

# Advisory Design Panel

## Terms of Reference

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**The purpose of the technical Advisory Design Panel is to advise Council or the Director of Planning on the design merits of plans supporting specific public and private development applications.**

### **Mandate**

The advisory Design Panel will, consistent with the purpose described above, undertake the following:

- Advise on the design merits of all plans, supporting zoning applications and development permits, exclusive of two-family dwellings unless requested by Council or the Director of Planning and exclusive of detached single family residences;
- Advise on the design merits of all plans supporting building permits where referred by Council or the Director of Planning;
- Comment on all above ground structures and buildings to be constructed on public property or other significant alterations of the existing landscape within road right-of-way;
- Comment on the design of proposed noise barriers; and
- Respond to requests from Council and the Planning Department for advice and information.

### **Meetings**

The Committee will meet twice per month in accordance with its regular schedule of meetings established annually at the first meeting of the year, provided however, where there is no business to transact a meeting will not be necessary. Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

### **Membership**

**The Committee will consist of ten (10) members appointed by Council including:**

- Two architects;
- Two landscape architects;
- One representative of the building industry;
- One representative of the disabled community;
- Two community representatives; and
- **Two “Specialist” design professionals.**

**The “Specialist” design professionals will have experience designing multi-family, mixed use and/or large commercial projects up to 24 stories in height that are located in prominent, highly visible locations in major centres.**

**Projects which the “Specialist” may be invited to include but are not limited to:**

- **Buildings over 8 storeys;**
- **Large scale commercial developments; and/or**
- **Prominent or significant developments which are located on highly visible sites.**

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If the “Specialist” design professional is not local to the area, provision will be made to allow them to attend and participate through video conference.

The two “Specialists” are included in the total number of voting members (for establishing quorum) when invited and in attendance. In all other cases, quorum is established based on the eight other members appointed by Council.

Council will consider recommendations from the Architectural Institute of British Columbia (AIBC) when appointing **the two architect members as well as the two “Specialist” members**. An alternate architect member will be appointed annually by Council and called upon when one of the architect members is unavailable. The Committee will elect a Chair and a Vice-Chair from among its members.

## Staff Support

The Planning Department is the primary contact and will provide the required professional support. The Legislative Division will provide ~~secretarial and~~ administrative support.

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## Advisory Design Panel Guidelines

The Advisory Design Panel will give consideration to the following when reviewing development applications:

- a. Professional critique on the overall design.
- b. The character of the development in relation to adjacent and surrounding development.
- c. The impact of the proposed development upon the subject property, both natural and man-made features, including safety and preservation of natural elements.
- d. The siting of the building(s) and total site development with attention to:
  - Landscaping and common and private recreation and play areas;
  - Parking: planning and safety;
  - Driveway entrances: safety of grades and sight lines;
  - Internal circulation: sidewalks, arrangement and separation of vehicular and pedestrian areas;
  - Grade elevations; and
  - Landscaping maintenance.
- e. Building quality with regard to materials and finishes with attention to:
  - Quality and durability of materials;
  - Safety factors;
  - Colour and form; and
  - Durability of design elements.
- f. Building quality with regard to livability and human needs including:
  - Building entrances, size, location and treatment;
  - Size and treatment of corridors and stairs;
  - Adequacy of size and design of the living units; and
  - Quality of view from habitable rooms.

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- g. Signs and outdoor lighting, municipal utilities and services:
  - The “Municipal Outdoor Lighting Standards for the Control of Light Pollution” shall form the basis for review of outdoor lighting. Design plans will be forwarded from the Planning Department to the Dominion Astrophysical Observatory for comment prior to consideration by the Advisory Design Panel.
- h. Aspects of design and construction related to:
  - Health;
  - Safety;
  - Convenience;
  - Amenity; and
  - Public Interest.