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<b>SUBJECT</b>	Advisory Urban Design Panel Terms of Reference - Amendments
<b>SUBMITTED TO</b>	Governance Committee
<b>MEETING DATE</b>	September 14, 2023
<b>SESSION CLASSIFICATION</b>	Recommended session criteria from Board Meetings Policy: OPEN
<b>REQUEST</b>	Action requested - Recommendation to Board for approval  IT IS HEREBY RESOLVED that the Governance Committee recommends to the Board of Governors approval of amendments to the Advisory Urban Design Panel Terms of Reference as set out in Appendix 1.
<b>LEAD EXECUTIVE</b>	Robin Ciceri, Vice-President External Relations
<b>SUPPORTED BY</b>	Michael White, Associate Vice President, Campus and Community Planning

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**PRIOR SUBMISSIONS**

The subject matter of this submission has not previously been considered by the Governance Committee.

**EXECUTIVE SUMMARY**

In July 2002, the Board of Governors established the Advisory Urban Design Panel (AUDP) to advise University officials and the Board of Governors on institutional projects, and advise the Development Permit Board on non-institutional developments. The AUDP reviews building and on-site development work, specifically building design and landscaping, and considers how proposed development projects will affect the form and character of the Vancouver campus community.

This eight-member volunteer advisory panel is appointed by the Board of Governors and is comprised of three architects nominated by the Architectural Institute of British Columbia (AIBC), two landscape architects nominated by the BC Society of Landscape Architects (BCSLA), one representative from the development industry, one UBC faculty member and one UBC staff member. All eight members are voting members.

Campus and Community Planning recommends the following amendments to the Terms of Reference (June 2021), Section 5. The Chair:

“The Panel shall elect annually from among **all** its members a Chair and, to serve in cases where the Chair cannot be present, a Vice-Chair. ~~The Chair must be a registered Architect.~~

The Chair, or in the absence thereof, the Vice-Chair, shall preside at all meetings of the Panel. If neither is able to be present, the Panel shall by resolution elect one of its members to act as Chair for that meeting.

The Chair shall be a voting member of the Panel.”

**RATIONALE AND BENEFITS**

Based on 15 years of experience, staff’s assessment of the requirement for the Chair to be an AIBC-nominated panel member (i.e. Architect) is that it no longer serves the needs of UBC nor the AUDP membership. Given their professional expertise, Architects typically provide the most substantive advice when a development proposal is being reviewed by the Panel. The existing Terms of Reference requirement has the adverse effect of limiting the amount of professional advice an applicant receives, as the Chair is focused on summarizing and collating comments

and managing the meeting proceedings, while also attempting to provide their own commentary and insight. Architects, therefore, are reluctant to accept the role of Chair as it will often limit them from fully engaging in the conversation and discussions taking place.

The proposed change of the Chair being chosen from all its voting members is more equitable and is consistent with the Advisory Design Panel Terms of Reference and Bylaws for the municipalities of the City of Vancouver, City of Surrey, City of North Vancouver, and District of West Vancouver as provided in Supplemental Materials 1 to 4. Making UBC policy consistent with these would improve the effectiveness of the UBC AUDP.

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## APPENDIX

1. Advisory Urban Design Panel Terms of Reference (June 2021) proposed amendments

### SUPPLEMENTAL MATERIALS (optional reading for Governors)

1. City of Vancouver Urban Design Bylaw 4722, section 5 (1)
2. City of Surrey Advisory Design Panel Terms of Reference, section 5.6
3. City of North Vancouver Advisory Design Panel Bylaw 6839, section 5
4. District of West Vancouver Design Review Committee Terms of Reference, section 3.5

# UBC Advisory Urban Design Panel

## Terms of Reference

Revised June 2021

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### 1. Overview

Design review is increasingly an important component of local governance providing a community with the opportunity to examine the design of projects as they affect the form and character of the community. Design review ensures that there is consistency and uniformity in approach and suitability in building and site design.

Typically, design review is undertaken on behalf of local government by means of an Advisory Design Panel. The Advisory Design Panel receives its authority through terms of reference, including a formalized procedure, adopted by the governing body of the municipality. That mandate usually involves the review of preliminary site and building design, associated comments on the site plan, proposed landscape treatment, and building form and character as each relates to the contextual experience of the site.

Within this context, The University of British Columbia has established an Advisory Urban Design Panel (AUDP) to assist its public development process for both institutional and non-institutional uses on Point Grey Campus.

The University will review all proposed projects for compliance with a number of University land use, planning and design policies for all lands under its jurisdiction.

The development approval process for both institutional and non-institutional projects is documented in UBC Policy 92: Land Use and Permitting.

### 2. Mandate of the Panel

The Advisory Urban Design Panel is an advisory body created by the University and will advise the University and its officials and the Board of Governors with respect to institutional projects, and will advise the Development Permit Board with respect to non-institutional developments. The AUDP will provide advice relating to building and on-site development works including specifically, building design and landscaping.

The Chair of the AUDP will provide Campus and Community Planning with the Panel's considerations and resolutions on all matters brought before it.

The role of the Panel will include reviewing a development's relationship to the public streets and spaces, as well as neighbouring development, within the context of the Board of Governors' established *Planning Principles*, the *Vancouver Campus Plan*, *Land Use Plan* and appropriate *Neighbourhood Plans*.

The Panel is a group of volunteers who, through their professional association (where appropriate), have agreed to advise the University. Their recommendations are advisory and non-binding. Through their advice to the Development Permit Board and the Board of Governors, the Panel is a vital part of the regulatory development review process at the University.

### **3. Purpose of the Panel**

The Advisory Urban Design Panel will ensure that the best interests of the University and its stewardship mandate, as reflected in the plans and procedures of the University, are fully addressed by future proposed buildings on all University lands. The Panel will act in a manner consistent with other municipal advisory design panels, but more particularly as described in these Terms of Reference.

The intent of the Panel is not to judge the design, but rather to articulate the design issues to be addressed. The Advisory Urban Design Panel shall be supported by staff in Campus and Community Planning.

### **4. Composition of the Panel**

The Advisory Urban Design Panel is comprised of eight (8) voting members as follows:

- 4.1 Three (3) professional Architects
- 4.2 Two (2) professional Landscape Architects
- 4.3 One (1) representative from the Development Industry
- 4.4 Two (2) members of UBC faculty and staff
- 4.5 At least two of the five architects and landscape architect members shall have demonstrated excellence in environmental design and green buildings or sustainable landscapes.

