior Government agencies and officers as necessary in matters related to land use and community development.

10. To hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction.

11. To approve financial and operating transactions, as outlined in the Administrative Policies and Procedures Manual.
12. To prepare applications and submissions for cost and revenue sharing grants available to the Development Services Department, in conjunction with the Finance Department.

13. To represent the municipality before the public in matters pertaining to the Planning Department, and to attend the public as required, for the purposes of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction and to acquaint the public with the purpose, function and operation of municipal planning.

14. To attend Standing Committee meetings as required, representing the Planning Department.

15. To attend as a voting member, all meetings of the Internal Project Planning and Review Committee.

16. To prepare reports and maintain such records and information as may be necessary to perform this function.

17. To carry out additional related tasks and functions, as assigned by the Director of Development Services, or the Chief Administrative Officer.
SCHEDULE "K"

TERMS OF REFERENCE

SUSTAINABILITY CO-ORDINATOR

Added by #1949-2009

FUNCTION:

The Sustainability Co-ordinator is responsible to the Director of Development Services for the development and promotion of the principles of integrated sustainability within the City of Terrace.

GENERAL RESPONSIBILITIES:

1. To co-ordinate the development and promotion of Sustainability Planning initiatives (i.e. Integrated Community Sustainability Plan and Energy Plan) in support of other City Departments and outside agencies.

2. To develop and recommend new corporate and departmental goals and policies to enhance the achievement of sustainability objectives.

3. To assist City Departments and stakeholder groups to ensure timelines, goals and objectives for sustainability initiatives are achieved.

4. To investigate, review, make recommendations, and act as a resource person on matters concerning sustainability.

5. To act as a key member on the City's Sustainability Task Force.

6. To communicate with Government agencies/officers as necessary in matters related to sustainability.

7. To represent the municipality before the public in matters pertaining to sustainability planning, and to attend the public as required, for the purposes of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.

8. To provide input to the Official Community Plan and various bylaw updates with regards to sustainability principles.

9. To further the City's efforts to identify and protect Environmentally Sensitive Areas.

10. To prepare applications and submissions for cost and revenue sharing grants available to the Development Services Department, in conjunction with the Finance Department.
11. To prepare reports and maintain such records and information as may be necessary to perform this function.

12. To assist with day-to-day planning department functions as may be assigned.

13. To carry out additional related tasks and functions, as assigned by the Director of Development Services, or the Chief Administrative Officer.
SCHEDULE "L"

TERMS OF REFERENCE

DEPUTY TREASURER

Added by #1949-2009

FUNCTION:

The Deputy Treasurer is responsible to the Director of Finance to supervise, direct and administer the day-to-day operations of the Finance Department, and to assist with the financial, and general accounting affairs of the City.

GENERAL RESPONSIBILITIES & DUTIES:

1. Responsible for accurate and timely accounting records.

2. Responsible for efficient operations of the Finance Department.

3. To assist other departments with their financial systems, ensuring accurate and timely accounting records and proper controls.

4. To report any over-expenditures or unauthorized expenditures on any departmental budget to the Director of Finance, and conduct internal checks and audits.

5. To approve transactions posted to the General Ledger.

6. To plan, direct, co-ordinate, administer, and supervise the day-to-day activities of staff working directly under his/her jurisdiction, including promotion, recognition, evaluation, discipline and termination, as appropriate.

7. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.

8. To make recommendations regarding staff training, attendance at seminars, conferences, etc.

9. To be responsible for the first step of grievance proceedings for employees under his/her jurisdiction.

10. To maintain all reconciliations, including year-end working papers for annual audit.

11. To prepare and control the annual operating and capital budgets for the Finance Department.
12. To assist with the annual preparation of the 5-Year Financial Plan.

13. To recommend to the Director of Finance applicable bylaws, policies and procedures.

14. To attend to the public, as required, for the purpose of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.

15. To assume the responsibilities of the Director of Finance in his/her absence.

16. To prepare reports and maintain such records and information as may be necessary to perform this function.

17. To carry out additional related tasks and functions, as assigned by the Director of Finance, or the Chief Administrative Officer.
FUNCTION:

The Information Systems Manager is responsible to the Director of Finance to maintain, design, develop and implement computer systems for the City of Terrace and supervise, direct and administer the day-to-day operations of the payroll function.

GENERAL RESPONSIBILITIES:

1. To manage and supervise all aspects of the City's computer systems, including systems planning, review, maintenance, research and the recommendation of systems development.

2. To manage, supervise and maintain all aspects of the RCMP Office Support System, PIRS, CPIC and CABS in conjunction with the appropriate RCMP personnel.

3. To monitor system performance and troubleshoot system and hardware problems, where necessary, and assist or obtain assistance for users of various network application software.

4. To manage three Windows NT networks and a Novell network.

5. To supervise system use, security, backup, conduct and/or co-ordinate staff training and liaison with vendors or consultants regarding all components of the computer systems.

6. To be responsible for all computer projects, including research, preparation of reports and budgets, preparation of hardware and software specifications, evaluation of proposals, and supervision of hardware and software installation.

7. To recommend to the Director of Finance, bylaws, policies and procedures required to regulate the operations of the Information Systems Department.

8. To work with outside GIS consultants, as required.

9. To develop database enquiry systems for users, as required.

10. To manage computer system contracts and initial data input.

12. To plan, direct, co-ordinate, administer, and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.

13. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.

14. To make recommendations regarding staff training, attendance at seminars, conferences, etc.

15. To be responsible for the first step of grievance proceedings for employees under his/her jurisdiction.

16. To attend Standing Committee meetings, as required, as technical advisor, on computer matters.

17. To attend the public, as required, for the purpose of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.

18. To prepare reports and maintain such records and information as may be necessary to perform this function.

19. To carry out additional related tasks and functions, as assigned by the Director of Finance, or the Chief Administrative Officer.
SCHEDULE "N"

TERMS OF REFERENCE

DEPUTY FIRE CHIEF/FIRE PREVENTION OFFICER

FUNCTION:

The Deputy Fire Chief/Fire Prevention Officer is responsible to the Fire Chief, and will assist with the supervision, direction, and administration of the Fire Department (both paid and volunteer forces), and co-ordinate and oversee the City’s Fire Prevention Program.

AUTHORITY:

To act as Local Assistant to the Fire Commissioner pursuant to the provisions of the Fire Services Act.

GENERAL RESPONSIBILITIES:

1. To organize and administer a program of fire prevention and inspection within the City.

2. To co-ordinate inspections of public and private buildings and related equipment for fire hazards, to ensure compliance to municipal, provincial and federal fire prevention codes and related bylaws and to maintain appropriate records to municipal standards.

3. To conduct pre-fire planning and to investigate hazardous situations, complaints, origins of fires, and to gather and present evidence in suspected arson cases.

4. To prepare reports and recommendations regarding adequacy of fire prevention measures and to provide advice and information to owners, contractors and the public on matters pertaining to fire prevention regulations.

5. To assist in the planning, organizing, directing and co-ordination of the City’s fire fighting programs, and to assist in the supervision of fire fighting activities at fires.

6. To provide supervision and work direction, to organize work for assigned employees and to prepare inspection schedules.

7. To examine and check building plans, drawings and specifications, ensuring adequacy and conformance to bylaws and regulations.
8. To assist in the organization and co-ordination of training programs for fire prevention and fire fighting for regular and volunteer fire fighters, industrial and business groups, civic officials, youth and public groups.

9. To act as Local Assistant to the Fire Commissioner, under the provisions of the Fire Services Act.

10. To assist in the enforcement of City Fire Bylaws, and assist in ensuring that safe standards are maintained.

11. To assist in fire fighting and emergency response, as required.

12. To assist in ensuring that an effective maintenance program is in place regarding Fire Department equipment, vehicles and buildings.

13. To assist the Engineering Department in the development of a fire hydrant plan to inspect hydrants, as required.

14. To assist in the issuance of fire permits and other permits to control the use of flammable or toxic materials in the municipality.

15. To assist in emergency planning with the Municipal Emergency Programme and City officials.

16. To assist in the liaison with and the co-ordination of the activities of the Volunteer Firefighters' Association in conjunction with the Terrace Fire Department.

17. To assist in the hiring, planning, directing, co-ordinating, administration and supervision of the day-to-day activities of staff, and to take any disciplinary or termination action, as appropriate.

18. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.

19. To make recommendations regarding staff training, attendance at seminars, conferences, etc.

20. To assist in the administration of the Collective Agreement between the City of Terrace and the Terrace Firefighters Association, Local 2685, and to assist the Fire Chief concerning Union Contract negotiations.

21. To be responsible for the first step of grievance proceedings for employees under his/her jurisdiction.
22. To assist in the preparation of the annual capital and operating budget for the Fire Department, as required.

23. To approve financial and operating transactions, as outlined in the Administrative Policies & Procedures Manual.

24. To assist in the preparation of applications and submissions for cost and revenue sharing grants available to the Fire Department, as required.

25. To attend the public, as required, for the purpose of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction, and to acquaint the public with the purpose, function and operation of the City's Fire Department.

26. To assist in the development of policies and procedures required to regulate the operation of the Fire Department.

27. To assume the responsibilities of the Fire Chief in his/her absence.

28. To assist in preparing reports and in maintaining such records and information as may be necessary to perform this function.

29. To carry out additional related tasks and functions, as assigned by the Fire Chief, or the Chief Administrative Officer.
SCHEDULE "O"

TERMS OF REFERENCE

PARKS & FACILITIES MANAGER

FUNCTION:

The Parks & Facilities Manager is responsible to the Director of Leisure Services for the supervision, direction, and administration of the day-to-day operations of the Leisure Services Department, and for the provision of safe, well-maintained and properly planned recreation facilities, parks and cemeteries.

GENERAL RESPONSIBILITIES:

1. To operate the parks, cemeteries and recreation facilities in the most economic and efficient manner possible, and encourage maximum public use.

2. To ensure the proper functioning of all mechanical, electrical and other equipment in the facilities, and ensure a day-to-day maintenance program is in place and adhered to.

3. To operate and control a Direct Digital Control (DDC) system for efficient energy management of the City’s recreation facilities.

4. To assist with future design and maintenance strategy for existing and proposed parks and facilities.

5. To hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate.

6. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.

7. To make recommendations regarding staff training, attendance at seminars, conferences, etc.

8. To be responsible for the first step of grievance proceedings for employees under his/her jurisdiction.

9. To assist in the preparation of the annual capital and operating budget for the Leisure Services Department.

10. To approve financial and operating transactions, as outlined in the Administrative Policies and Procedures Manual.
11. To attend the public, as required, for the purposes of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.

12. To attend Standing Committee meetings as required, as technical advisor, representing the Leisure Services Department.

13. To recommend to the Director of Leisure Services, bylaws, policies and procedures required to regulate the operation of the Leisure Services Department.

14. To assume the responsibilities of the Director of Leisure Services, in his/her absence.

15. To prepare reports and maintain such records and information as may be necessary to perform this function.

16. To carry out additional related tasks and functions, as assigned by the Director of Leisure Services, or the Chief Administrative Officer.
FUNCTION:

The Aquatic Manager is responsible for managing and directing the day-to-day operations of the City’s Aquatic Centre and Aquatic Centre staff in accordance with statutory requirements and City policy. Reporting to the Director of Leisure Services, and working closely with all Leisure Services Department staff, the Aquatic Manager is responsible for the overall operation of the Terrace Aquatic Centre including budget development and monitoring, human resource management - including recruiting, hiring and training of all staff, and program development and marketing.

GENERAL RESPONSIBILITIES:

1. To ensure that the Aquatic Centre is managed and operated in a manner that complies with applicable provisions of the Swimming Pool, Spray Pool and Wading Pool Regulations of the Health Act, and ensures compliance with the City’s obligations under the Workers’ Compensation Act and the Occupational Health and Safety Regulations and other governing regulations, as amended from time to time.

2. To ensure that in directing the performance of work by City employees and contractors at the Aquatic Centre, reasonable steps are taken to ensure the health and safety of workers and members of the public.

3. To ensure that equipment and facilities are well maintained, including monitoring pool water chemistry and performing minor adjustments and repairs where required.

4. To develop and prepare the Aquatic component of the overall Leisure Services Department annual budget and monitor expenditures to ensure that the Aquatic component remains within budget parameters.

