

Adopted February 2015

The Advisory Design Panel is a select committee of Council established under section 142 of the *Community Charter*. It is the general purpose of a select committee to consider or inquire into any matter and report its findings and recommendations to the Council for determination.

## **MANDATE**

The Advisory Design Panel serves as an advisory body to Council to review the design merits of select development proposals and provide recommendations to staff for consideration in negotiating and processing a development application with applicants; and to participate in the selection of community achievement awards.

## **OBJECTIVES**

The objectives of the Advisory Design Panel are:

- To review the design merits of select development proposals.
- Assist staff in establishing guidelines to ensure that the form and character of future development is of a high quality that meets the needs of the community.
- Recommend to Council, through the Allan Cassidy Recognition of Renovation and Building Achievement Awards, projects that have demonstrated innovation and high standards in urban and landscape designs.

## **MEMBERSHIP**

The Advisory Design Panel shall be constituted and appointed by Council as follows:

- Two registered architects
- Three members with professional experience and / or demonstrated qualifications in either architectural, engineering, gardening, landscape design, heritage or the visual arts
- One member of Council

Quorum for the Advisory Design Panel will be three members.

### *Allan Cassidy Recognition of Renovation and Building Achievement Awards*

In addition to the Advisory Design Panel members noted above, the following representatives shall be appointed by Council, and will attend Panel meetings where their input is relevant to the Allan Cassidy Recognition of Renovation and Building Achievement Awards:

- One member of the Heritage community
- One member of the Arts community
- Three members of the Community At Large

These members will attend meetings where the Awards are being considered, but will not participate in discussions and / or voting concerning development proposals.

## APPOINTMENT AND TERM

Members of the Advisory Design Panel will be appointed by Council to serve overlapping two year terms, except for the purpose of filling a vacancy, in which case the appointment shall be for the unexpired portion of the original term. Each two year term is scheduled to expire on the last day of December, two years from the date of appointment. This structure of overlapping two year appointments will provide continuity and consistency in the design review process by providing a mix of past experience and new representatives.

The Panel will elect the Chair and Co-Chair annually at the first meeting of each calendar year from amongst its members.

A member who fails to attend three successive meetings of the Advisory Design Panel, except because of illness or with leave of Council, will be deemed to have resigned their membership.

## MEETING PROCEDURES

All points of procedure not specifically provided for in these Terms of Reference shall be decided and determined in accordance with the current Council Procedure Bylaw. All decisions of the Panel will be reached by consensus or a majority vote of the members present.

Regular meetings will take place on a monthly basis. Special or ad hoc meetings shall be at the call of the Chair.

Except where the provisions of the *Community Charter* apply, all Panel meetings shall be open to the public. Where the Panel wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with the *Community Charter*.

Individual applications submitted for review shall be dealt with in an open session. In each case, District staff will initiate the review with a presentation of background information, including a summary of any issues applicable to the proposal.

The applicant and / or representative shall be given the opportunity to address the Panel, following which the Panel members will have an opportunity to address questions to the applicant and staff.

The Panel will then formulate its position in relation to the proposal and provide its recommendation.

A member of the Advisory Design Panel who has a direct or indirect pecuniary or other personal interest in an application referred to it, distinct from that possessed in common with the public generally, must refrain from participating in any proceeding of the Panel called to review and make recommendations with respect to such application.

### *Agenda and Minutes*

The order of business is to be as set out in an agenda package to be provided to Panel members in advance of the meeting date, and at least three (3) working days prior to the scheduled meeting date. Agendas will be posted to the District website.

The order of business for the meeting shall be governed by the agenda. Late agenda items will be determined at the call of the Chair.

Minutes will be recorded for all Panel meetings and will include:

- Members of the Panel, District staff and Council members present;
- Summary of discussion for items considered by the Panel; and
- Recommendations / motions to be provided to Council.

Minutes of the meeting will be adopted by the Panel at its next regular meeting. After adoption, minutes will be circulated to Council for their information. Originals of the minutes will be signed by the Chair of the Panel, forwarded to the Administration Department, and posted to the District website.

### *Staff Support*

Staff support will be determined by the Chief Administrative Officer. Support functions will typically include:

- Organizing and preparing meeting agendas;
- Distributing the agenda and posting applicable notices;
- Recording and preparing minutes;
- Managing files and maintaining a list of outstanding issues for action;
- Drafting reports to Council;
- Providing professional advice on issues discussed by the Panel; and
- Other duties as necessary.

The Building and Planning Department is the primary contact for the Advisory Design Panel and will provide the required professional and clerical support.

## **DESIGN REVIEW PROCESS**

1. Proposals to be considered by the Advisory Design Panel include development permit and development variance permit applications for the Uplands area; as well as other form and character development applications.
2. Proposals to be considered by the Advisory Design Panel will be reviewed based upon the following criteria, *where applicable*:
  - Merits of the overall design
  - Compatibility of design with natural and man made surroundings, both on site and off site
  - Appropriateness of the total site development package from a design perspective, which may include but is not limited to landscaping, parking, vehicular and pedestrian access, internal circulation and preservation of natural amenities
  - Quality and appropriateness of building materials and finishes
  - Quality of design with respect to human needs and livability, with reference, where applicable, to dwelling unit adequacy, exposure to noise, maintenance of privacy, adequacy of common areas, and view from habitable rooms
  - Appropriateness of signage and outdoor lighting
  - Impact on public amenities, including but not limited to view, light, convenience and open space
  - Consistency with applicable design guidelines

## **ALLAN CASSIDY RECOGNITION OF RENOVATION AND BUILDING ACHIEVEMENT AWARDS**

Achievement awards will be presented to property owners in recognition of notable buildings or renovations, including residential, commercial and institutional projects; and which enhance the neighbourhood or streetscape.

Achievement awards are to be presented to property owners every two years. Up to four awards may be considered for each awards period.

Awards may take the form of a framed pen and ink drawing.

Projects considered for nomination must have been completed a minimum of 14 months prior to the awards presentation to provide adequate opportunity to assess the completed project.

## **REPORTING TO COUNCIL**

The Panel may report to Council on any issue within its mandate or other issues as requested by Council.

## **BUDGET**

The annual budget of the responsible department will include funds for the operation of the Panel.