### **5. The Chair**

The Panel shall elect annually from among all its members a Chair and, to serve in cases where the Chair cannot be present, a Vice-Chair. ~~The Chair must be a registered Architect.~~

The Chair, or in the absence thereof, the Vice-Chair, shall preside at all meetings of the Panel. If neither is able to be present, the Panel shall by resolution elect one of its members to act as Chair for that meeting.

The Chair shall be a voting member of the Panel.

### **6. Qualifications for Appointment**

The members of the Panel must be persons who are:

- 6.1 Residents within the Greater Vancouver Regional District;
- 6.2 Qualified in one of the fields outlined within the section entitled "Composition of the Panel"; and
- 6.3 Not a member of the Board of Governors or member of the Board of Directors of UBC Properties Trust.

In making appointments to the Panel, the Board of Governors will seek to appoint persons who are knowledgeable in matters of design and aesthetic judgement by virtue of training, education, and/or experience, possessing qualities of impartiality and broad judgment and, where at all possible, will have good knowledge of the UBC community and its needs.

## **7. Terms of Appointment to the Panel**

Campus and Community Planning recommends nominations to the Panel for approval. Three members shall be appointed from nominations received from the Architectural Institute of British Columbia (AIBC), two members shall be landscape architects appointed from nominations received from the British Columbia Society of Landscape Architects (BCSLA). One member shall represent the development industry, one member shall be UBC staff and one member shall be UBC faculty.

Members are appointed by the UBC Board of Governors for a term of one or two years. A member may be reappointed for additional terms, but no member shall serve more than four consecutive years. A person appointed to fill a vacancy shall serve for the remainder of the unexpired term. All members shall hold office until their successor is appointed.

Any member, who fails to attend three consecutive meetings of the Panel without leave of the Panel, shall cease to be a member and the appointment shall be automatically terminated.

## **8. Staff Support for the Panel**

University staff members attending as support will have voice in the debate when recognized by the Chair of the Panel, but will have no vote. A staff member's role is to present a summary of the submission, but not to present opinions, either his/hers or others.

Services will be provided by the Campus and Community Planning to record and transcribe the Panel meetings, contact members, make appointments and prepare correspondence.

The necessary annual budget for the Panel shall be incorporated into the Campus and Community Planning budget:

- Meeting expenses; and
- Reasonable and necessary expenses that arise directly out of the performance of the Panel members' duties.

The University Architect shall assist the Panel in its deliberations.

## **9. Duties of the Panel**

The Advisory Urban Design Panel shall consider and deliberate on matters referred to it by Campus and Community Planning. In these cases, recommendations shall be made in writing to Campus and Community Planning.

Such review by the Panel shall be based on the following considerations within the context of the *UBC Planning Principles*:

- 9.1 The relationship of the building or buildings to one another, to the site and to other development in the immediate vicinity;

- 9.2 The impact upon the subject property and upon both natural and man-made elements (rock outcrops, steep slopes, ravines, watercourses, soil and trees, existing buildings and structures, etc);
- 9.3 The mass or bulk and scale of the building(s);
- 9.4 Architectural or design consistency;
- 9.5 The role and quality of landscape architecture;
- 9.6 The impact in design terms, upon adjacent development(s);
- 9.7 Type and quality of exterior finishing and colours to be employed, in the context of broader issues or conflicts with established principles or guidelines;
- 9.8 The exterior equipment and urban space;
- 9.9 Crime prevention through environmental design;
- 9.10 Signs, street furniture and lighting;
- 9.11 Heritage aspects;
- 9.12 Physical access;
- 9.13 Design response to the pedestrian environment, and
- 9.14 Design response to the site and building environmental and social performance (e.g. energy performance, biodiversity, human well-being, climate adaptability, rainwater management, durability, etc.).

Campus and Community Planning may require the Panel to conduct a further review of the building design.

The Panel will express its recommendations in terms of either “Support” or “Non-Support”, supplemented by comments about the project.

## **10. Open Meetings and Quorum of the Panel**

A quorum of the Panel shall be a majority of its members.

Proceedings of the Advisory Urban Design Panel shall be open to members of the University community.

The applicant or authorized agent may present the proposal (within an appropriate time limit) to the Panel. The Panel, through the Chair, may discuss the proposal with the applicant; seek clarification and initiate dialogue to enhance understanding of the submission or the requirements of the Panel. Where possible, meetings should reflect a collegial open discussion between the Panel and applicant.

After the presentation, the applicant or authorized agent shall be present to hear the deliberations of the Panel on the application, and will have the opportunity to comment on the discussion prior to the final recommendations from the Chair.

The Panel shall review all staff submissions in open session.

## **11. Conflicts of Interest**

The members shall make known any involvement they may have in an application being reviewed by the Panel, or any other close relationship that might be deemed or appear to constitute a conflict of interest. The member shall withdraw from the meeting for that matter before the Panel.

Members of the Panel will be guided by their respective professional codes of conduct.

Any members of the Panel contacted by applicants will refer them to Campus and Community Planning.

## **12. Meeting Procedure and Rules of Order**

The Panel meetings, whether they are in two stages or in one comprehensive stage, as determined by Campus and Community Planning will be conducted in the following manner:

- The applicant shall be advised when the proposal will be considered by the Panel.
- Materials shall be forwarded to Campus and Community Planning ten days in advance of a respective meeting for consideration in review. Should the applicant not meet these criteria, then the project shall be deferred to the next meeting of the Panel.
- Materials presented to the Panel at the meetings should include models or other contextual materials where possible.
- Campus and Community Planning shall introduce the project to the Panel (referring to its location, context, background, scope and response to established policies, principles, neighbourhood plans and design guidelines).
- The applicant shall be given the opportunity to clarify any aspects of the development plan to the Panel (however, no presentation is required of the applicant).
- The Panel members shall review the project material and provide comments and observation, not to “judge” the design, but rather to articulate the issues to be addressed.
- The Chair shall summarize the comments of the Panel and initiate a dialogue between Panel members and the applicant, where such a dialogue is believed by the Chair to enhance understanding of the proposal.
- The Panel shall determine “Support” or “Non-Support” for the project, unless it is concluded that further information is required to be presented, in which case the Panel defers its decision.
- Minutes of the meeting are distributed to the applicant and all relevant University staff and approving authorities.
- If the University staff position differs from the recommendations of the Panel, that differing position also shall be presented to the approving authority.