5. To assess and anticipate the Aquatic program and special event needs of the community through both verbal and written communication with stakeholders and ensure that special event information relating to the Aquatic Centre is made available to the public.

6. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities but that appropriate limitations on their authority are clearly understood.
7. To approve staff training, attendance at seminars, conferences, etc.

8. To recruit, hire, train, direct, co-ordinate, schedule and supervise the day-to-day activities of all Aquatic Centre staff to meet the needs of the operation, and to take any disciplinary or termination action as appropriate in accordance with the Collective Agreement.

9. To establish the qualifications for Aquatic Centre staff and ensure that these qualifications are met or exceeded by all staff by coordinating in-service training and staff development opportunities.

10. To be responsible for the first step of grievance proceedings for employees under his/her jurisdiction.

11. To develop and recommend for approval the bylaws, policies and procedures required to regulate the operation of the Aquatic Centre.

12. To represent the municipality before the public in matters pertaining to the Aquatic Centre, and to attend to the public as required, for the purposes of answering inquiries and discussing complaints with respect to matters coming within his/her jurisdiction.

13. To carry out additional related tasks and functions, as assigned by the Director of Leisure Services, or the Chief Administrative Officer.
SCHEDULE "Q"

TERMS OF REFERENCE

OFFICE MANAGER – R.C.M.P.

Amended by #1949-2009

FUNCTION:

The Office Manager – R.C.M.P. is responsible to the Officer in Charge, and the City’s Corporate Administrator, for managerial support to the Detachment, including labour relations and highly sensitive matters. Due to the nature of the position, an Enhanced Reliability Security Clearance must be maintained, and confidentiality is essential.

GENERAL RESPONSIBILITIES:

1. To hire, plan, direct, co-ordinate, administer and supervise the day-to-day activities of staff working directly under his/her jurisdiction, and to take any disciplinary or termination action, as appropriate, and to be involved in labour relations issues relating to the municipal clerical support positions under his/her jurisdiction, including making recommendations with respect to staffing levels, rates of pay, etc.

2. To ensure that employees under his/her jurisdiction are delegated adequate authority to carry out their responsibilities, but that appropriate limitations on their authority are clearly understood.

3. To make recommendations regarding training, attendance at seminars, conferences, etc., and maintain a schedule of orientation and training requirements for all Detachment members and employees.

4. To be responsible for the first step of grievance proceedings for employees under his/her jurisdiction.

5. To oversee Detachment administrative support and liaise with the Operations Support NCO in matters relating to employees outside his/her jurisdiction.

6. To maintain all Detachment personnel files, including sensitive and confidential information on employees, and labour relations issues.

7. To attend and conduct Detachment senior management meetings and contribute to issues relating to the overall Detachment operation.

8. To oversee quality control of PRIME data relative to Uniform Crime Reporting scoring and PRIME Policy in the capacity of PRIME Coordinator.
9. To liaise with City of Terrace Public Works regarding building maintenance for the Detachment.

10. To assist in the maintenance of classified correspondence regarding sensitive projects and public complaints against the police, including internal investigations.

11. To maintain confidentiality at all times.

12. To oversee the Detachment's computer systems, including hardware and software maintenance and upgrades, security, and procurement. Develop and train staff, as required, and troubleshoot problems arising on the Local Area Network (L.A.N.), and the R.C.M.P. Office Support System (R.O.S.S.)

13. To maintain computer inventory control and liaise with internal and external computer technology personnel and agencies.

14. To attend the public, as required, for the purpose of answering inquiries and discussing complaints with respect to matters coming under his/her jurisdiction.

15. To prepare and maintain such records and information as may be necessary to perform this function.

16. To carry out additional related tasks and functions, as assigned by the Officer in Charge of the Detachment, the Corporate Administrator or the Chief Administrative Officer.
SCHEDULE "R"

OATH OF OFFICE

I, [insert name] having been appointed to the position of [insert name of office] for the Corporation of the City of Terrace, do hereby promise and swear/affirm:

1. I will truly, faithfully and impartially, to the best of my knowledge, skills and ability, execute the powers, duties and function of my position;

2. I will treat all matters and information that comes to my attention, as a result of my position, in confidence;

3. I have not received and will not receive any payment or reward, or promise of either, in return for the exercise of my powers, duties and functions, other than as permitted by the City of Terrace.

4. I will not allow my personal interests to conflict with the duties of my position; and

5. I will comply with all policies and directives of the City of Terrace.

Sworn/Affirmed by me, at Terrace, B.C. on _________________, 20__.

[insert name]

______________________________

City Clerk
3215 Eby Street
Terrace, B.C. V8G 2X8
A COMMISSIONER OF OATHS
IN AND FOR THE PROVINCE
OF BRITISH COLUMBIA
MEMO:    Heather Avison, CAO for Mayor & Council
FROM:    Lori Greenlaw, Director of Finance
DATE:    August 27, 2018
SUBJ:    MUNICIPAL INSURANCE ASSOCIATION: 2018 VOTING DELEGATES

RECOMMENDATION: THAT Council appoint a Voting Delegate and Alternates to vote at the Annual General Meeting of the Municipal Insurance Association of British Columbia to be held on Tuesday, September 11, 2018.

BACKGROUND: Each year, the City appoints a Voting Delegate and 2 Alternates to vote at the Annual General Meeting of the Municipal Insurance Association.

BUDGETARY IMPACT OF RECOMMENDATION (if applicable):
Budgeted Amount: n/a     Unbudgeted Amount: n/a

COUNCIL INITIATIVE:

Submitted by: L. Greenlaw

Approved for Submission to Council:
MINUTES OF THE
SAFE NEEDLE DISPOSAL TASK FORCE MEETING
HELD ON WEDNESDAY, AUGUST 1, 2018
AT 1:15 P.M. IN THE
MUNICIPAL COUNCIL CHAMBERS

Present:

Constable Doug MacFarland, Terrace R.C.M.P. Detachment
Chris Simms, Health Services Administrator, Northern Health
Nick Rempel, Specialized Services Manager, Northern Health
Iain Acton, BMO, Terrace Downtown Improvement Association
Elaine McGillivray, Director of Housing, Ksan Society
Heather Avison, Chief Administrative Officer, City of Terrace
Carol Leclerc, Mayor, City of Terrace
James Cordeiro, Councillor, City of Terrace
Carmen Didier, Director of Leisure Services, City of Terrace
Ashley Poole, Executive Assistant, City of Terrace

Regrets:

Welcome and Introductions:
The members of the Safe Needle Disposal Task Force introduced themselves and what organization they were each representing on the Task Force.

Review Mandate of Task Force:
This task force was created due to increased reports of drug paraphernalia being found around the City and some members of the public feeling unsafe. It was acknowledged that feeling unsafe can be more of a perceived risk vs. real danger. There was confusion around who to contact when hazardous paraphernalia was found. This task force was created to provide recommendations for Council and City Administration regarding how to deal with drug related litter. The City does not currently have set protocol for drug paraphernalia and who is responsible for it.

The goal of the task force is to put a plan in place before this problem escalates.

Leisure Services Department – Incident Report:
After meeting with Northern Health in June the City decided to start recording drug paraphernalia clean-up calls and where the “hot spots” in town were. Prior to speaking with Northern Health, when citizens would phone regarding paraphernalia found on private property they would be directed to the Northern Health website and told to put the contents into a plastic container and take it to the pharmacy or hospital. This was happening almost daily. City staff has been informed on how to safely collect and dispose of needles.
Since June 13, 2018 there have been 15 recorded incidents and approximately 6 – 8 unrecorded after-hours incidents.

Collection sites were the Health Unit, George Little Park (GLP), the hillside of GLP, Brolly Square, Elks Park, the Courthouse trails, the Salvation Army alleyway, the downtown core (including Brolly Square), Riverside Park, and the Terrace Little Theater. The most concentrated areas for litter are GLP, the hillside of GLP, the downtown core, and behind the Health Unit. It was mentioned that around Mills Memorial Hospital is another area of concern.

George Little House has seen a fair number of instances but has been managing the problem themselves.

A conversation took place regarding the concerns around placing drop boxes inside or outside various facilities and whether or not this may encourage people to use in these areas. There were also concerns around publically visible drop boxes not getting utilized as the user could be easily identified.

If drop boxes were to be utilized, they would be most effective in the known hot spots such as the back of the library and the Health Unit.

The R.C.M.P. reported that the hot spots they have identified are Willow Creek Daycare, the downtown area, and the Terrace Pentecostal Assembly Church.

**Northern Health – Current Policies Regarding Needle Distribution/Handling**

Harm reduction – The Health Unit provides the ability for individuals to exchange used needles for clean needles. Users are provided a box free of charge for their used needles. There is information available on site regarding safe needle use. When an individual comes in to pick up the clean needles a conversation is had with them to provide education and answer any questions regarding the individual’s substance use. The individuals are made aware of the various programs that Northern Health has to offer with hopes to destigmatize the issue and educate the public. The Health Unit clerks are trained in harm reduction. When a sharps container is provided they are asked to return them once full. As the number of needles handed out is recorded, it is found that approximately 90% of the needles are recovered. Individuals are informed that they can bring their needles back to Ksan Society, the Hospital, Pharmacies, or the Health Unit.

PG Safe Needle Disposal Guide – Kyrsten Thomson, Operations Lead at Northern Health, has asked Northern Health to make a draft of this document so it pertains to Terrace. The draft will be forwarded to this task force for look over it for consideration. The document will contain a map that shows where in town needles can be returned.

The BC Centre for Disease Control Harm Reduction Best Practice Handout is an additional provincial resource that the City could use.

A conversation took place regarding possibly incentivizing the return of your needles in some way. It would be helpful to find out if any other jurisdiction successfully does this.
**Reporting out of other agencies:**
The R.C.M.P. reported that methamphetamine and fentanyl use is on the rise which could be linked to the increase of needles around town. They rarely receive calls to pick up drug paraphernalia.

**Summary of Terrace Pharmacy Policies:**
The majority of the City’s pharmacies will accept single needles being returned to their site. Certain pharmacies only take sharps boxes that they’ve given out.

In some cases they may not accept containers that have been provided by other pharmacies. This could be due to the cost of needle disposal.

Chris will come back with some info on this potential obstacle.

**Objectives/Goals of the task Force:**
The task force will decide if the installation of exterior drop boxes is appropriate, and if so, where around town these should be installed. Two suggested locations are outside somewhere at the Health Unit where the needles are distributed, and outside at the Terrace Public Library. The approximate cost of a drop box is $1,100 - $1,200. Chris Simms will look in to possible grant funding for these drop boxes.

The task force should define individual organizations roles and what each organization can do as far as prevention. Information needs to be relayed to the public that someone who is disposing of sharps in the appropriate box will not be reported to the police. Northern Health will draft a Safe Needle Disposal Guide for the greater Terrace area.

A goal of destigmatizing this issue and providing the public with more information was identified. It would be good to find some “best practices” in dealing with this issue. There is now a substance use resource nurse at the Health Unit who is able to offer her expertise on this issue.

A conversation regarding destigmatizing the issue by perhaps putting sharps containers in all of the City facilities took place. Heather will inquire with the City’s Building Inspection Department to see if it is now mandated in the BC Building Code to install sharps containers in public washrooms.

Training should be offered to the public on how to safely handle sharps and other drug paraphernalia.

Carmen will check with other municipalities regarding their practices/policies around sharps disposals and drop boxes in public spaces and report back at the next meeting.

**Other Business:**
N/A

**Next Meeting:**
Next meeting is Wednesday, August 15, 2018 at 1:15 p.m. in Council Chambers

Meeting adjourned at 2:30 p.m.
"A BYLAW OF THE CITY OF TERRACE TO AMEND CITY OF TERRACE MANAGEMENT STAFF BYLAW NO. 1900-2007."

WHEREAS Section 146 of the Community Charter empowers Council, by bylaw, to establish officer positions and to establish the powers, duties and responsibilities of officers and employees;

AND WHEREAS Council wishes to amend City of Terrace Management Staff Bylaw No. 1900-2007;

NOW THEREFORE, the Municipal Council of the City of Terrace, in open meeting assembled, hereby enacts as follows:

1.0 EMPLOYEE POSITIONS

1.1 Replace the text in Section 4.0 Employee Positions with the following: “Employee Positions shall be established by the Chief Administrative Officer as required.”

