



City of Port Moody

Council Committee Terms of Reference

Date: October 15, 2020

File No. 01-0360-20-51

Type: Select

Committee Name: Advisory Design Panel

Approvals/Reviews/Amendments

Approval date: October 20, 2020

1. Committee Purpose

To advise the General Manager of Community Development and/or City Council on certain development applications as specified in the Development Approval Procedures Bylaw 2011, No. 2918 with regards to aspects of architectural and urban design, and fit with location and site context.

2. Duties

2.1 The Panel is composed of the following eleven volunteer members:

- Two Architects (AIBC);
- One Registered Landscape Architect (LA);
- One professional engineer (P. Eng.), ideally with a traffic background;
- One Registered Professional Biologist (R.P. Bio.) or Qualified Environmental Professional (QEP);
- One representative from the commercial real estate sales industry;
- One representative from the construction industry;
- One representative with a background in strata property management;
- One representative with a background in arts and culture;
- One representative with in-depth knowledge of adaptable and accessible design;
- One representative from the Port Moody Police Department; and
- One non-voting Council member.

2.2 Members of the Panel, excluding the member chairing the meeting and the representative of the Port Moody Police Department, shall serve without remuneration. Appointments to the Panel shall be ratified by Council on the following basis:

- a) All professionals on the Panel must be members in good standing with the British Columbia chapter of their professional organizations;
- b) The architects would ideally have experience in designing buildings to meet Step Code standards;

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- c) The appointee from the commercial real estate sales industry would ideally conduct their business within Port Moody;
- d) The appointee from the construction industry would ideally have experience of having worked within Port Moody;
- e) The representative with a background in arts and culture should ideally be a resident of Port Moody; and
- f) The two architects also serve as Chair and Vice Chair as appointed. The member who chairs a meeting will receive a stipend of \$150 per meeting.

3. Terms of Office

- 3.1 As required, at the end of each year, the Council of the City of Port Moody shall ratify the appointment of members to the Panel.
- 3.2 Each member is appointed for a period of two years.
- 3.3 All members shall hold office until their successors are appointed.
- 3.4 Every member is eligible for reappointment, but in no event shall serve more than two consecutive terms.
- 3.5 An individual's membership on the Panel may be terminated if they fail to attend three consecutive meetings, based upon a majority vote by the Panel to this effect. This recommendation would be provided to Council for their consideration.
- 3.6 Vacancies caused by death, resignation, or removal of members shall be filled for the unexpired terms of such members.
- 3.7 City Council may, by resolution, authorize the removal of any member from the Panel at any time.

4. Meeting Procedures

- 4.1 The Panel shall meet once monthly. Meetings may be cancelled if there is no material requiring review.
- 4.2 A quorum shall consist of six voting members.
- 4.3 The Panel will be chaired by the Chair or Vice Chair.
- 4.4 If no Architect member is available to chair a planned meeting, the meeting date is required to be re-scheduled.
- 4.5 The role of the General Manager of Community Development or their designate is to provide information and advice on the development approval processing procedure and relevant City Bylaws and associated regulations.
- 4.6 Council may refer other items and projects related to architectural and urban design matters to the Panel, as required.
- 4.7 The applicant shall ensure that all submissions to the Panel shall be accompanied with sufficient contextual material and information.
- 4.8 Meeting minutes will be prepared to record attendance, the application being considered, a general summary of the discussion, and the Panel's joint recommendations. The minutes will not provide a detailed or verbatim record of the meeting.

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5. Conduct of Meetings

- 5.1 The applicant for the project shall present their project to the Panel. The presentation should focus on the considerations set out in section 5.3.
- 5.2 Panel members shall have an opportunity to ask questions and seek clarification from the applicant and City staff.
- 5.3 The Panel's review will focus on adherence to relevant Official Community Plan Design Guidelines and other relevant City Policies, with aspects of review including, but not limited to, the following considerations:
 - a) Architectural Distinction – is this building based on a compellingly original visual concept? Would it make a striking contribution to residents' visual experience of Port Moody as an exciting City of the Arts? Factors to consider include building massing and proportionality, articulation, distinctive materials, character/personality, height, roof forms, and overall impact to streetscape and/or skyline;
 - b) Urban Design – neighbourhood context, the impact on adjacent buildings, streets, and land uses; contribution to the quality of public space; and building/street interface and transition;
 - c) Site Planning – topography of the site; daylight, shadowing, overlook, and privacy issues; lot coverage; setbacks; provision of parking/loading; site access and permeability; and adherence to CPTED principles;
 - d) Landscaping – extent of hard versus soft landscaping; suitability of proposed planting, irrigation strategy; and accommodation of outdoor amenity areas;
 - e) Environment – impact of development upon natural elements, including topography, steep slopes, ravines, watercourses, and tree retention; and
 - f) Sustainability and Climate Resiliency – assessing the use of sustainable construction materials, low carbon heating and cooling systems, and implementation of practices that minimize energy use, water use, etc; and
 - g) Accessibility and inclusion – does the project provide options for people of all ages and abilities.
- 5.4 Decisions shall be made with the applicant present by a simple majority vote, and all recommendations shall be submitted to the General Manager of Community Development and forwarded to Council.
- 5.5 In voting, the Panel will have the option to fully endorse the project with no conditions; endorse the proposal with conditions; or recommend the applicant consider aspects of their proposal.
- 5.6 Following the meeting, the applicant will be provided with the recommendations of the Panel.