Unless otherwise specified in these Terms of Reference, Robert’s Rules of Order shall govern all points of procedure during the progress of a meeting of the Panel.

## APPENDIX A - Principles for Physical Planning at UBC

Eight key principles are the foundation for developing and evaluating proposed physical changes within all of the University lands. Together with the Official Community Plan and the memorandum of Understanding between the University and the GVRD, they are the fundamental guides for the University administration, Board of Governors, the broader community and all those who make decisions about the physical form, character and image of the University. They form the basis of UBC's development permit process.

Through these planning principles, UBC will develop academic facilities and the residential, commercial, and community elements required to realize the goals of the University.

The eight principles are grouped into three broad themes:

### **UBC: A Vibrant and Integrated Community**

The 1,000 acres owned by UBC will be planned, developed and administered as an integrated and vibrant community. The lands cannot be fragmented or split between jurisdictions. The following specific principles provide further detail:

*Principle 1: The University Lands – As One*

*Principle 2: The Community – Vibrant and Ever-Changing*

### **UBC: A Unique Place**

The University Lands must be planned, developed and administered with a commitment to a unique and memorable identity for all who learn, work, live and visit here. The following specific principle provides further detail:

*Principle 3: The Experience – A Place to Remember*

### **UBC: A Regional and Global Leader**

The University Lands must be planned, developed and administered in the knowledge that UBC is one of British Columbia's most valued resources. Whatever physical changes occur here will have influence and impact far beyond our own lands. The following specific principles provide further detail:

*Principle 4: The Environment – Incredible Riches*

*Principle 5: The Endowment – A Legacy Retained*

*Principle 6: The Perspective – A World Beyond*

*Principle 7: The Opportunity – Global Leadership in a Changing World*

*Principle 8: The Process – Open and Integrated*

These planning principles were adopted by the Board of Governors in July 1999 after a process of extensive community involvement. The Planning Principles are integral to the achievement of the University's mission and are formal policy of the University. They will be the standard, or "screen" by which all development — large or small, new or renovated — is measured.



# CITY OF VANCOUVER BRITISH COLUMBIA



## URBAN DESIGN PANEL BY-LAW NO. 4722

This By-law is printed under and  
by authority of the Council of  
the City of Vancouver

(Consolidated for convenience only  
to June 16, 2009)

BY-LAW NO. 4722

A By-law to create a Board to be known  
as the "Urban Design Panel"

[Consolidated for convenience only,  
amended to include By-law No. 9883,  
effective June 16, 2009]

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THE COUNCIL OF THE CITY OF VANCOUVER in open meeting assembled enacts  
as follows:

1. A Board to be known as the "Urban Design Panel" (hereafter referred to as "the Panel") is hereby created.
2. The Panel shall be composed of not less than 13 members appointed by Council as follows:
  - (a) 6 members of the Architectural Institute of British Columbia;
  - (b) 2 members of the Association of Professional Engineers of the Province of British Columbia;
  - (c) 2 members of the British Columbia Society of Landscape Architects;
  - (d) 1 member of the Vancouver City Planning Commission;
  - (e) 1 member from either the Urban Development Institute, the Greater Vancouver Homebuilders' Association, or the Building Owners' and Managers' Association of British Columbia;
  - (f) 1 practising professional artist, having specialized training in his or her field, or a history of exhibitions as an artist, and whose peers, and arts professionals, recognize such person as an artist.

In addition to the foregoing, Council may, in its discretion, appoint other persons as members at large.

3. Council is to appoint to the Panel:
  - (a) 13 individuals referred to in section 2 for a term of two years more or less, which term is to expire immediately before the first Monday after December 1, 2008;
  - (b) after the expiry of the appointments under subsection (a), seven individuals referred to in section 2 whom Council is to appoint for alternating terms not to exceed two years and one year more or less; and

- (c) after the expiry of the appointments under subsection (a), six individuals referred to in section 2 whom Council is to appoint for alternating terms not to exceed one year and two years more or less.

3A. Each first two year term referred to in section 3, except for subsection (a), is to expire on the second annual anniversary of the date that falls immediately before the first Monday after December 1, 2008, and, thereafter, each two year term is to expire on the second annual anniversary of such date.

3B. Each first one year term referred to in section 3 is to expire on the first annual anniversary of the date that falls immediately before the first Monday after December 1, 2007, and, thereafter, each one year term is to expire on the first annual anniversary of such date.

3C. Despite sections 3, 3A, or 3B, if Council does not appoint new members on the first Monday after December 1 in any year, Council deems each term referred to in section 3 extended to the day preceding the date of appointment of a successor.

4. No person shall be appointed to the Panel if such person is an elected official or is an employee of the City or any of its elected Boards.

5. (1) The Panel shall be presided over by a Chairman to be chosen from among the members whose term of office shall be one year. The Chairman whose term has expired shall be eligible for reappointment and shall continue to hold office until his successor has been appointed.

(2) The Panel may adopt rules and procedure for meetings of such Panel not inconsistent with this By-law and may from time to time alter, amend or vary the same as the Panel may deem expedient.

(3) 5 members of the Panel shall constitute a quorum for the transaction of business.

(4) The Panel shall appoint a member of the Panel as Deputy Chairman to preside in the absence of the Chairman.

6. The duties of the Chairman shall include the calling of, and presiding at, meetings of the Panel in accordance with any regulations of the Panel with respect thereto, and such other duties as the Panel may prescribe, and it shall be his duty to poll the members on any issue being considered by the Panel. The Chairman may also meet with the Director of Planning or attend meetings of the Development Permit Board when a matter being dealt with by the Panel is being considered by either or both the Director of Planning or the Development Permit Board.

7. The duties of the Panel shall be to advise Council, the Director of Planning, or the Development Permit Board from time to time on the Urban Design of any proposed development or any revisions of any proposed development or any substantial changes to any previously-approved development after a development permit has been issued. In addition to the foregoing, the Panel may advise the City Council or any of its Boards on any matter where urban design is involved.