2.0 POWERS, DUTIES AND RESPONSIBILITIES:

2.1 Replace text in Section 5.0 Powers, Duties, and Responsibilities with:

In accordance with section 146 of the Community Charter, the Council hereby establishes the following officer positions:

i) “Chief Administrative Officer” to have the power, duties, and functions under section 147 of the Community Charter;

ii) “Corporate Administrator” to have the powers, duties, and functions under section 148 of the Community Charter; and

iii) “Director of Finance” to have the powers, duties, and functions under section 149 of the Community Charter.
2.2 Add the following to Section 5:

The Council may appoint a person or persons to act in a Deputy or Acting capacity for any of the foregoing officer positions.

2.3 Add the following to Section 5:

Nothing in this bylaw shall prevent the appointment of the same person to two or more officer positions.

3.0 SCHEDULES:

3.1 Delete Schedules “A” through “Q” and renumber accordingly.

4.0 OATH OF OFFICE:

Replace “Schedule R” with “Schedule A” in Section 6.0 Oath of Office.

5.0 CITING:

This Bylaw may be cited, for all purposes, as “City of Terrace Management Staff Bylaw Amendment Bylaw No. – 2018”.

READ a first time this  day of , 2018.

READ a second time this  day of , 2018.

READ a third time this  day of , 2018.

ADOPTED this  day of , 2018.

__________________________________________
Mayor

__________________________________________
Clerk
“A BYLAW OF THE CITY OF TERRACE TO AMEND THE OFFICIAL COMMUNITY PLAN BYLAW NO. 2142-2018, AND AMENDMENTS THERETO BY ADDING “DOWNTOWN ACTION PLAN AND URBAN DESIGN GUIDELINES” TO THE OFFICIAL COMMUNITY PLAN.

WHEREAS the Municipal Council of the City of Terrace has adopted Official Community Plan Bylaw No. 2142-2018, and amendments thereto;

NOW THEREFORE, the Municipal Council of the City of Terrace, in open meeting assembled, hereby enacts as follows:


2.0 Amend the list of appendices to the Official Community Plan as follows:

1) Appendix H - “Keith Estates Neighbourhood Concept Plan” to be renumbered as Appendix G - “Keith Estates Neighbourhood Concept Plan”

This Bylaw may be cited, for all purposes, as "Official Community Plan Amendment (Downtown Action Plan) Bylaw No. – 2018."

READ a first time this day of , 2018.

READ a second time this day of , 2018.

PUBLIC HEARING HELD this day of , 2018.

READ a third time this day of , 2018.

ADOPTED this day of , 2018.

Mayor

Clerk
DOWNTOWN ACTION PLAN & URBAN DESIGN GUIDELINES

Aug 2018
Co-created as part of a multi-day public workshop, the Terrace Downtown Master Plan Concept presents a vision for how growth and development in Downtown Terrace can build on current strengths to create a more lively and walkable community. This concept is further detailed in the following plan, including “Fundamentals”, “Big Moves” and design guidelines.
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this place called terrace

Situated on a wide bow at the confluence of the Kitsumkalum and Skeena rivers, and occupying a wide valley and series of stepped terraces and foothills, Terrace is situated on the traditional land of the Tsimshian Nation – including the Kitselas and Kitsumkalum First Nation communities – who have accessed these lands and waters as a way of life for millennia.

As a milestone of European settlement, steam powered riverboats began navigating as far north as the Skeena River as early as the mid 1860’s and in 1866 the Mumford (a sternwheeler steamboat) arrived to Terrace as a supply ship for efforts to construct a telegraph line.

Over the following decades, a growing fishing industry and several gold rushes saw increased interest in land prospecting and in 1905, Ontario-born George Little arrived to the Skeena River Valley. Often referred to as the “founder of Terrace,” Little received a preemption of a large land area and later donated land to the Grand Trunk Pacific Railway for the station stop. Initially proposed to be named “Littleton,” it was later changed to “Terrace,” in reference to the local river valley landforms and the traditional Tsimshian name for the area.

With the arrival of rail in 1914, a more reliable systems of transportation linked Terrace eastward to “Fort George” and Edmonton via the Grand Trunk Pacific Railway. Soon thereafter, the Old Skeena Bridge was built in 1925 and still stands today as a powerful experiential landmark upon arrival to Terrace. The 1940’s and 50’s witnessed the growth of the highway system (as part of the Canadian military effort during World War II) and downtown Terrace felt the first effects of the automobile on the downtown. Just two decades later, the highway bypass was completed and the growth of highway-oriented commercial has stimulated additional growth south of the rail.

This brief history highlights a strong theme of confluence – of coming together – in the identity of Terrace; it reveals the extent to which transportation – from river, to rail to highway – has shaped the physical location and extent of this community; and it highlights the challenges of how these physical pathways can also serve to disperse the focus and vitality of a downtown. Together, these themes of confluence and comfort, movement and place also define the most critical opportunities and constraints shaping the success of Downtown Terrace.
climate

Terrace is located near the ocean, and this proximity (approximately 60 kilometres), along with the low altitude (60 metres), and its location within the shelter of the Coast Mountains has created a natural “greenhouse” effect and a relatively moderate climate. Rainfall is less than half of that found on the coast (averaging 956mm yearly) and temperatures are moderate when compared to temperature extremes found more inland. Summer temperatures average 18°C while winter temperatures average -3°C, with an average annual snowfall of 204cm.

Effective weather protection and climate-sensitive or “winter city” urban design is an important factor affecting not only pedestrian movement and public amenity within the downtown, but also the overall character of downtown buildings and the streetscape. Accordingly, building and streetscape design – and the consideration of winter weather, Arctic outflow winds and precipitation – should be integrated so as to not detract from the overall quality and character of the downtown.

process

The City has invested significant resources into updated planning policy with a sustainability focus, including the updates to the Official Community Plan (OCP) and Zoning Bylaw, prompted by anticipated growth generated by regional industrial activity. The update of the Downtown Action Plan and Urban Design Guidelines was informed both by digital (online) and in-person engagement involving staff, council, stakeholders and the public – with particular focus on a 2-day intensive workshop. Other components of the engagement process included:

- Wayblaze online ideas campaign (Jan - Jun 2018)
- Countertop Valentine campaign (Feb 2018)
- Two Staff-led pop ups (Feb 12th & Feb 16th 2018)
- 2- day intensive workshop, w/ walking tour, stakeholder workshops, evening presentations with Q&A and small group discussions (Mar 6-7, 2018)
- Open House (Jun 21, 2018)
- Presentation to City Council & Kitsumkalum and Kitselas First Nations (Jul 10, 2018)
The idea of what a downtown is and the role it plays in a city has evolved over the years. Many cities across Canada and around North America have witnessed the gradual decline of their downtowns as government policies incentivized outward growth, auto-oriented development patterns dominated the landscape, and suburban living enticed residents with ample free parking and large format shopping malls. Downtowns and urban centres became a shell of what they once were with minimal services and overwhelming lack of life and energy.

The evolution of Terrace’s built environment has been strongly influenced by shifts in transportation and related land-use, from rail, to the highway and highway bypass. Each epoch dispersed the growth of commercial services (shown in red), further developed auto-oriented patterns of use and challenged opportunities to emphasize, compact walkable urban development.

Fortunately, this trend has slowly begun to shift over the past two decades largely as a result of community preferences and lifestyle choices. Cities, large and small, have reinvested in the future of their downtowns and have implemented plans to revitalize, grow, and reimagine walkable downtowns. As the birthplace of many cities, downtown areas are typically home to the oldest neighbourhoods in a city and often contain historic local landmarks and diverse architectural heritage. Cities have rediscovered the value of maintaining a vibrant downtown and reconnected with their downtowns as a strong symbol of community, history, commerce, and the heart of the community.

As a result, downtowns are now more livable, complete communities that incorporate a mix of uses and prioritize walkability, cycling and transit use. The increasing desire to live downtown is also driven by a growing preference to live closer to work and have the ability to walk to local services, restaurants, entertainment, and recreational areas.

Downtown Terrace has the potential to reinforce itself as the heart of the city. The Downtown Action Plan for Terrace provides a roadmap for this future: framed by Five Fundamentals (for downtown revitalization) and implemented through the Ten Big Moves, the Plan is bold in its vision and contains Urban Design Guidelines – including general strategies and recommendations for built form and the public realm – to ensure incremental growth and development proceeds accordingly.
applicability & intent

Downtowns play an important role as the literal or symbolic heart of a city where commercial, cultural, employment, and civic activities are often concentrated. Often the most visible indicator of community pride, downtown environments reflect the economic and social health of a city or region.

The overall intent of the Downtown Action Plan (including the Ten Big Moves) and Urban Design Guidelines is to establish a vision for redevelopment and revitalization of Downtown Terrace. There is significant opportunity for growth and revitalization within Downtown Terrace, seizing upon existing strengths, including but not limited to:

- the pedestrian-friendly scale of buildings and walkable geographic extents;
- a logical and interconnected street network;
- a strong centralized City “core” as well as community and civic amenities;
- the available (infill) development parcels;
- a business improvement area managed by an active Terrace Downtown Improvement Area society
- numerous other organizations highly invested and committed to improving the downtown including the local Chamber of Commerce and the Greater Terrace Beautification Society.

Taken together, the Downtown Action Plan explores a comprehensive and strategic vision for Downtown Terrace while guiding the form and character of future development in support of the Five Fundamentals for downtown revitalization.

This vision of downtown will be achieved through the incremental development of both private and public lands. This Plan and Urban Design Guidelines is an accessible and useable document providing direction to all parties involved in downtown redevelopment projects big and small - developers, City staff, City council, business owners, etc.

The Downtown Action Plan & Urban Design Guidelines relate to the development permit area identified in the Official Community Plan (OCP) as Downtown, identified on Schedule C - Development Permit Areas of the OCP. Development permits issued for these areas shall be consistent with this document.
The physical extents of Downtown Terrace - as shown above - incorporate approximately 30 blocks extending from the Canadian National Rail Right of Way (to the south) to George Little Park (in the north) and from Eby Street and City Hall (along the western edge) to the end of Legion Avenue (along the eastern edge). The Greater Downtown covers nearly 200 acres and is by all accounts quite walkable: a 2-block x 2-block, T-shaped “downtown core,” centered on the 4600 block of Lakelse Avenue, sits within a 5-10 minute walk of the entire downtown (as illustrated with the walking circles above).
Individual precincts are described in greater detail as the first of the Five Fundamentals (Section II), according to defining character, complimentary use(s) and design emphasis.
design review process

The flow chart below demonstrates the design review process by which Staff, Committee of the Whole and Council review applications within the Downtown Terrace Development Permit Area.

**Preliminary City Staff review**

- Application filed for Development Permit within Downtown Action Plan Area
  
  City Staff review application against requirements (DP Regulations, Downtown Action Plan, Urban Design Guidelines)

  - does not comply
    - Proponent asked to review outstanding items

  - compliance
    - Staff Report to Committee of the Whole
      
      Agency Referrals as required
      
      Council Decision

      - Development Permit issued
        - Development Permit not issued

**Committee of the Whole & Council**
II

THE FIVE FUNDAMENTALS OF THE DOWNTOWN ACTION PLAN

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A GREEN HEART | Connection & Health ..............................19

ARTS & CULTURE | Identity & Diversity ................................21
FIVE FUNDAMENTALS

The Five Fundamentals for downtown revitalization should be supported by all development applications within the Downtown.

These high level objectives were consolidated from existing policies, goals and objectives, revisited and refined through community dialogue and are presented in the following pages. Each of the Five Fundamentals presents a description of context/rationale and includes a “fundamentals checklists” to emphasize the most important considerations for new development within Downtown Terrace.

The Five Fundamentals also give context for the Ten Big Moves presented in Section III and the more specific Urban Design Guidelines as detailed in Section IV.
Ten Big Moves and specific Urban Design Guidelines apply the Five Fundamentals, illustrating the range of strategies including guidelines for development.

