

Advisory Design Panel Terms of Reference

Name: Advisory Design Panel

File: 0360-20-51

Approvals/Reviews/Amendments

Approval Date: November 13, 2012
January 13, 2015
(revised September 12, 2017)

1.0 Purpose

- 1.1 The role of the Advisory Design Panel is to advise the General Manager of Planning and Development and/or City Council on the quality of design of development projects under review by the City.

2.0 Composition of Panel

- 2.1 The Panel will be comprised of nine members:

- a) Two architects;
- b) One landscape architect;
- c) One engineer;
- d) One representative from the business community;
- e) One representative from the construction industry;
- f) One representative with a background in arts and culture;
- g) One representative with an environmental background;
- h) One representative from Port Moody Police Department; and
- i) One representative with mobility challenges.

- 2.2 Members of the Panel, excluding 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 two architects would ideally have experience in designing buildings to meet Step Code standards;
- c) At least one of the appointed architects would be either on retainer or provided a stipend to attend;
- d) The appointee from the business community would ideally operate a business within the City;
- e) The appointee from the construction industry would ideally have experience of having worked within the City; and

Advisory Design Panel Terms of Reference

Name: Advisory Design Panel

File: 0360-20-51

Page 2

- f) The representative with a background in arts and culture should ideally be a resident of Port Moody.

3.0 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 three consecutive meetings are not attended, 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.

4.0 Meeting Procedures

- 4.1 The Panel shall meet once monthly, or as required. Meetings may be cancelled if there is no material requiring review.
- 4.2 The Panel shall, at its first meeting in each calendar year, elect from its members a Chair and Vice-Chair for that year. In the event of the Chair's and Vice-Chair's absence, the Panel will select from amongst its voting members an Acting Chair.
- 4.3 A quorum shall consist of five voting members.
- 4.4 If one of the architects is unable to attend a meeting of the Panel he/she should ensure that the other architect is able to attend. In the event that no architects are able to attend the meeting shall be postponed. In the event that no landscape architects are able to attend, the Panel may defer on commenting on landscape matters until the next meeting that the landscape architect member is present.
- 4.5 The role of the General Manager of Planning and 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 Relevant projects will be referred to the Panel as part of the initial review of the development application. Where an application for Development Permit or Heritage Alteration Permit has previously been reviewed through the Rezoning process the application will not be referred to the Design Panel for a second time.
- 4.7 The General Manager of Planning and Development will have the discretion not to refer Development Permit applications to the Panel, where alterations to an existing building are not deemed to be significant.
- 4.8 Council and/or the General Manager of Planning and Development may at their discretion refer other items and projects to the Panel, as required.
- 4.9 The applicant shall ensure that all submissions to the Panel shall be accompanied with sufficient contextual material and information generally in accordance with “Advisory Design Panel, Submission Requirements”.

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 below in (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 shall consider and make recommendations on all Rezoning, Development Permit, and Heritage Alteration Permit applications, with the exception of RS1-S (Small Lot) rezoning and development applications. Review will focus on a development proposal’s observance of good planning principles and adherence to relevant Official Community Plan Design Guidelines, with aspects of review including, but not limited to, the following considerations:
- a) **Neighbourhood context** – the impact on adjacent buildings, streets, and land uses;
 - b) **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;
 - c) **Streetscape** – contribution to and quality of the public realm; and building/street interface and transition;
 - d) **Building Design** – Massing, articulation, character, height, and proportionality; quality of materials; accessibility; roof forms; sustainability features, etc.;
 - e) **Landscaping** – extent of hard versus soft landscaping; suitability of proposed planting, irrigation strategy; and accommodation of outdoor amenity areas;
 - f) **Environment** – impact of development upon natural elements, including topography, steep slopes, ravines, watercourses, and tree retention; and
 - g) **Environmental Sustainability** – assessing the use of sustainable construction materials, and implementation of practices that minimize energy use, water use, etc.

Advisory Design Panel Terms of Reference

Name: Advisory Design Panel

File: 0360-20-51

Page 4

- 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 Planning and Development. All recommendations shall be signed by the Secretary on behalf of the Chair.
- 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 before appearing before the Panel at a subsequent meeting.
- 5.6 Following the meeting, the applicant will be provided with a written version of the recommendations of the Panel.