## SCHEDULE "A"

### Guidelines for the Urban Design Panel and the fulfillment of the duties imposed by this By-law

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1. The Panel shall be advisory to Council but its reports shall go to the Director of Planning or Development Permit Board, as the case may be and be included in toto in such reports as go to Council from either the Director of Planning or the Development Permit Board, provided that the Panel has the additional right to report to Council.
2. The Panel shall assist the Department of Planning and Civic Development and Council in the formulation of design policy and criteria.
3. The Panel's review shall be extended to include all civic works, such as bridges, roadworks, parks, beautification projects, transit systems, civic buildings, and design competitions prior to both the issuance of competition requirements and the subsequent awarding of contracts and to give impartial professional advice directly at the appropriate level and at the appropriate time on any proposal or policy affecting the community's physical environment.
4. The Panel shall have the right to review those projects submitted to it by Council and have the right to select additional projects.
5. The Panel shall review projects in their early conceptual stages or such time as they are first brought to the attention of the Department of Planning and Civic Development.
6. The Panel shall meet on such day or days as will enable its reports to be considered by the Director of Planning or the Development Permit Board when either of them is considering the subject matter of any such report.
7. An agenda shall be prepared and circulated a minimum of one week prior to the meeting, unless prevented by exceptional circumstances.

**ADVISORY DESIGN PANEL  
TERMS OF REFERENCE**

**Revised June 15, 2020**

**1. ROLE & MANDATE**

1.1 The Advisory Design Panel (the "Panel") is appointed by the City Council or the General Manager of the Planning & Development Department under Section 3 below to advise the General Manager of the Planning & Development Department (the "Department") on the quality of design of the built environment in the City, and specifically to provide comments and suggestions to improve the design quality of the development projects being reviewed by the Department. In the review of the development projects referred to it by the Department, the Panel should consider the following matters:

- 1.1a the Development Permit Area Guidelines documented in the Official Community Plan, and City Council's policies on design and street beautification;
- 1.1b the intended function of the project, and the existing and future context within which the project is located; and
- 1.1c general principles of good design and practicality of implementing the design improvements as may be suggested by the Panel.

The following types of projects shall be referred to the ADP:

- 1.2a multiple residential development projects four (4) storeys or higher, with a proposed density over 75 units per Hectare (30 units per acre);
- 1.2b commercial development projects where,
  - (a) the FAR (floor area ratio) is 0.5 or higher; or
  - (b) the floor area exceeds 2000 sq. m. (21,500sq. ft.)
- 1.2c mixed use development with a multi-unit residential use component;
- 1.2d significant industrial or mixed employment development projects as referred by the Department;
- 1.2e any other development project considered to be significant by the Department in terms of:
  - (a) location (such as major road intersection, gateway, town centres), or,
  - (b) visual impact (such as substantially tall buildings or structures), or,

- (c) size (such as over 2000 sq. m.(21,500 sq. ft.); and;
- 1.2f any other matters related to the City's overall or specific urban design or architectural design issues or policies.

## 2. COMPOSITION

2.1a The Advisory Design Panel shall be composed of a minimum of **nineteen** positions as follows:

- eight (8) architect positions;
- three (3) landscape architect positions;
- two (2) positions for representatives from the development industry;
- two (2) positions for accessibility advisors;
- one (1) position for representatives of the Surrey RCMP; and
- one (1) position for a heritage advisor;
- two (2) positions for sustainability advisors.

2.1b These positions shall be occupied by the following Panel Members respectively:

- eight (8) members of the Architectural Institute of British Columbia (AIBC) including one (1) high rise residential specialist and one (1) large scale commercial specialist;
- the high rise residential specialist will be invited to attend ADP meetings for review of high rise residential projects; high rise residential is defined as any multi-unit residential project 13 storeys or higher;
- the large scale commercial specialist will be invited to attend ADP meetings for review of large scale commercial buildings; large scale commercial is defined as any commercial project 2000 sq. m. (21,500 sq. ft.) or greater in floor area, or with building height 7 storeys or higher;
- three (3) members of the British Columbia Society of Landscape Architects (BCSLA);
- two (2) members from the Development Advisory Committee or from the development industry at large;
- one (2) representative of the RCMP familiar with the principles of Crime Prevention Through Environmental Design (CPTED); and
- two (2) accessibility advisors including a representative from the Measuring Up Committee or an accessibility specialist from the development industry at large.
- one (1) heritage advisor with professional designation as an architect and/or

other relevant heritage qualifications and experience, to be invited to review all projects with a Heritage Revitalization Agreement, or buildings or sites with heritage significance.

- two (2) sustainability advisors with qualifications as professional mechanical engineers, LEED Accredited Professionals (LEED AP), and experience as design consultants on energy efficient buildings, or equivalent qualifications and experience, to review significant or large scale projects.

- 2.1c Guest panellists - qualified guest panellists may be invited by staff to review large scale projects. The purpose is to facilitate the appointment of expert panellists to complement the expertise of the regular ADP members for review of projects that will have a significant impact on the development of the City.

Projects selected for this type of review may include the following: large scale projects with multiple buildings, multiple block developments, or other similar projects on significant or highly visible sites. These projects may include phased development approval including initial approval of the land use concept and subsequent approval of more detailed development permit applications for the component phases.

The guest panellists will be selected for the review of designated projects only. The selection of design professionals as guests will be subject to approval by their professional associations (e.g., AIBC, BCSLA, EGBC, or other). Other disciplines or community representatives may be invited as required.

- 2.1d The City Architect, as a representative of the City, shall act as the staff liaison for the Panel and consult stakeholders on the ADP policy and procedures. The City Architect will also attend the Panel meetings, facilitate compliance with the policy set out in the Terms of Reference, and review post-ADP revisions for compliance with the ADP Statement of Review.

### 3. APPOINTMENTS

- 3.1 Criteria for selection of ADP members shall include familiarity with development in the City of Surrey, as well as qualifications, experience, availability, and other criteria relevant to the mandate of the ADP and the area of expertise for which the member's position is included on the ADP.
- 3.2 In the case of positions on the Panel to be filled by a member of a professional association, and where that association has a process in place for the review and nomination of members to an ADP, the names of any such nominees will be appointed by the General Manager of the Planning & Development Department and submitted to City Council as information only. This includes Architects, Landscape Architects, and Engineers (i.e., the sustainability advisors), who are members of the Architectural Institute



of BC, the BC Society of Landscape Architects and the Engineers and Geoscientists BC, respectively.