1 | COMPLETE DOWNTOWN
services & precincts

New development within Downtown Terrace should compliment and enhance existing services & character by defining and strengthening “precincts”

2 | LIVING IN THE CITY
housing & community

New development within Downtown Terrace should promote ground-oriented and mixed-use forms of housing

3 | PEOPLE FIRST
movement & gathering

New development within Downtown Terrace should prioritize pedestrian, connectivity, comfort, safety & accessibility

4 | A GREEN HEART
connection & health

New development within Downtown Terrace should protect and enhance natural assets and connectivity to trails

5 | ARTS & CULTURE
identity & diversity

New development within Downtown Terrace should seek to reveal and celebrate community identity & diversity
services & precincts

Part of bringing new life and energy into a downtown involves incorporating a mix of uses that support the development of a complete community within a compact, walkable environment. In addition to prioritizing the location of complimentary services and amenities within the downtown (to support existing businesses, residents and visitors) this first and most fundamental strategy acknowledges that, although downtowns are defined as a single area, they are invariably made up of several sub-areas or “precincts.” Identifying these “precincts” and cultivating the sub-cultures that self organize within them is essential to strengthening Downtown Terrace.

As a central strategy for downtown revitalization, the formal designation of “precincts” (refer to map on pp. 6-7) will help define and emphasize areas of the downtown with distinct characteristics for different activities and user groups (beyond commercial and retail offerings). With general uses, form and character that reinforce their own unique identity, individual precincts can better support community needs through the co-location of complimentary services. From an economic perspective, precincts leverage the strengths of economic clustering and can provide a framework to encourage, promote, and attract growth and cooperative innovation in the downtown. Precinct areas are most effective when they are understood as “parts of a whole.”
The designation of precincts (refer to map on pp. 6-7) will reinforce existing commercial success through clustering of uses and support for programming of activities and articulation of bold identifying features (materials and colours) to encourage a greater concentration of activity and use.

**City Hall / Civic Precinct** is defined by a strong street presence of City Hall and the Cenotaph Plaza and forms an intuitive gateway to downtown at the western terminus of Lakelse Avenue.

**Civic Recreation Precinct** is defined by the large public open space and recreational facilities of George Little Park, public library and art gallery, Sportsplex and Aquatic Centre. Spanning both sides of Kalum Street, this precinct also forms a northern gateway to the downtown and to the Terrace Mountain recreation area.

**Main Street Core Precinct** is defined by historical patterns of early downtown Terrace (circa 1900) and features small commercial storefronts along the 4600 block of Lakelse Avenue.

**Downtown Core: Atwood Core – Lazelle Core – Kalum Station Precincts** are defined by their close proximity to the Main Street Core. Infill strategies are encouraged.

**Lakelse West** is defined by larger scattered buildings to the north with varying setbacks and the stretch of Evergreens along the Skeena Mall parking edge.

**Lazelle Village Precinct** is defined by building sides and blank walls to the south and the Lazelle Plaza mall and its parking lot to the north.

**Park Avenue West Precinct** is characterized by longer block lengths (~400 m) and a mix of residential and commercial uses. Park Avenue east of Sparks Street is defined by commercial uses while west of Sparks is an area of historically single family residences transitioning to a mix of multi-family and commercial uses.

**Lakelse Gateway Precinct** is characterized by predominately residential uses (transitioning from single family to multi-family residential), except for the commercial uses on Lakelse Avenue. It is characterized by its intact urban forest canopy and proximity to Terrace Mountain.

**Riverside Precinct** is recognized for its proximity and opportunity for connection to the Skeena River (including the narrowest portion of the rail right-of-way) and currently features a number of recreational and entertainment uses.

**Incubator Precinct** designates the southeastern portion of the downtown for commercial uses, local production and ultra light manufacturing. Infill and eco-industrial networking is encouraged with a mix of these uses already existing.

---

**FUNDAMENTAL CHECKLIST**

- Does the proposal add complimentary uses and/or essential services to enhance a more complete and walkable Downtown Terrace?
- Does the overall building form & character (e.g. building materials & colour, signage and/or open space programming and design) of the application strengthen and/or reinforce the existing and/or emerging identity of the precinct?
2 | LIVING IN THE CITY

housing & community

Introducing residential housing into the fabric of a downtown helps create a strong sense of community and can revitalize struggling areas or transform underutilized land.

Encouraging mixed use development contributes to a vibrant downtown and facilitates activity and social interaction both day and night. Mixed-use developments are characterized as pedestrian-friendly developments that blend two or more residential, commercial, cultural, institutional, and/or industrial uses. Increasing the number of people living in and around the downtown core also benefits local businesses as these residents are now within walking distance to downtown shops, restaurants, and services and are therefore more likely to patronize these businesses. A healthy and resilient city needs to provide diverse and affordable housing for its residents that reflects the needs of the community.

In addition to revitalizing downtowns with new life and activity, introducing residential uses helps address concerns around public safety and security. Having a concentration of people living within downtown creates increased activity levels and results in more eyes and ears on the street, extending a sense of ownership from residential and commercial areas into the public realm. The level of safety, both perceived and real, will increase as our downtown becomes more populated after working hours.
Encouraging more medium density ground-oriented housing also helps with safety concerns. Streets lined with continuous ground floor activity, services, and front doors create a more comfortable and safe walking environment with fewer zones of inactivity.

As more people live downtown, a “critical mass” of local residents will fundamentally shift attitudes towards it as the Downtown becomes home for increasing numbers of people. A greater sense of community and pride of ownership begin to develop.

Ground-oriented, small lot mixed use, commercial and residential development in Downtown Terrace will accomplish multiple urban design objectives, including: infill and street definition, “eyes on the street” and revitalization through increased commercial frequency of local shops and services.

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**FUNDAMENTAL CHECKLIST**

- Does the proposal enhance the range of housing options within the downtown?
- Does the proposed residential program include rental, affordable and/or special needs housing alternatives?
- If the project includes low or medium density residential, are the housing units ground-oriented (i.e. does a door have direct outdoor access to a street or courtyard as opposed to a corridor)?
movement & gathering

Recognizing streets as so much more than a conduit for vehicle mobility, the fundamental strategy of “people first” emphasizes creating streets for people and promoting all forms of active transportation as a means to improve the health, vibrancy, and economic potential of Downtown Terrace. Streets are key community and public spaces that should be designed to create a welcoming environment that is accessible and safe for all people, regardless of age, gender, or physical ability.

While streets need to accommodate all modes of transportation (i.e. walking, biking, taking transit, automobiles), priority in downtown street design should be given to pedestrians and non-automobile mobility – vehicular lane widths become narrower, the traffic speed is reduced, and emphasis is placed on the relationship between building frontages and an active pedestrian realm.

Creating a safe and secure built environment for all members of the community is an important objective within the OCP. Crime Prevention Through Environmental Design (CPTED) Principles are strategies intended to reduce the perceived fear of crime and the opportunity to commit crimes. These principles, when applied with an inclusive lens, encourage pedestrian traffic through enhanced streetscape and supporting mixed use (residential) development in the downtown that increase “eyes on the street,” extending a sense of ownership from residential and commercial areas into the public realm.
In aggregate, the above measures provide greater opportunity to expand inviting and attractive public space in the Downtown, better suited to accommodate civic, community, and cultural festivals and/or seasonal events.

Finally, further commitment to ensuring equal access for all people who live, work or visit—regardless of ability—is a hallmark of a downtown where people are put first. The identification and removal of existing barriers (e.g. missing curb cuts and/or crosswalks, heavily weathered sidewalks) facing many residents is a priority in constructing and renovating public spaces and/or buildings that embrace inclusive design.

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**FUNDAMENTAL CHECKLIST**

☐ Is the proposed residential, commercial or institutional development within a ten minute walk (approximately 800 metres) from the Downtown Core?

☐ Does the street layout and design incorporate principles of universal design and improve pedestrian facilities (including walking and cycling infrastructure) within the Downtown, while providing for personal and commercial vehicle use?

☐ Does the configuration of parking minimize surface parking along building frontages while supporting a “park-once” strategy (whereby interconnected pedestrian facilities provide functional and enjoyable linkages to multiple destinations)?

☐ Does the design contribute to or improve the overall safety of the area?
Situated within the vast Skeena River Valley, Downtown Terrace is never far from the “great outdoors.” In addition to taking its name from the stepped landforms deposited by glaciers and carved by rivers, Terrace’s identity is closely tied to its connection to the larger landscape. Views to Terrace Mountain and Sleeping Beauty Mountain, among others, define the community and serve as powerful landmarks.

Connectivity is often associated with vehicle traffic and movement, but pedestrian connectivity and the quality of green spaces contribute significantly to the overall livability of a city and play an essential role in fostering a safe and accessible downtown. Public green spaces and improved pedestrian linkages create more functional, comfortable, and memorable connections throughout and within downtown. Providing efficient and attractive connections improves access for residents and visitors and actively encourages walking. At a larger scale, establishing a network of green connections and pedestrian linkages provides a recreational amenity as well as an alternative transportation option that encourages a healthy and active lifestyle. In addition to connections within downtown, connections need to be made to key recreational destinations and outdoor amenity areas, such as the Skeena River, Ferry Island, George Little Park, and Heritage Park.

Green spaces within the downtown—including the urban forest canopy—provide many benefits to a city and its residents. Culturally, trees stand testament to the history of a place: Terrace has a variety of heritage trees that can be found throughout the downtown and are officially recognized in the City of Terrace Urban Tree Inventory.
With respect to environmental health, the urban forest improves water and air quality by reducing and filtering stormwater while purifying the air and filtering particulates. From a health & comfort perspective, trees provide windbreaks during cold winter months and shade the summer sun, and are linked more generally to improved personal health and happiness levels. Finally, street trees create a natural buffer between pedestrians and vehicle traffic while helping calm traffic by reducing the perceived width of streets.

At a most basic level, consideration for sun angle in the design and programming of spaces is essential in maximizing comfort and passive heating and lighting. Street trees are a simple and effective tool for pedestrian safety and comfort.

**FUNDAMENTAL CHECKLIST**

- Are there any significant existing environmental features that are maintained or enhanced on the site (e.g., tree preservation or daylighting of a watercourse)?
- If the property is adjacent to existing park space, open space, paths or trails, is a visual and pedestrian connection provided? Does the proposal enhance the pedestrian trail network?
- Does the proposal enhance the urban forest through the allocation of adequate soil volume and/or planting of large and suitably adapted trees?
- Are significant mountain views preserved?
identity & diversity

Terrace is a special place with a deep and diverse history. Situated in the Skeena River Valley, it is the traditional territory of the Tsimshian Nation and home to many Indigenous people, and neighbours several Indigenous communities, including Kitsumkalum to the west; Gitselasu to the east; and the Nisga’a, to the north.

Arts, culture and heritage are integral to the life of a city. They help form narratives about community and place, to gather and connect to each other, and to preserve and challenge community identity. Art inspires, provokes connection and sparks joy. Nurturing arts and culture can respect the history of a place and contribute to a vibrant community.

As related to physical planning and design, built form character are important factors to consider in celebrating and reinforcing the identity of downtown Terrace. Scale, form, and character all contribute to a unique sense of place and can reinforce the identity and uniqueness of downtown Terrace. Consideration for artistic and cultural elements should inform (re)development within the downtown and should respect and reflect the deep history and diversity of the region.

More specifically, heritage preservation and cultural interpretation should continue to play a central role in the revitalization of Downtown Terrace. Opportunities to reveal and preserve connections to Terrace’s origins as a community include: preservation of heritage buildings and landscapes; public art & street furniture designs that reflect local identity; reinforcing physical/view connections to the river and terrace landforms; and supporting greater cultural interpretation with particular respect to First Nations communities.
Opportunities to improve facilities for arts & culture within the downtown are encouraged to include cultivation of local theatre and musical performance spaces, including exploration of partnerships with and/or programming in support of the Pacific Northwest Music Festival.

Finally, in addition to the enhancement of arts & culture within the physical built environment and preservation and interpretation of significant heritage and cultural elements, the seasonal programming of streets and other public spaces (e.g. Riverboat Days and the Summer Arts Festival) plays a significant role in celebrating local arts & culture.

Through recognizing and celebrating local heritage, arts, and culture, Terrace will reinforce its identity and build an inclusive and diverse city.

Street furniture, tree protection and other structural/decorative elements within the pedestrian realm provide opportunities for display of public art, local craftsmanship and interpretive elements in support of local identity and cultural interpretation.