- 3.3 Members of the Panel whose appointments are not covered by paragraph 3.2 shall be appointed by City Council, by resolution, upon a recommendation from the General Manager, Planning and Development. These positions include development industry representatives, accessibility advisors, Surrey RCMP representatives, a heritage advisor, and sustainability advisors that are not members of a professional association.
- 3.4 The length of terms of the Architects, Landscape Architects, sustainability advisors and development industry representatives shall be two years with an option of re- appointment for one additional consecutive term of up to two years.
- 3.5 The City Council may, by resolution, remove any member from the Panel at any time

#### **4. QUORUM**

- 4.1 All actions and recommendations by the Panel, except as otherwise provided for, shall be done and made by quorum of the members present at the Panel meetings.
- 4.2 Four (4) members of the Panel, with a minimum of two members filling either the two Architect positions or one Architect position and one Landscape Architect position, shall constitute a quorum, and the advice and recommendations of a quorum shall be the advice and recommendations of the Panel.
- 4.3 In the event that quorum is not achieved projects may be reviewed on an informal basis by the Panel members present at the meeting, and the minutes of the meeting shall so indicate. The decisions and recommendations made at this informal meeting shall not be construed as the advice and recommendations of the Panel. The General Manager, Planning & Development, shall have the discretion to consider such advice and recommendations in due course and may schedule the project for submission to City Council without further review by the Panel.

#### **5. PROCEDURES**

- 5.1 Meetings of the Panel shall be called by the Department as required except that such meetings shall not generally be held more than two times in one month. All proceedings of the Advisory Design Panel shall be held in open meetings.

- 5.2 A schedule of ADP meetings for the following year shall be prepared in December; meeting dates to be scheduled every two weeks; dates are tentative and may be adjusted subject to demand; meetings may not be held if there is only one project on the agenda.
- 5.3 Panel composition - to ensure that all architects and landscape architects named to the panel are given equal opportunity to attend, all architect and landscape architect members will be invited to attend each meeting. In addition, one representative of each of the following groups will be invited to attend, as required: development industry, disabled advisor, heritage advisor, sustainability advisor, and RCMP.
- 5.4 When Planning staff are satisfied that the project, as described under Section 1.2 above, has made sufficient progress towards meeting the design objectives adopted by Council, or that a project should be reviewed by the Panel, the project shall be placed on the agenda of the earliest possible Panel meeting. In order to facilitate an effective review of the project, all submissions to the Advisory Design Panel shall be accompanied with sufficient contextual material and information generally in accordance with Schedule A, "Advisory Design Panel, Requirements" attached hereto and forming part of this Terms of Reference.
- 5.5 Legislative Services shall prepare minutes of the Panel meetings and maintain a record of the approved minutes. Legislative Services shall be responsible for notifying members of the meeting, publishing the agenda for circulation to the attending Panel members one week in advance of the meeting, scheduling delegations, and making any arrangements required to facilitate the meeting.
- 5.6 The Panel members present shall, at the beginning of each meeting, elect one (1) of the members to act as Chairperson of that meeting.
- 5.7 The Panel may make by majority resolution such rules as it sees fit to govern its conduct noting that in so doing the intent is that in general, the rules of parliamentary debate shall apply and the rules shall be consistent with this Terms of Reference.
- 5.8 In order to maintain and respect the independence of the Panel, staff from the Department, including the City Architect, the Urban Design Planner and the City Landscape Architect shall only act to provide background information and advice on the development approval processing procedure with respect to the projects to be reviewed by the Panel, except as herein below provided in Section.
- 5.9 The staff presentation to the Panel will be presented with the applicant and their delegation in attendance and will focus on the planning context and urban design issues, including any concerns as they relate to jurisdictional policy and guidelines. This is consistent with the open nature of the meetings as noted in 5.1 above.

- 5.11 The applicant for any project being considered by the Panel and the applicant's design consultants shall have an opportunity to present their design to the Panel.
- 5.12 Panel members shall have an opportunity to seek explanation and clarification from the applicant or staff.
- 5.13 Discussion of an item shall generally follow immediately after the applicant's presentation. The Panel shall make recommendations in the same meeting, following the presentation by the applicant and the applicant's consulting architect and/or landscape architect, provided that the Chairperson shall make reasonable efforts to limit the presentations and discussions of a project within a time frame of not more than one (1) hour for standard projects, and one and a half (1.5) hours for large projects comprised of more than one building, as noted in the agenda
- 5.14 The applicant shall have the opportunity to respond to any presentation made by a Panel member or staff member, prior to the Panel's motion of support or non-support.
- 5.15 The ADP shall prepare a motion. This should be done by a show of hands, or other means visible to all, in an open forum with the applicant present.
- 5.16 The ADP Statement of Review shall be based on verbal and written comments from the Panel members. Panel member's comments should generally focus on the panel member's area of expertise, e.g., urban design, massing, form and character for architects, site planning, grading, and planting for landscape architects, CPTED for the RCMP, energy efficiency for the sustainability advisor, etc. In their reviews Panel members may also refer to City of Surrey design guidelines that are relevant to their area of expertise, as noted in 1.1a above.
- 5.18 The recommendations of the Panel shall be forwarded to the General Manager, Planning & Development and shall be made available to the applicant following the meeting.
- 5.21 The General Manager, Planning and Development, shall consider the Panel's recommendations including any requests by the Panel for re-submission, and the applicant's response to the Panel's concerns and recommendations, and report to City Council with appropriate recommendations in due course. If the recommendations of the General Manager, Planning and Development to the City Council differ from those of the Panel, the City Council shall be so advised.

## **SCHEDULE "A" - ADP SUBMISSION REQUIREMENTS**

**Revised June 15, 2020**

All submissions to the Advisory Design Panel (ADP) must clearly illustrate the development proposal and must be self-explanatory.

- Label drawings and correspondence as "Submission to ADP" with the ADP meeting date and the City of Surrey file number (e.g., 7917-0347-00).
- Include a graphic scale and north arrow, preferably with north oriented to the top of the page on applicable drawings.
- Submission Packages: The Applicant shall submit to the Project Planner:
  - fourteen (14) reduced sets (11" x 17"), and
  - one (1) set of pdf files of ADP submission drawings and briefs/rationale.
  - Maximum size of each file to be reduced to 10MB each and images unmasked/flattened.
- Deadline – Submission packages must be delivered no later than 12:00 noon, Tuesday, in the week prior to the ADP meeting date for the project.
- Bring to the meeting - The applicant must also bring all presentation materials to the ADP meeting, e.g., mounted presentation boards, physical models, memory stick of electronic presentation or laptop and material sample/colour board. These materials are taken back by the applicant after the meeting and are not stored at City Hall unless specifically requested.