**FUNDAMENTAL CHECKLIST**

- Does the application make a significant contribution to public art and/or interpretive signage within the Downtown?
- Does the application provide additional facilities for the arts? Does it support opportunities for seasonal programming of private or public space to celebrate local arts and culture?
- Does the application contribute to Terrace’s sense of identity through heritage preservation and/or other forms of cultural interpretation?
III

TEN BIG MOVES

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TEN BIG MOVES

The following pages present Ten Big Moves as a series of catalyst projects and/or interventions to accelerate a more dynamic downtown for Terrace.

The Ten Big Moves translate the Five Fundamentals into action-oriented, site specific interventions located throughout Downtown Terrace. Descriptions include potential programming and design elements and precedent imagery that speak to form and character.

Finally, the Ten Big Moves drill down into the qualities of the built environment that set the stage for better understanding the intended outcomes of the Urban Design Guidelines as detailed in Section IV.
A centrally-located plaza and pavilion expands the pedestrian realm and provides a place for community gathering and social interaction in the heart of the Downtown Core. The “Livingroom” is proposed to be located in a portion of the Lakelse Avenue 4600 block (between Kalum and Emerson Streets). It is conceived of as a special collection of permanent and seasonal interventions, such as patio surfacing, structural elements for shade and enclosures to frame the activated space.

Opportunities include improvement to both private and public space, including but not limited to: “parklets” and/or seasonal extensions of commercial business operations; or more permanent improvements within the street right-of-way including widening of sidewalks and enhancement of street furniture and public art.

Such improvements would feature this vibrant space as central in the seasonal programming and street closures for festivals and celebrations of local arts and culture.

Building on the existing charm and quaint sense of place within the 4600 Block, special events could potentially extend programming to the improved public spaces and storefronts across Lakelse Avenue. Also refer to Big Move #3: “Activate the 2-Block Core.”
Within the context of downtown redevelopment, large sites present a unique mix of opportunity and challenge: the centrally located, former Co-op site was historically a downtown meeting place between Kalum and Emerson Streets and has tremendous potential for redevelopment as the “downhill landing” for downtown.

Redevelopment of “Kalum Station” holds great opportunity to dramatically increase the vibrancy of the area and create a stronger connection between the downtown core and George Little House to the South. Key opportunities for urban design improvement include mirroring commercial street fronts on Grieg Avenue, as well as contributing to the form and character of the “cultural zone” along Kalum Street. Buildings on this site could frame a south-facing, sheltered interior court for outdoor seating areas with open views to the railway and mountains.

As a gateway into downtown—and a major vehicular point of arrival close to the core—the site can also help facilitate a successful “park once” strategy, whereby convenient parking is located within a highly walkable (convenient, interesting and comfortable) and enjoyable collection of commercial services, public amenities and enhanced streetscape.
ACTIVATE THE 2-BLOCK CORE

Activating the Two-Block Core seeks to extend this commercial retail character westward along Lakelse Avenue from Emerson Street to Sparks Street. In order to do so, pedestrian-oriented infill development will address inconsistent building frontages to the north and support opportunities to host seasonal programming such as “food truck clusters” (e.g. 3-5 food carts grouped around a common temporary gathering space and eating area) to help populate and activate surface parking along the south side of the street.

Further, the large Lakelse Avenue ROW width allocation is redistributed to establish on-street parking with widened sidewalks and/or landscaped boulevards and bulb-outs at intersections and mid-block pedestrian crossings.

EXTEND THE 4600 BLOCK “MAIN STREET” WESTWARD TO SPARKS

At the heart of the downtown, the 4600 block of Lakelse Avenue between Kalum and Emerson Streets represents downtown Terrace’s little piece of Main Street, with narrow, street fronting retail on the south side and the promise of a sunny plaza activating the northern sidewalk (as proposed within Big Move #1: “Downtown Living Room”).
The Emerson and Kalum Street Stroll forms a complete and central loop to encircle the Downtown Core, and focuses on the complimentary north-south streetscape improvements (Emerson Street and Kalum Street) that connect the Civic Recreation precinct (Farmer’s Market, Library and Sportsplex) to the commercial and cultural hub of Kalum Station.

The plan emphasizes improvements to the current street network—including the current terminus of Kalum street at the railway line—while supporting the extension of a pedestrian overpass (as per the Transportation Master Plan).

Small interventions (e.g. pocket parks and/or “parklets”) at the 4-corners of Market Street (which extends from Emerson Street) at Park Avenue will help animate a recreational gateway where surface parking currently dominates the pedestrian realm. To the South, a plaza at the northwestern corner of Kalum Street at Grieg Avenue provides a destination public open space adjacent the new museum and archives.

Finally, a number of blank sidewalls along Emerson Street present an opportunity for creative exploration of public art programming (e.g. murals) to help animate the pedestrian realm, expanding on and cultivating existing private initiatives.
The commercial areas and retail formats along Lakelse Avenue west of Emerson Street jump in scale. Indeed, blocks lengths become longer, and buildings and parking lots larger. Further west, passing Sparks Street, the vastness of the Skeena Mall surface parking lot poses an altogether different challenge... and opportunity: a seasonal “pop up” pedestrian marketplace is envisioned.

The current challenge—associated with the lacking transition between the pedestrian-orientation of the downtown core and the auto orientation of the large-format retail commercial service areas further west—is most effectively addressed through the insertion of pedestrian-friendly elements.

Building on current efforts (e.g. enhanced landscape treatments and new bus shelters), the “Lakelse West Market” proposes a unique infill strategy of small permanent and seasonal commercial uses to activate the pedestrian corridor along Lakelse Avenue.

Locally-fabricated pop-ups offer a more ephemeral entrepreneurial opportunity that may fill a unique market niche for local artisans as an extension of the weekly Farmer’s Market. Additional strategies include typical commercial retail unit (“CRU”) infill and the realignment of the Sparks and Lakelse intersection to establish a “parklet” and reduce conflict between pedestrians and vehicles.
6 WELCOMING GATEWAYS

GATEWAY TRANSITIONS AND STREET TREATMENTS AT LAKELSE EAST AND GREIG

Legible cues that signal arrival into the downtown - and its various precincts - is essential in defining Downtown Terrace’s identity and presence.

Tools to signal entry and enhance arrival experience at these gateways may include signage, benches, landscaping, and public art.

In addition to the existing gateways at George Little House and the Sande Overpass, the Downtown Action Plan identifies three significant gateway “moments” proposed to be enhanced and celebrated:

1. Lakelse @ Apsley: As a marked threshold between vistas of mountains and the closest connection to the Skeena River via the old bridge, this intersection is an important gateway from the east.

2. Lakelse @ Eby: The civic anchor to the west, this gateway roots civic use at the Lakelse Avenue terminus - indicated through cues by design of landmarks and arrival experience, including a tree-lined street.

3. Greig @ Emerson: Closest to the Main Street core, this gateway will be defined by the design of Kalum Station, including encouraging parking to walk.
MAKER SPACES

Accordingly, small town economies have the opportunity to recognize and cater to this new economy, build local successes and foster growth.

The creation of “maker spaces” envisions flexible co-working environments that provide an interesting and affordable solution in the form of ultra-light industrial, artisanal activities – individuals custom manufacturing of local products. Eco-industrial networking–where inputs and outputs are shared/recycled amongst multiple manufacturers–is a central concept in the precinct.

Building on the existing eclectic mix of commercial and industrial (intermixed with some residential) uses in the southeast of the downtown, this area may further concentrate (“ultra-light”) industry, and even share existing facilities. Fostering local creation solidifies and diversifies the City’s economy and reflects new dimensions of local identity.
Lazelle Village & Links

Further challenges include the narrow block depths south of Lazelle (due to a shift in the street grid and the angled street alignment relative to Lakelse Avenue) resulting in buildings backing and/or siding on Lazelle Avenue.

Despite this, Lazelle Plaza retail has pioneered the seasonal parking patio and is a definite destination for residents and visitors of Terrace. To encourage and enhance its success, a number of strategies outlined in the guidelines are proposed, including mid-block connections that extend through the southern block to Lakelse Avenue – encouraging pedestrian movement. Street improvements are also key, including enhanced on-street parking to allow parking lot to be better utilized for expanded greening, gathering and seasonal programming.
Bringing residents into the downtown is key to enhancing and maintaining its vitality as Terrace continues to grow as a regional service centre.

Further, the physical extents of Terrace’s downtown allows for a more gradual transition from “core” neighbourhoods - defined by more traditional commercial retail uses and mixed-use - to downtown residential neighbourhoods.

A number of strategies are proposed to increase the diversity of housing that promotes a more walkable means of “downtown living.” Examples include sensitive residential infill (of higher density, ground-oriented housing forms to cater to a wide range of housing needs while targeting affordability) and trail connectivity to promote walkability.

Increasing residential density will also contribute to improved economic conditions for shop owners in the downtown which will in turn support justification and demand for the establishment of additional open space (e.g. pocket parks) for downtown residents.

Maintaining principles of accessibility in residential and public space design is also essential in making full use of the downtown’s proximity to services and accommodating people of all abilities.
The accessible trails and expansive greenspaces that run through and surround Terrace help define its identity. Revealing, orienting and linking visitors to the greater green network that stretches from the heart of downtown to the hinterland promotes a greater sense of wellbeing for Terrace’s citizens.

Practically speaking, this is done along “green arteries” or significant pedestrian facility improvements within street cross sections that connect to the Millenium Trail, Howe Creek Trail and Terrace Mountain Trail (namely Kalum and Sparks Streets).

Strategies include visibly greener streets with tree and native shrub plantings, as well as signage and trailheads that are brought into the downtown – as an indication that your journeys start here.

Opportunities to enhance user experiences along these physical linkages include programming for public art and cultural interpretation, as well as modest spaces for community gathering and resting along key points and/or intersections of “green arteries.”

Within the downtown, accessibility remains of central importance when considering design of pathways (e.g. grade, width, materials) as well as legibility of signage & wayfinding (e.g. height, style, colour) for people of all abilities.
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URBAN DESIGN GUIDELINES

The following pages present a comprehensive set of Downtown Urban Design Guidelines to help direct the form, character and success of Downtown Terrace, whereby:

**General Guidelines** relate to thematic, qualitative and/or strategic considerations that may go beyond the scope of specific guidelines for public and/or private realm (e.g. street & building interface) and/or that might not be fully quantifiable within development permit applications.

**Public Realm Guidelines** address the vision for the public, pedestrian realm, including streets and trails, plazas and parks.

**Private Realm Guidelines** are intended to provide a coherent framework for investment, acknowledging the role that the development and redevelopment of individual private parcels play in creating a welcoming and successful downtown.

Taken together, the Urban Design Guidelines serve to align individual actions and improvements within Downtown Terrace – specifically related to the form and character of development – to achieve the vision and objectives of the Downtown Action Plan.
These guidelines are intended to facilitate a more transparent and streamlined development approvals process by: providing applicants with a set of guidelines for form & character of development; while supporting City Staff in evaluating development applications according to the same set of guidelines. All site development and building construction undertaken in Downtown Terrace must adhere to these guidelines.

Note: where the term “should” is used within a guideline, it is understood to indicate an action that is encouraged. Where “shall” is used, the associated guideline is interpreted as a requirement.
GENERAL GUIDELINES

The Urban Design Guidelines are the mechanism by which the vision of the Downtown Action Plan is achieved – through incremental transformation as they are followed. The guidelines in this document are structured under General, Public Realm and Private Realm Design Guidelines. Specific topics include intuitive landscape and open space programming and sequence, landmark architectural elements and signage to support wayfinding and interpretation.

The General Guidelines below outline higher level approaches to design and process, and/or guidelines applicable to both public and private realms.

1. Locate new or redeveloping cultural, educational and civic uses in the Downtown to improve “critical mass” of community amenities, resources and commercial services.

2. Prioritize infill and encourage a diversity of residential development and mixed use development within the Downtown.

3. Encourage a minimum 2-storey wall (e.g. flying facade) for development located along downtown commercial streets for walls addressing these streets.

4. Ensure development increases “eyes on the street” with the placement of windows, balconies and street-level uses, and allows for casual surveillance of parks, open spaces, and children’s play areas.

5. Define districts or precincts of complimentary uses to establish a “complete downtown” and reinforce “parts of the whole.”

6. Explore opportunities to cluster of uses and services within defined precincts or districts to improve the economics of Downtown.

7. Celebrate public space and narrative of place with public art.

8. Cultivate partnerships with local First Nations to inform, refine and apply the form and character guidelines for downtown Terrace.

9. Grow the urban forest in downtown Terrace through the identification of “plantable spots,” development of guidelines for soil volumes (within street cross sections) and tree species selection for optimum health.

10. Locate and design buildings and open spaces in response to specific site conditions, opportunities and adjacencies, including:
a. prominent intersections | urban design of key intersections should support intuitive wayfinding by framing views (open spaces) and/or utilizing landmark architectural elements;

b. corner lots | develop street-facing façades for both streets. Design front elevations with pronounced entrances oriented to the corner and/or primary streets;

c. unusual topography | minimize re-grading of natural topography and adapt architectural designs to relate to natural conditions through walk-out transitions and/or stepped retaining where required;

d. adjacent uses | consider adjacent uses and activities/operations to support complimentary design (of buildings and open space) and neighbourliness; and

e. important views | to support objectives related to wayfinding and cultural identity, define and preserve defining views; where significant views aren’t impacted, terminate street-end views with key civic uses and prominent architectural features.

11. Locate parking behind, underneath or, only where necessary, beside buildings with access from the rear lane.

12. Accommodate seasonal considerations – including rain management and snow storage – within design considerations for street cross sections and surface parking.

13. Barrier free/universal design requirements are mandatory of all construction where there is access by the public.

14. Crime Prevention Through Environmental Design (CPTED) Principles shall be incorporated in all site planning, design and redevelopment in the downtown.

Ideal corner lot condition:
facades address both streets, entrance oriented at corner, sidewalks are buffered by greenery and street trees with bulb-out at crosswalks for pedestrian safety.
PUBLIC REALM GUIDELINES

Acknowledging the public realm as the primary place where citizens and visitors engage in shared civic life, the following guidelines prioritize strategies toward comfort, health and safety, visual appeal and spaces of gathering and enjoyment for pedestrians while ensuring functional movement of people, goods and services.

streetscape

The streetscape should be designed to ensure a logical, functional and well-maintained appearance that is aesthetically pleasing and provides a unifying experience throughout the Downtown. The streetscape should also be barrier free, providing a safe and comfortable environment for non-motorized user groups (including cyclists and pedestrians).

1. Standards – all streets (and their cross-sectional designs) shall comply with the City of Terrace design standards.
2. Materials – streetscape designs should utilize durable materials - including hardscape and soft / landscape elements – that are easily maintained.
3. Facility Corridor – street trees, landscape elements, wayfinding signage and furnishings should be grouped in a dedicated corridor between the sidewalk and street in order to retain maximum clearance on the sidewalk and create a buffer between cars and pedestrians. The size of the zone will vary to accommodate the desired elements.
4. Streetscapes should establish clear and distinctive edges to downtown development areas and between public and private spaces.

STREET TREES & BOULEVARD PLANTINGS

5. Cross sectional designs should accommodate sufficient boulevard widths and soil volumes to support formal plantings of street trees.
6. Where feasible and where appropriate, tree plantings may be complemented with low shrub plantings in planters and planting beds.
7. Location of utilities within cross sectional designs should minimize conflict with rooting depth and extent of street trees.
8. Tree selection should follow the “right tree right place” principle while different varieties of trees on different streets can add interest, promote bio-diversity and assist in wayfinding by helping to distinguish one street from another. In retail areas trees with high crowns are often preferred in order to maintain visual access to storefronts and signage.

9. Streetscape design for roads in the downtown core should be more formal, defined by more durable materials such as unit pavers and/or extensive hardscapes (with planters or tree grates).

10. Streetscape design for roads in the multi-family, mixed-use and recreation areas should be softer in character accommodating larger boulevards planted with sod, understory shrubs and trees.

11. Street landscaping should be strategically planted to help regulate climate, control stormwater, cleanse air and water, and provide habitat.

12. Use tree grates (rather than a landscape strip) where pedestrian traffic is high and where sidewalk space is limited. Tree grate designs should be multi-functional to provide additional utility within the pedestrian realm.

STREET FURNITURE

13. Benches should be provided on retail and significant streets and in bulb-out areas, located with a “quiet back” and oriented to create social spaces. Additionally, seating should be located along steep streets and paths to provide a place to rest.

14. Waste / recycling / other receptacles shall be provided on retail streets, at bus stops, near seating or on bulb-outs near the street corner.

15. Provide bicycle racks on streets fronted by retail, commercial, multi-unit housing, and public service buildings. Additionally, provide bicycle racks adjacent to transit stops, and park entrances. Locate bicycle racks in the “facility corridor”, bulb-outs or curb extensions to ensure clear pedestrian travel.
WAYFINDING SIGNAGE
16. Signage should be simple and intuitive; easily visible and makes use of contrasting colours.
17. Where appropriate, quality signage that includes maps and photos should be located within the streetscape, on property at key sites with identified heritage character and value for the community, and within the open space network in order to increase awareness about Terrace’s history and natural environment.
18. The City of Terrace Wayfinding Strategy should be referenced for general form and character.

SIDEWALKS & PEDESTRIAN CROSSINGS
19. Ensure all sidewalks including those leading to building entrances are safe and easy to use by a wide range of pedestrian abilities. Generally, such routes should be direct, level, obstacle-free, easily identifiable and clearly separated from vehicular routes.
20. Special crosswalks should be utilized at important intersections and mid-block crossings to raise awareness and ensure safety of pedestrians.
21. Paving materials and colours (e.g. coloured, imprinted asphalt; concrete with integral colour and special texture; and/or unit pavers) should be used to mark pedestrian areas, set aside parking areas, and make walkways more distinctive from traffic lanes.
22. Lanes shall be prioritized for service access, utility corridors and access to off-street surface parking, where required.

ON-STREET PARKING
23. Local streets should maximize on-street parking opportunities to reduce on-site parking requirements.
24. Special street markings and signage should be considered to enhance identification and use of on-street parking areas.

SENSE OF ENTRANCE & GATEWAYS
25. A special gateway feature and manicured landscaping should be created at main entrances to the downtown and may include enhanced lighting or street furniture.
MAIN STREET (4600 Block)
Lakelse Avenue looking west
Street cross-section for all users

MAIN STREET West
(4700 Block)
Street cross-section for all users
**trails**

Trails offer the means of non-motorized movement throughout the open space network and should be designed to allow for safe passage at various speeds. Multi-use trails are designed to accommodate speeds and uses ranging from meandering pedestrians and motorized wheelchairs/mobility scooters to cyclists.

1. Trailheads should be clearly marked with permanent and durable directional signage. Additional wayfinding and interpretive signage should be incorporated to reinforce context within the larger trails & open space network.
2. Trails shall extend to provide direct connection to pedestrian facilities within the street right-of-way (e.g. sidewalks)
3. Where appropriate, trail signs should support opportunities for cultural interpretation and to increase awareness about Terrace’s history and natural environment.
4. Pedestrian paths and walks should be concrete, boardwalks or unit pavers.
5. Where feasible, multi-use pathways (urban bikeways) should be designed to the NACTO “AAA” (All Ages and Abilities) standard.
6. Pathways should be well lit with continuous lighting provided along all walks and trails.

**plazas & park(lets)**

Parks and open spaces should build upon and complement the pedestrian network within the streets system, and they serve as a place for recreation, social engagement and connection to nature. The following guidelines seek to reflect, connect and ultimately integrate public spaces to Terrace’s greater natural setting and ‘greening’ efforts.

**PROGRAMMING**

1. Public spaces should be legible and diverse in their programming and should contain a variety of active and passive spaces.
   Consider the following uses in park design:
   a. Habitat conservation and connectivity: to protect and connect ecosystems and protected open space
   b. Passive activities: such as reading, conversation, solitude, and bird watching
   c. Playgrounds: for active play for children of all ages and accessibility levels
d. Open lawn: for unstructured play for all ages

e. Picnic areas: to accommodate large and small groups while respecting privacy considerations between users

f. Food production: community gardens and their associated functional amenities should be considered throughout the parks system.

g. Weather protection: provide outdoor areas that are protected from inclement weather.

h. Parking: where necessary, provide parking that includes landscaping features and stormwater management measures.

i. Special events: consider opportunities for seasonal/special events programming within the design of public open spaces.

2. Open space should be extensively landscaped to enhance the visual, physical and environmental qualities of the downtown.

PLAZAS

3. Plazas should be located at centres of activity, such as transit exchanges, intersections of important streets and retail streets, thus providing a focal point for these areas.

4. Plazas should be framed by buildings on a minimum of two sides to create well defined edges. The buildings should have active uses facing the plaza such as shop entrances, food/beverage, or recreation/community.

5. Plazas should be located to maximize solar access, while including design elements such as landscaping and/or shade structures to provide shade through the summer months.

6. Deciduous trees should be used in plazas to mitigate excessive sunshine during summer months, while permitting light penetration in winter.

7. Open space designs should provide protection from the wind through appropriate siting and the use of suitable plants and landscape structures (e.g. layered plantings, screen walls, etc.).

8. Plazas should serve a range of activities from seating to interactive and playful sculpture or fountains, depending on the desired role of the plaza.

9. Plazas should have comfortable and functional furnishings such as lighting, seating, trash receptacles and restrooms in high-traffic locations.
Parklets should be located in areas that receive solar access for some portion of the day and should be generally comfortable (temperature, noise levels).

Parklets should be accessible to pedestrians (e.g. from sidewalk) and to a wide range of users.

Consider materiality of parklet elements for physical comfort and durability, as well as aesthetics and cohesion.

**PARKLETS & POP UPS**

10. Parklets are located within the public street right-of-way and are owned and maintained by the fronting business owner/operator.

11. Pop-ups are located within the private realm (e.g. surface parking areas) and are owned and maintained by private business owners and/or organizations.

12. Parking exemptions shall be considered for businesses that establish parklets.

13. Parklets and pop-ups should:
   a. be located in areas that receive solar access for some portion of the day and should be generally comfortable (temperature, noise levels, etc.);
   b. be located on streets not exceeding a 5% slope. On sites approaching 5%, special consideration should be placed on universal access and on the location of ramps connected to the parklet;
   c. be set back 1.5m from adjacent parking spaces, driveways or lanes and 6m from any adjacent crosswalks for visibility, where applicable;
   d. be a minimum of two parking spaces in size;
   e. be accessible to pedestrians (e.g. from sidewalk) and to a wide range of users, including mobility challenges (refer to BC Building Code);
   f. be installed to be freestanding and not require anchoring into City sidewalk or street and should not restrict access to nearby City utilities;
   g. delineate the parklet and pop-up space to make them easily identifiable while maintaining sightlines. This may be done through differentiation of the ground plane (e.g. a platform, durable outdoor carpet or paint), arrangement of elements (e.g. low-level enclosures, inward-facing benches, etc.);
   h. consider safety, such as slip resistant surfaces, buffering from travel lanes, etc.;
   i. incorporate stormwater management and drainage; and,
   j. consider materiality of parklet elements for physical comfort and durability, as well as aesthetics and cohesion.
PRIVATE REALM GUIDELINES

A unique character and pedestrian scale can be realized through attention to detail and the type of materials used in downtown buildings. While variety in building style is both practical and visually interesting, integration of old and new buildings in an urban context relies most heavily on the continuity and consistency of pedestrian scale elements. These guidelines provide a starting point for new construction and may also be used when considering renovation or redevelopment of existing buildings.

site design

It is important to respond to site conditions and context, promoting high quality site planning which is sensitive to on-site features such as existing land use and views.

1. Private open spaces should be designed to optimize solar access and views.
2. With the exception of private yards, open spaces shall be designed for public access and connectivity to adjacent public realms.
3. Prior to site design, a site analysis should be undertaken to identify significant on-site and off-site opportunities and constraints.
4. Site planning and architectural design should be responsive to built or natural systems surrounding the site in a manner which enhances the overall image of the Downtown.
5. Views through to the mountains should be carefully incorporated into any new development.
6. Pedestrian surfaces should be emphasized by using unit pavers, stamped or patterned concrete or boardwalks.
7. All designs shall consider CPTED Design Principles to balance the reduction of crime and nuisance opportunities with other objectives to maximize the enjoyment of the built environment.
Street Interface

The design of private development parcels should place particular emphasis on the relationship between building frontages and the adjacent public realm. Building and landscape design should contribute to activation of the pedestrian realm, while supporting “eyes on the street” for increased safety and neighbourliness.