*Please Note: The ADP requests that presenters must be registered members of the AIBC or BCSLA respectively.*

### **Submission packages shall include the following material:**

#### **1. WRITTEN BRIEFS:**

- Describe the relevant planning policy, project description, and site context. Respond to any requested policy amendments or variances.
- Describe the design concept including vehicle and pedestrian circulation, parking, form and character, landscape concept, CPTED strategy, disabled access.
- Describe response to urban design planning policy (refer to the City of Surrey OCP DP Guidelines: Form & Character, and relevant NCP or local area plan design guidelines, as applicable).
- Describe environmental/building sustainability features in a separate brief, clearly itemizing specific actions (note - this is not the *sustainability checklist* submitted for the application).

#### **2. DRAWINGS:**

- All drawings to be readable on 11 x 17 format including fonts, dimensions etc;
- All drawings to be submitted in metric measurements (imperial can follow in brackets);
- Drawing booklets should be recyclable with no plastic covers or binding

## 2.1. Architectural Drawings

- Context Plan - Show existing/proposed buildings and trees, vegetation, roads, grading, and other major features within the site and on the abutting properties and road allowances (1:500, or 1"=50'-0").
- Context Photos - Provide a separate sheet showing photographs of site and surroundings with key plan.
- Site Analysis - Provide site analysis diagrams to illustrate the site design issues and constraints, e.g., setbacks, grading, surrounding land use, existing trees, open space, pedestrian paths.
- Shadow diagrams - for 4 storey and higher buildings - show 3 diagrams at the Equinox (March/September) at 10am, noon and 2pm (UTC 7).
- Design Concept, Precedent Images - Provide a schematic design diagram to illustrate the design concept and main organizing principles, e.g., vehicle access, pedestrian circulation, massing, views, etc.; precedent photographs - provide photographs of example projects to illustrate the proposed design character for the building and landscaping.
- Site Plan and Floor Plans - Show site dimensions, grading, setbacks, easements, right-of-ways and paving. Show existing and proposed grades as a minimum at the building and site perimeter, FFEs and all parking and pedestrian paths. Show building dimensions, use labels, i.e., CRU.
- Streetscape Elevations - Include proposed buildings and existing and proposed adjacent buildings in scale.
- For towers - Show additional ground level/podium elevations at a larger scale to show ground interface details.
- Elevations - Show all facades in colour with exterior finishes and colour references/notations.
- Sections - Show sufficient cross sections to show floor heights, specialty feature areas such as 2 storey volumes. Include relationship to grade, parking drops; extend sections across the property lines.
- Colour scan of material sample/colour board to be included in the drawing package.
- Unit Plans - for residential buildings include unit plans (1:50 or 1/4" = 1'-0").
- Signage - If signage permit is proposed with the development permit - show sign location(s), setbacks, dimensions and materials and note any requested variances to the City of Surrey Sign By-law.
- 3D/Perspective Drawings - Provide colour perspectives or rendered 3D digital model views to illustrate the form and character.  
*Please note: Coloured elevations and 3D perspectives are required for submission/presentation to City Council.*

## 2.2. Landscape Drawings:

- The ADP requests drawings prepared by a BCSLA Registered Landscape Architect for all projects.
- Tree Retention Plan - Indicate all existing trees to be retained and/or removed; coordinate with the arborist's report.
- Landscape Plans and Plant List - Provide colour site plans showing planting, paving, grading, lighting, gates, and location/screening of outdoor equipment. Existing and

- proposed conditions shown on separate plans. Include a plant list with graphic key, botanical and common names, sizes and quantities readable on 11x17 format.
- Fencing Plan - provide a separate plan showing all fences, gates, walls, trellises and cross reference with clear symbols and/or legends to details.
  - Details - Provide plan and section details of feature areas, e.g., patios and entries; provide details of landscape structures, fences, walls, furniture, paving, lighting fixtures, etc.
3. **MATERIAL SAMPLE/COLOUR BOARD** - Brought to the ADP meeting and taken away after. The size or format is not restricted (except by the size of the scanner for inclusion in the drawing package).
  4. **PRESENTATION MODEL** - Brought to the ADP meeting and taken away after.
    - Physical model - for high-rise or large scale projects, submission of a physical model; minimum scale: 1:200; include immediately adjacent context and differentiate all phases and context using model materials, i.e. existing buildings are wood, and future potential, or approved-but-not-built buildings are plexiglass. Models for detailed DPs should have clear reflection of the proposed materials, fenestration and colours. Projects of varying scales, and scope (e.g. masterplan, or general DP) may necessitate alternate scales, at the discretion of the Urban Design Planner;
    - Digital model – in exceptional circumstances a digital model may be considered, at the discretion of the City Architect.
  5. **DIGITAL STUDY MODEL**
    - 3-D digital massing model - required for all projects at discretion of the Urban Design Planner.
    - Model format - Google Sketchup or AutoCAD format; include 3D geo-reference and geographic orientation of all lot lines.
    - Purpose - to be submitted to the Planning Department to be included in the City of Surrey GIS database and to illustrate the design response to context. After presentation to ADP, the model shall be revised to reflect the approved DP design.
    - Model views - submit local and distant views to illustrate the project's impact and response to its context. Provide shadow diagrams as noted above under 2.1 Architectural Drawings.

**NOTE:** Refer to Architectural Institute of BC Bulletin #31 for buildings requiring an architect. <http://aibc.ca/about/regulatory-authority/bulletins/> The Architectural Institute of BC has instructed its members sitting on Design Panels not to review building designs which contravene the Architects' Act.



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

**“ADVISORY DESIGN PANEL BYLAW, 1997, NO. 6839”**

**CONSOLIDATED FOR CONVENIENCE – MARCH 6, 2000**

Amendment Bylaw, 1999, No. 7160	August 9, 1999
Amendment Bylaw, 2000, No. 7213	March 6, 2000

**THE CORPORATION OF THE CITY OF NORTH VANCOUVER**

**BYLAW NO. 6839**

**A Bylaw to establish an Advisory Design Panel as  
a consultative Committee to Council and staff under the provisions of  
Sections 287, 734 and 963 of the Municipal Act**

**WHEREAS** it is desirable that an Advisory Design Panel be established for the purpose of encouraging a high quality built environment throughout the community;