1. Building Siting – to provide good street definition and a sense of enclosure, minimize the distance buildings are set back from the sidewalk.

2. Building Entrances should:
   a. Emphasize ground-orientation (e.g. prioritize “doors on the street” and optimize “doorknob density”); Ground floors with residential uses should prioritize ground-oriented types, such as rowhomes and townhomes.
   b. Entries should be visible and clearly identifiable from the fronting public street.

3. Visual Access & Interest
   a. Should ensure a minimum glazing area of 75% for frontages at grade along all commercial streets.
   b. Storefront design shall promote pedestrian interest at the ground level and provide visual connection to the store interior.
   c. Decorative posters and/or window decals that fully cover windows and block pedestrian visual access to ground level store front are strongly discouraged.

4. Weather Protection
   a. Awnings and canopies are encouraged on all buildings with street oriented retail at grade to form a sheltered environment for pedestrians. Other commercial, light industrial and multi-family apartment residential uses shall have awnings overtop of main entrances.
   b. Design awnings and canopies as an extension of the architectural expression of the building façade.
   c. Canopies should have a minimum vertical clearance of 2.75m measured from the sidewalk. Canopies should preferably extend out over the sidewalk by at least 1.8 m while maintaining a minimum 0.6 m setback from the outer face of the curb.
   d. Placement of awnings and canopies should balance weather protection with daylight penetration. Avoid opaque canopies that run the full length of façades.
5. Lighting & Signage - integrated lighting and signage design can make a positive contribution to the sense of safety and security pedestrians experience through a combination of street, sidewalk, and architectural lighting and signage. A signage and lighting program for commercial developments should be designed as a totality, with signs, lighting, and weather protection architecturally integrated from the outset.

a. On-site lighting should be sufficient to provide clear orientation and personal safety and site security. Lighting shall be provided for all walkways, driveways, parking areas and loading areas.

b. Where lamp standards and fixtures are exposed, the aesthetic quality of these elements must be considered to ensure an overall positive image to the development.

c. Additional consideration should be given to enhancing special features or aesthetic qualities.

d. Warm light sources are strongly encouraged.

e. Minimize light pollution through the use of full cut-off lighting, avoiding light reflectance, and directing lighting downwards. Exceptions may be made for signage and architectural lighting.

f. Signage must comply with City of Terrace sign bylaw.

g. Signage on commercial buildings should clearly identify uses and business name.

h. Signage should be complimentary to the architectural form and character and constructed of durable materials.

i. Signage must identify building address at all entrances.

j. Limit signage in number, location, and size to reduce visual clutter and make individual signs easier to see.

k. The following are preferred or acceptable types of commercial signage in the downtown:

   - Projecting two-dimensional or blade signs suspended from canopies and awnings, maintaining minimum clearances from sidewalks and driveways for safety and to reduce vandalism.
   - Flush-mounted fascia signs
   - Externally lit signs
   - Small vertical banners and projecting signs
   - Cut-out or silhouette letter signs mounted on storefronts.

l. Internally lit plastic box signs and large signage on awnings are strongly discouraged. Pylon (stand alone) signs, and rooftop signs not permitted.
Building form

In consideration of building size (height and massing) and context (form and scale of adjacent buildings and open spaces), building forms should add visual interest and frame public space without being imposing.

1. Building heights shall comply with City of Terrace zoning regulations and should:
   a. Encourage 2-storey minimum to enhance the sense of enclosure along streets.
   b. Transition building heights along east-west oriented streets to optimize solar access within the pedestrian realm. South side frontages should limit heights to 2-storeys while north side frontage may consider taller building heights.

2. Building massing (e.g. the size, shape and prominence of a building) should avoid imposing forms that negatively impact the pedestrian realm.

3. Building façades should incorporate subtle (~20cm) horizontal recesses/articulations to differentiate eclectic and incremental shopfronts and create variety, rhythm and interest along the street edge.

4. Building projections that do not incorporate living space (e.g. roof overhangs, cornices and entry features) may encroach up to 1.25 metres into street right of way, provided that they are no less than 2.75 metres above the sidewalk.

5. Privacy & Overlook – building designs should minimize the disruption of privacy to outdoor activities of adjacent dwellings and private open spaces.

6. Balconies on upper floors are encouraged to promote overlook, and should consider factors related to physical comfort (e.g. orientation to sun, noise, temperature, and shelter from prevailing winds).
Building character

Building character should express an authenticity and sense of place, reflective of Terrace’s heritage and natural setting. First Nations origins, railway settlement, logging and sawmilling history and the natural setting should be expressed in architectural style/design, colour and materiality.

1. Materials & Colours - in general, buildings should incorporate natural, climate appropriate and durable building materials into façades. Authentic treatment of robust materials (e.g. natural timber elements, stone foundation treatments) will “ground” building composition in a more natural palette while the use of complimentary, bold and vibrant colour in façade elements will add vibrancy and visual interest.

   a. Building materials and colours should be selected to express the uniqueness of individual buildings, be visually pleasing and add to the overall composition of the street. Materials should be high quality, durable and should reflect local history, culture and climate. Material and, more importantly, colour selection should also consider quality of light.

   b. The following materials are recommended:

      • Natural wood materials, including milled and un-milled timbers
      • Masonry, stone, concrete (painted) and flat profile (“slate”) concrete tiles
      • Glass and wood for window assemblies, or similar
      • Standing seam metal roofing.

   c. The following materials are acceptable: limited extents of glass curtain walls for office and institutional buildings.

   d. The following materials are discouraged: reflective or heavily tinted glass, vinyl siding, vertical wide corrugated metal siding/cladding; and, horizontal steel panels on front facades except where being utilized as a feature element and/or to speak to building use (e.g. light industrial)

   e. All building materials are to be sufficiently durable and shall be detailed to withstand Terrace’s seasonal climate.

   f. Inside / Outside Relationships – designs should reveal general uses, sequences and transitions between indoor and outdoor space to provide visual interest and compatibility between architectural and landscape designs.
2. Blank walls (defined as having no active uses including no windows or doorways, excluding parking garage entrances) that do not permit residents or workers to observe public streets and open spaces should be avoided.
   a. Residential buildings facing a street or open space shall have no single blank wall more than 5.0m in length.
   b. For commercial buildings, blank walls should be no greater than 20% of the storefront along the primary store façade; secondary façades should be no greater than 50% blank.
   c. Where blank walls exceed these limits as a function of internal program (e.g. merchandising and/or “back of house”), opportunities for activation shall be explored, including: murals, lending library, architectural design features, etc.

3. Security treatments (e.g. bars, grates) for ground-level windows should utilize discrete colours and materials and/or utilize ornamental elements, as necessary and where appropriate.

landscape design

High quality landscape design within building parcels will enhance the landscape performance, character, and image of the Downtown and reinforce a positive, green image of Terrace. Designs should be completed by a professional with experience in the planning, design and implementation of high quality landscape designs suitable within a downtown context. The use of landscape features is encouraged for all new development.

1. Landscape Transitions & Buffers
   a. Where appropriate, screen walls and/or landscape buffers (e.g. berms, shrub beds and/or hedges) should be used to manage transitions between incompatible uses (e.g. industrial uses and/or parking);
   b. Buffer design should complement the character of appurtenant uses;
   c. Only low fences that allow visual access are permitted at the interface of the private/public realm;
   d. Fence materials should complement adjacent architectural character and materiality; and,
   e. Chain link fences should be avoided.
2. Landscape structures (e.g. arbors, archways, pergolas and trellises) that are integrated into the building may encroach 1.8 metres onto the sidewalk provided they are not less than 2.75 metres above the sidewalk, do not hinder pedestrian movement, and there is no conflict with street trees or streetscape elements (e.g. lighting and signage).

3. Container Plantings – planters shall be of ample size so that a number of shrubs will fit within one planter; planter baskets or planter boxes should be considered in high use areas;

4. Landmark Plantings - landmark planting should be encouraged at entry intersections using a style that repeats signature elements at key intersections in Downtown

5. Visual interest - Landscape material should be of pedestrian scale and should provide year-round appeal (colour, texture, form) through use of flowering shrubs, perennials, and winter twig colour.

6. Seasonal / Climate considerations - Landscape materials (size and type) should be selected to address snow accumulation considerations (i.e. reducing drifting, allowing storage) on a site by site basis.

7. Plant Selection – Landscape design should provide an interesting mix of canopy and ground cover elements; plant materials should be a drought tolerant, low maintenance varieties suitable to the regional growing conditions and climate – including a mix of deciduous and coniferous species, using native plants where feasible.

8. Public Art - Opportunities for the inclusion of public art should be explored in public space, especially plazas and other public open space to spotlight local culture and enhance the overall open space network.
parking, servicing and access

A welcoming pedestrian environment is critical to the quality and character of the downtown streets and open spaces, particularly along retail streets. Therefore, it is important that “off-street” parking, access and other service functions remain primarily in/off of the lane so as not to conflict with pedestrian-oriented street activity. The intent of the following guidelines are to ensure adequate service vehicle access and parking while minimizing negative impacts on the safety and attractiveness of the pedestrian realm.

1. Off-street Parking
   a. Off-street parking should be located behind buildings. Where necessary, parking may be beside the building, preferably with access from the rear lane.
   b. Off-street surface parking located between the front of the building and the public sidewalk is prohibited, and strongly discouraged adjacent to other public opens spaces.
   c. Structured underground or “tuck-under” parking is preferred to off-street surface parking.
   d. Where permitted, large surface parking lots shall be divided into smaller parking areas by incorporating pedestrian pathways and landscaping, including sidewalks or pedestrian paths for the safe movement of pedestrians from shops to and within the parking areas.
   e. Where possible, parking lots should be accessed via rear lanes
   f. Where rear access is not possible, shared driveway access between adjacent buildings is encouraged to minimize curb cuts and pedestrian conflict.
   g. Where existing parking fronts the street, or otherwise cannot be replaced or avoided, sidewalks and other active open spaces, parking structures and/or surface parking should be designed to contribute as much as possible to the street character. Examples include: ‘pop-up’ infill uses, landscape buffers (stormwater management – vegetated swale) and/or public art.
   h. Required parking supply should be calculated according to a shared parking methodology whereby complementary land uses share parking spaces, rather than generating additional/separate spaces for separate uses.
2. Parkades and Entrances
   a. Street fronting parking structures are strongly discouraged along public streets. Alleyways or a secondary vehicular circulation system internal to a development is encouraged as the appropriate location for garages.
   b. Any vehicular entrance and its associated components (doorways, ramps, etc.), whether from the street or lane, should be architecturally integrated into the building so as to minimize its exposure.

3. Servicing
   a. Where appropriate, the potential for sharing site amenities with adjacent structures should be considered. This may include shared driveway accesses to create open space, shared landscape buffers, parking and shared snow storage spaces.
   b. Servicing, drainage and related structures must be situated so that their visual and physical impact on the public realm is minimized.
   c. Electrical services must be provided underground; overhead power lines and obtrusive utility boxes shall not be permitted for new development.
   d. Servicing kiosks must be screened by landscaping, hidden in underground vaults or incorporated into the architecture of the building itself.
   e. During construction adjacent streets and boulevard areas must be kept clean on a daily basis.

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**Design for Climate**

The goal of climate-sensitive design is to capitalize on Terrace’s climatic profile so as to avoid compensation through mechanical systems, thereby reducing energy waste and improving the general quality of spaces - both interior and exterior. Particular emphasis is placed on prioritizing shared communal spaces.

1. Energy Efficiency
   a. Building form, orientation and thermal mass should optimize solar radiation, natural ventilation and day lighting.
   b. New development should be oriented so that the majority of living spaces receives direct sunlight (for the daylight hours at equinox).
Climate-sensitive design can be used to mitigate the effects of rain, snow, ice, splash and wind.

C. Residential buildings should receive daylight and natural ventilation from at least two sides of the building, or from one side and a roof. Where possible, dwellings should have a choice of aspect: front and back, or on two sides (for corner units).

d. Designs of new buildings should incorporate greater floor-to-ceiling heights to increase the amount of interior space that can be lit from windows.

e. Dwelling units with exterior access on only one side (i.e., buildings with a double loaded corridor) should always face a good view or the direction of the sun (ideally both). These buildings and units are most suitable as wide frontages with shallow floor plans to allow adequate penetration of daylight. Dwelling units with exterior access on two sides are usually suitable for narrower frontages and deeper floor plates.

f. Buildings with double loaded corridors should be oriented in a north south direction so that all units receive direct sunlight at some point during the day.

g. Balconies should be located away from building corners that face the prevailing wind direction.

h. Landscape design should support: shading (passive cooling) with deciduous plantings that allow increased solar gain in winter months; and windbreaks to reduce heat loss in winter.

i. Solar shades are encouraged.

j. All glass inclusive of the windows system shall perform to the minimum or better of the Province’s Energy Efficiency Standards. Innovation related to sustainability is encouraged in the choice of glass and windows products. Low emissivity windows are encouraged.

2. Roof Design

a. Durable, thermally efficient roofs that reduce heating and cooling and enhance thermal comfort should be strongly recommended.

b. The use of high albedo, non-reflective and landscaped roof is encouraged to prevent heat island effect.

c. Green roofs are encouraged and should be insulated to minimize heat and noise transfer and use regionally appropriate plant species to minimize water consumption requirements. Temporary irrigation systems to establish green roof plants are permitted, but once the planting has been established these systems should be disconnected.
sustainable design

Sustainable development practices and innovative sustainable approaches at all levels are strongly encouraged, through stormwater management strategies, reducing energy consumption, as well as recycling materials and sourcing them locally.

1. Stormwater Management  
   a. Low Impact Development Best Management Practices – including swales or other landscape features that alleviate impacts of storm runoff – should be utilized in the design of surface parking areas.
   b. Permeable Parking – permeable parking areas are encouraged to mitigate stormwater runoff. They may be porous asphalt, porous concrete, permeable pavers, or concrete-glass-block grid.
   c. Roof drainage systems should mitigate stormwater runoff effects by diverting storm events to infiltration galleries or other appropriate green infrastructure.

2. Construction of new buildings and demolition of existing buildings should divert waste from the landfill through reuse and recycling of building materials to the greatest extent feasible.

3. Dedicated recycling facilities (e.g. materials sorting, and storage areas) are required for all buildings or multi-unit developments. They shall be located within the property boundaries, in rear lane/service/loading areas of buildings and/or developments.

4. Large scale development proposals should explore opportunities to utilize low-carbon energy and/or district energy systems, including on-site integration of an energy centre to serve adjacent neighbourhoods.

5. To the extent possible, locally sourced materials should be used to reduce transportation impacts and reflect the local climate, light, history, and culture. Additionally, the following materials are encouraged:
   a. Recycled materials or materials with a high-recycled content.
   b. Concrete with at least 25% fly ash or slag.
   c. Wood products certified CSA Sustainable Forest Management Standard or equivalent.
   d. Interior finishes and installation methods with low toxic emissions.
The following guidelines emphasize site-adaptive design to enhance and reinforce the unique and defining characteristics of individual precincts within Downtown Terrace.

1. Development applications and pedestrian realm improvements within the City Hall / Civic Precinct should:
   a. emphasize physical improvements and expansion of accessible pathways, gathering spaces and feature landscapes to: enhance a sense of arrival to City Hall;
   b. expand opportunities for public gathering and seasonal celebration/remembrance at the cenotaph;
   c. reinforce an intuitive landmark/gateway at the western edge of the city; and,
   d. improve wayfinding through signage and public realm design.

2. Development applications and pedestrian realm improvements within the Civic Recreation Precinct should:
   a. emphasize programming opportunities for active and passive recreation; and,
   b. enhance wayfinding for parks, trails and cultural amenities.

3. Development applications and pedestrian realm improvements within the Main Street Core should emphasize improvements to the commercial-streetscape interface, including but not limited to weather protection, pedestrian-scale lighting, street furniture, pedestrian-scale signage and landscape improvements and/or planters to provide visual interest.

4. Development applications and pedestrian realm improvements within the larger Downtown Core should prioritize opportunities for mixed-use residential development.

5. Development applications and pedestrian realm improvements within the Atwood Core should prioritize retention of urban forest canopy while accommodating larger-scale mixed-use proposals requiring lot consolidation;

6. Development applications and pedestrian realm improvements within the Lazelle Core should prioritize pedestrian improvements between Brolly Square and the Farmer’s Market; and,
7. Development applications and pedestrian realm improvements within the **Lakelse West** precinct prioritize infill along sidewalks, such as the activation of the Skeena Mall parking edge including temporary (“pop-up”) retail options to cluster adjacent the bus exchange or traditional CRUs.

8. Development applications and pedestrian realm improvements within the **Kalum Station** should emphasize Terrace’s Canadian National Railway heritage through architectural detailing and pedestrian realm design and interpretation.

9. Development applications and pedestrian realm improvements within the **Lazelle Village Precinct** should emphasize increased pedestrian safety and permeability through mid-block connections and streetscape improvements, including but not limited to parklets and pocket parks.

10. Development applications and pedestrian realm improvements within the **Lakelse Gateway Precinct** should encourage the development of ground-oriented medium-density housing forms - including seniors housing - while prioritizing the retention of the urban forest and improving trail connections to Terrace Mountain Park.

11. Development applications and pedestrian realm improvements within the **Park Avenue West Precinct**:  
   a. west of Sparks Street should encourage the sensitive-infill development of ground-oriented medium-density housing forms while respecting neighbouring single family housing form & character  
   b. east of Sparks Street should be directed towards multi-family, and mixed-use commercial uses.

12. Development applications and pedestrian realm improvements within the **Riverside Precinct** should prioritize pedestrian connections to the Skeena River and emphasize local First Nations’ heritage within pedestrian realm design and interpretation.

13. Development applications and pedestrian realm improvements within the **Incubator Precinct** should encourage opportunities to reveal local production/manufacturing through building architecture, materiality and the design of indoor/outdoor spaces.
use-specific guidelines

The following guidelines address key strategies related to specific uses while balancing the needs for thoughtful land use transitions, consideration for privacy and support for further activation of the public realm, where appropriate.

HERITAGE

1. Quality signage that includes maps and photos should be located within the streetscape or on property at key sites with identified heritage character and value for the community.
2. Locations of historical markers should be emphasized with ornamental streetlights, planting, paving and benches.
3. Where redevelopment occurs on sites with existing heritage values, these elements should be kept and enhanced where possible as a major component of designs, not demolished.
4. Where opportunities exist for new development to respond to the form and character of adjacent historic buildings, designs should consider and compliment the patterns established by existing building pattern (including the base, middle and top, as well as horizontal rhythm of building composition and articulation). This can be achieved with either historical or contemporary methods, materials, and expressions.

COMMERCIAL/ RETAIL

1. Pedestrian Orientation – retail stores should engage and enliven the pedestrian realm by way of distinguished displays materials, signage and lighting.
2. Small Frontages – retail bays shall be no wider than 15m in order to create a fine-grained pattern of shops. A maximum spacing of 10 m for entrances is desired along the key pedestrian-oriented high streets. A larger retailer may combine bays internally; however, the external bay articulation should be maintained.
3. Commercial Setbacks – Street oriented retail buildings shall be oriented towards, and shall meet the sidewalk at grade, and are encouraged to be built to the property line so that a continuous commercial street frontage and positive street definition are maintained.
   
a. The maximum setback allowed shall be 1.0m unless to allow for an active outdoor use such as a courtyard or patio, or to respond to a building setback from an adjacent property, where necessary.

b. Outdoor displays and patios are encouraged but shall maintain a minimum 2.0m wide clear pedestrian zone within the public sidewalk.

4. Large-Format Retail should maintain a sense of pedestrian friendliness and visual interest that contributes to the overall city fabric and vitality.
   
a. Generously sized and furnished sidewalks with street trees should be located in front of entrances and connecting entrances to parking.

b. Canopies or awnings should be utilized overtop of store entrances.

c. Continuous facades of large-format retail stores and/or their associated parking garages should be mitigated by ‘wrapping’ exterior façades with smaller retail stores, thereby breaking up the façade and reducing large blank walls.
d. Storefront design should promote pedestrian interest at the ground level by creating a modular rhythm through material changes, recesses, and/or projections.

e. Visual connection to the store interior must be maintained through at least 75% glazing along the primary store frontage. Windows shall be transparent and clear of obstructions (e.g. posters, decorative decals, etc.)

**MIXED USE**

1. Mixed use buildings should be designed with compatible uses, with more public uses (e.g. commercial, office) on the ground floors fronting high pedestrian traffic areas and more private uses (e.g. residential, office) on upper floors or along quieter streets.

2. Mixed use developments should be ground-oriented and should address, activate and, where setbacks allow, expand the public realm.

3. Ground-floor uses should adhere to associated guidelines (e.g. commercial / retail, multifamily, etc.)

**NON-RETAIL COMMERCIAL/OFFICE**

Includes commercial uses that are not typically dependent on storefront/walk-in business (e.g. equipment distribution).

1. Street Presence - The main building facade should front a primary street and should be reinforced with distinguishing architectural treatments such as projections, special materials and colour. Pedestrian entrances should be located on a public street and clearly articulated.

2. Building Setbacks
   a. Buildings shall be setback between 0 – 3m along primary streets in order to create a strong street wall. Along secondary streets, the setback shall be between 3 – 6m.
   b. The setback zone should consist of landscaping, seating and attractive features to create visual interest from the street.

3. Servicing and loading should be accessed via a rear lane. Where no lane exists, loading should be avoided on a building face that fronts a primary public street, park or open space.

4. At-grade mechanical equipment / material storage should be screened from view of public streets.

5. Exhaust vents, if required, should be carefully designed and positioned to minimize impact (air and/or noise pollution) to open spaces and/or nearby buildings. Prevailing wind direction shall be a principal factor in identifying an optimal location.
MULTI-FAMILY RESIDENTIAL

Includes higher-density housing forms such as triplexes, rowhomes and townhomes, and stacked units such as apartments and condominiums.

1. **Street Interface** – Buildings with residential uses at-grade should engage the street by having activated ground floor uses and ample landscaping in setbacks.

2. **Residential Setbacks** – Residential uses at-grade should be no greater than 6.0m so that units engage with the street.

3. **Residential Streetwall** – The setback of any one development should be within 10% of the setback of adjacent developments along a street frontage. For instance, if a neighbouring development has 6m building setbacks, adjacent massing should have a maximum variation of 0.6m (5.4m or 6.6m setback). Where appropriate relaxations should be supported.
4. Setback Transition – The front setback zone of all street-facing units should utilize a layering of elements – including but not limited to street-facing stairs, stoops, porches, patios and landscaping – to transition between private-use and the public realm.
   a. ground floor units should be elevated between 0.5 – 1m above the street. If the ground floor is not elevated, other means of defining the opens space should be utilized, including;
   b. gates, railings, walls and landscaping can provide a buffer from the street and create a clear distinction between public and private realm. Landscape elements should be 0.9m – 1.2m tall.

5. Access to Open Space – Each dwelling unit in a residential or mixed-use project should incorporate direct access to a usable private outdoor space such as a patio, balcony, and/or upper-level terrace. These should be of adequate size and be covered to ensure comfort and usability.
   a. Incorporate safe and sunny play areas for children that have surveillance from ground-oriented and upper-storey dwellings

**LIVE/WORK**

1. Live/work units contain a street-oriented workspace that is for use by the resident within the dwelling unit. Live/work units can at times serve as quasi retail space, offering an affordable alternative for artists and local entrepreneurs who would otherwise require a separate commercial space in addition to their primary dwelling unit.

2. Building Interface - In mixed-use locations, live/work units may serve as gallery or retail space for residents. In such instances, the “work” portion of the unit should be located at street level and designed according to the guidelines for street oriented retail listed above.

3. Flexible Space - Live/work units should have a minimum floor to floor height at-grade of 4.0m in order to provide workspaces that offer flexibility for such diverse uses as retail operations, graphic and visual arts, or small-scale manufacturing.