**NOW THEREFORE** the Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as "**Advisory Design Panel Bylaw, 1997, No. 6839**".
2. There is hereby established an Advisory Design Panel of ten (10) members. The membership shall consist of: *[Bylaw 7213, March 6, 2000]*
  - A. Voting Members:
    - (1) three architects;
    - (2) two landscape architects;
    - (3) one representative from the business community;
    - (4) one representative from the construction industry;
    - (5) one representative from the community at large;
    - (6) an appointee of the Office-in-Charge, North Vancouver Detachment, RCMP;
    - (7) one artist representing the North Shore Arts Commission. *[Bylaw 7213, March 6, 2000]*
  - B. Non-voting Members:
    - (1) one member of Council
    - (2) the Director of Development Services, or his appointees
    - (3) a secretary to be provided from City Staff who shall record and transcribe the events of the Panel meetings, contact members, make appointments, and draft correspondence.
3. Voting Members of the Advisory Design Panel, excluding the appointee of the Officer-in-Charge, North Vancouver Detachment, RCMP, and the member of Council, shall serve without remuneration and shall be appointed by Council on the following basis:
  - A. the three architects and the two landscape architects must be members in good standing of the British Columbia chapter of their professional organizations and preferably live in, or have their place of business located in, or have worked in the City of North Vancouver;
  - B. the appointee from the business community shall be either a member of the Urban Development Institute or be a member of the North Vancouver City business community;



- C. the appointee from the construction industry should preferably be active in construction activities on the North Shore and should have done work within the City;
  - D. the appointee who is a members from the community at large is required, as a qualification, to reside within the boundaries of the City of North Vancouver;
  - E. the member of Council shall be appointed annually.
4. Unless otherwise indicated, each voting member is appointed for a period of two years commencing February 1, of the year of appointment, and terminating January 31, two years hence. Vacancies caused by death, removal, or resignation of voting members shall be filled for the unexpired terms of such members. All voting members shall hold office until their successors are appointed. With the exception of the R.C.M.P. appointee, the members of Council, the Director of Development Services, or his appointees, and the Secretary, no person shall be appointed who holds any municipal office. Every voting member is eligible for reappointment, but in no event shall serve more than two (2) consecutive terms.

Any voting member who fails to attend (3) consecutive regular meetings of the Panel without leave of the Panel, shall herewith cease to be a member and his appointment shall be automatically terminated.

5. The Advisory Design Panel shall be presided over by a Chairman, to be chosen annually from amongst its voting members. In the event of the Chairman's absence, the Panel will select from amongst its voting members an Acting Chairman.
6. A quorum shall consist of four (4) voting members. *[Bylaw 7160, August 9, 1999]*
7. Decisions shall be by simple majority vote, and all recommendations on rezoning applications shall be submitted to the Director of Development Services. All recommendations for the development of properties which are pre-zoned and submitted in accordance with the zoning regulations shall be submitted to the Assistant Director - Inspections. All recommendations shall be signed by the secretary on behalf of the Chairman.
8. If one of the architects or landscape architects is unable to attend a meeting of the Advisory Design Panel he/she should ensure that the other architectural or landscape architectural representative 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 Advisory Design Panel shall defer commenting on landscape matters until the next meeting when a landscape architect member is present.
9. The frequency of the Advisory Design Panel meetings shall be determined by the needs and dictates of the workload, and/or by the Panel. All meetings of the Advisory Design Panel are to be considered held "in camera-" and no other group or individual shall attend a meeting of the Panel unless at the instruction of the Panel.
10. The Advisory Design Panel may adopt rules of procedure and may, from time to time, vary such rules by vote of a majority of the members of the Panel.

11. Terms of Reference for the Advisory Design Panel are hereby established as follows:
- A. The Advisory Design Panel shall consider and made recommendations on all applications for renovations, additions, or new construction for all development except one-family and two-family residential development, and such review shall be based on the following considerations:
    - (1) the relationship of the buildings or buildings to one another, to the site and to other properties in the immediate vicinity;
    - (2) the impact upon the subject property and upon both natural and manmade elements (rock outcrops, steep slopes, ravines, watercourses, soil and trees, existing buildings and structures, etc.);
    - (3) the mass or bulk and scale of the building(s);
    - (4) architectural or design consistency;
    - (5) the role and quality of the landscape architecture;
    - (6) the impact in design terms, upon adjacent properties;
    - (7) type and quality of exterior finishing and colours to be employed;
    - (8) crime prevention through environmental design.
  - B. Sign applications, which are to be considered by Council by virtue of the proposed sign being either contrary to the Sign Bylaw or not provided for in the Sign Bylaw, may first be considered by the Advisory Design Panel.
  - C. Notwithstanding (a) above the Advisory Design Panel shall consider and made recommendations on any project, including one or two-family residential developments, which may from time to time be referred to the Panel by Council or staff.
  - D. The Advisory Design Panel may make recommendations with respect to amending the Zoning Bylaw for those items observed in the course of their normal deliberations as outlined in the preceding terms of reference.
  - E. The Advisory Design Panel shall consider and make recommendations on major development proposals on public streets, parks, and other public properties.
12. The Director of Development Services or his designate shall act as liaison between the applicant for a rezoning and the Advisory Design Panel. The Assistant Director -Inspections shall act as liaison between the applicant for a building permit and the Advisory Design Panel.
13. The Advisory Design Panel shall annually request an operating appropriate from Council and its expenditures shall be kept within the same appropriation. The unused portion of the monies shall be returned to the Treasurer at the end of each year.

14. The "Advisory Design Panel Bylaw, 1989, No. 5951" and all the amendments thereto are hereby repealed.

READ a first time by the Council on the 6th day of January, 1997.

READ a second time by the Council on the 6th day of January, 1997.

READ a third time and passed by the Council on the 6th day of January, 1997.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 13th day of January, 1997.

Signed by: Mayor John E. Loucks

Signed by: Bruce Hawkshaw, City Clerk

District of West Vancouver  
**POLICY**

Title: Design Review Committee Terms of Reference

Division: Planning & Development Services

Policy Number: 0105

File Number: 0282-20-0105

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## 1. Mandate

- 1.1. The purpose of the Design Review Committee (the Committee) is an advisory committee of Council that makes representations to staff and Council on matters of design, and physical and aesthetic impact, including the impartial and professional review of development applications, relevant policies and regulations, major infrastructure and capital projects, and other matters that may be referred to the Committee by Council or staff from time to time. The Committee does not approve or reject projects or make policy decisions.

## 2. Role

- 2.1. The Committee will:
- (a) Consider and review projects, proposals, development applications, and other items, including:
    - a. development applications for mixed use, commercial, multiple unit residential, and public buildings, and for institutional buildings if such buildings are subject to municipal review;
    - b. major municipal infrastructure projects, including the design of bridges and new roads;
    - c. proposed policies and regulations affecting the community's physical, built, and/or natural environments; and,
    - d. any other matters referred to the Committee by Council or staff.

## 3. Membership

- 3.1. The Committee consists of seven (7) to nine (9) voting members:
- (a) up to four (4) architects (AIBC members);
  - (b) up to two (2) landscape architects (BCSLA members); and
  - (c) up to three (3) individuals with expertise in one or several of:
    - a. urban design;
    - b. planning;
    - c. development;
    - d. engineering;
    - e. urban land economics;

# District of West Vancouver

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- f. public art;
  - g. environmental performance;
  - h. building and construction; or
  - i. project management.
- (d) The membership composition of the Committee may be modified temporarily by Council at the time of member appointments, without need of amending these Terms of Reference, if difficulty is encountered in achieving the standard Committee membership composition described in this section.
- 3.2.** Volunteer members must be appointed or re-appointed to the Committee for a term of two (2) years, except that no person shall serve more than six (6) consecutive years, or as otherwise determined by Council.
- 3.3.** Members may be appointed by any one resolution of Council for any period of up to two (2) years (e.g. six months, one year, or two years) for reasons of filling a vacancy, better aligning with AIBC or BCSLA member term limits, or for any other reason.
- 3.4.** Appointments terminate on December 31 of the following year in which the member's term is scheduled to expire, except as otherwise determined by Council.
- 3.5.** The Chair and Vice-Chair (or co-Chairs, as the case may be) must be voting members of the Committee, and must be selected from amongst the Committee membership at the first meeting of each year.
- 3.6.** The Committee membership includes the following non-voting members:
- (a) One (1) member of Council, appointed annually to serve as the Council representative on the Committee; and
  - (b) One (1) member of Council, appointed annually to serve as the Council alternate representative on the Committee.

## 4. General Terms and Code of Conduct

- 4.1.** Decorum and Debate: Committee members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time, provide feedback in keeping with the Committee's mandate, and be respectful of others' thoughts and opinions.
- 4.2.** Authority and Reporting: The Committee and its members will not represent themselves as having any authority beyond that delegated in the Terms of Reference (ToR) approved by Mayor and Council.
- 4.3.** Media/Social Media: Members of the Committee are not permitted to speak to the media as representatives of the Committee unless authorized to do so by the Director of Community Relations & Communications. Committee members must strive to convey the public interest and remember that they represent the District of West Vancouver; this means that they must be consistent with the District's position on specific issues.
- 4.4.** Professionalism: Committee members who engage in activities regarding the District of West Vancouver or Committee initiatives/projects and promotions are expected to

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maintain a respectful, constructive, professional tone that maintains the brand consistency of the District of West Vancouver.

- 4.5. Confidentiality: All new Committee members are required to sign a copy of the "Volunteer Services Confidentiality Agreement" (the Agreement) as part as their general orientation. All returning Committee members who have previously signed a copy of the Agreement are expected to honour and uphold the provisions as outlined within the Agreement.
- 4.6. West Vancouver Residency Requirement: all Committee volunteers must either reside in, or represent a business that is located in, the District of West Vancouver, except as otherwise determined by Council. With respect to this requirement, if a Committee member's primary place of residence or the location of their business changes to another municipality during the term of an appointment, the member must notify the Chair and staff representative regarding the change of address.  
  
Depending on the length of appointment term remaining, the Committee member may be asked to step down, thus creating a vacancy. Vacancies will be filled through advertisement placed in local newspapers, social media and on the website; applications received will be reviewed by Council.
- 4.7. Conflict of Interest: The conflict of interest provisions contained in the General Council Committees Policy applies to all Committee members.

## 5. Meetings

- 5.1. The Committee must, by resolution, establish an annual meeting schedule, and must hold additional meetings as required to respond in a timely manner to requests from Council:
  - (a) In the interest of regularity, meetings shall generally be held on Thursdays in the latter half of the month.
  - (b) Meetings may be cancelled by the Committee staff liaison if there are no items to be referred to the Committee.
- 5.2. All Committee and subcommittee meetings must be held in a District facility.
- 5.3. A majority of the voting members is required to constitute a quorum. Any member who is absent from three (3) meetings of the Committee without reason satisfactory to the Committee may be removed from the Committee by Council.
- 5.4. Notice of meetings shall be provided on the District of West Vancouver website.

## 6. Rules of Procedure

- 6.1. Meetings must be conducted in accordance with the General Council Committees Policy, the Committee Procedure Bylaw and the *Community Charter*.

## **7. Subcommittees**

- 7.1. Subcommittees may be established by the Committee from among its members for specific tasks or projects identified in the Annual Work Plan.
- 7.2. Subcommittee meetings are subject to the same requirements and rules of procedure as Committee meetings.

## **8. Annual Work Plan**

- 8.1. The Committee is expected to identify a concise set of annual targets and objectives for the upcoming calendar year. The Annual Work Plan must be submitted to Council for approval prior to the end of the current year. The Annual Work Plan must be congruent with the ToR and must outline specific targets as to what the Committee plans to achieve while supporting the work, priorities and underlying principles of the District of West Vancouver.
- 8.2. The approved Annual Work Plan will be executed by the Committee, with the reasonable assistance of support staff.


## **9. Amending, Modifying, or Varying Terms of Reference**

- 9.1. Any request for amendment, modification or variation to these ToR can be enacted either by way of a Committee recommendation to Council or through specific direction of Mayor and Council.
- 9.2. In the event that Council endorses the requested change, the relevant resolution number and date of amendment will be recorded on the master ToR document.

## **10. Staff Assistance**

- 10.1. Staff assistance will be provided to the Committee, as necessary and within reason, by:
  - (a) Staff of the Planning and Development Services division.

## 11. Approval

<b>Approved by</b>	<input type="checkbox"/> CAO	<input checked="" type="checkbox"/> Mayor and Council
<b>Approval date</b>	2021/01/25	
<b>Council minutes eDocs # (Council Policies only)</b>	4196414	
<b>Council report eDocs # (Council Policies only)</b>	4139278	
<b>Signature</b>		

<b>Replacement date</b>	2022/02/14	
<b>Council minutes eDocs # (Council Policies only)</b>	4352242	
<b>Council report eDocs # (Council Policies only)</b>	4353918	
<b>Replacement description</b>	To ensure the ongoing operation of the committee in the case of the loss or lack of some of the listed members.	

## 12. Additional Information

<b>Category</b>	<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Administrative
<b>Related procedure</b>	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
<b>Date of last review</b>	n/a	