

## Advisory Design Panel Terms of Reference

Committee Name	Advisory Design Panel (ADP)
Vision / Goal Statement	To encourage a high quality built environment throughout the community in support of Council's strategic priority to foster a well-built City for People.
Mandate	<p>The ADP's role is to consider and made recommendations on all applications for renovations, additions, or new construction for all development, except residential development of less than 6 dwelling units (other than those specifically referred by Council or staff), based on the following considerations:</p> <ul style="list-style-type: none"> <li>(1) the relationship of the building(s) to one another, to the site and to other properties in the immediate vicinity;</li> <li>(2) the impact upon the subject property and upon both natural and man-made elements (rock outcrops, steep slopes, ravines, watercourses, soil &amp; trees, existing buildings and structures, etc.);</li> <li>(3) the mass or bulk and scale of the building(s);</li> <li>(4) architectural or design consistency;</li> <li>(5) the role and quality of the landscape architecture;</li> <li>(6) the impact in design terms, upon adjacent properties;</li> <li>(7) type and quality of exterior finishing and colours to be employed;</li> <li>(8) crime prevention through environmental design.</li> </ul> <p>The ADP may make recommendations regarding Zoning Bylaw amendments while undertaking the foregoing considerations.</p> <p>If requested by Council or staff, the ADP may also consider and make recommendations in respect of major development proposals on public streets, parks, and other public properties, as well as sign applications not covered or allowed by the Sign Bylaw.</p>

Voting Members	<p>The Advisory Design Panel will be comprised of up to 10 voting members in accordance with the following provisions:</p> <ol style="list-style-type: none"> <li>1. Architect Members (up to 3, preferably living and working in the CNV, recommended by the AIBC and appointed by Council)</li> <li>2. Landscape Architect Members ( up to 2, preferably living and working in the CNV, recommended by the BCSLA and appointed by Council)</li> <li>3. Representative from the Business Community (1 appointed by Council from either the Urban Development Institute or the CNV Business Community)</li> <li>4. Representative from the Construction Industry (1, preferably working within the CNV, or at least on the North Shore, and not a member of UDI, appointed by Council)</li> <li>5. Representative from the Community at Large (1 CNV resident appointed by Council)</li> <li>6. Representative of the North Shore Arts Community (1 recommended by NVRCC's public art advisory committee and appointed by Council)</li> <li>7. Representative from the North Vancouver RCMP detachment (1 designated by Officer in Command)</li> </ol>
Non-Voting Members	<p>The ADP will include 1 seat for the following non-voting members:</p> <ol style="list-style-type: none"> <li>1. Council Liaison (1 appointed annually by Council)</li> </ol>
Terms of Service	<p>The following terms are applicable to the Voting and Non-Voting Members of the Advisory Design Panel:</p> <ol style="list-style-type: none"> <li>1. Terms for all Voting Members other than the RCMP designate are for 2 years to a maximum of 2 terms (Architect members subject to AIBC consent for 2<sup>nd</sup> term). Mid-term vacancies may be addressed immediately or at the end of a term.</li> <li>2. Terms for Council Liaisons and RCMP members are continuous, revolving 1 year terms, subject only to: <ol style="list-style-type: none"> <li>a. the elected office or good standing of the member; and</li> <li>b. the designation of the member as the organization's representative for the year or portion thereof.</li> </ol> </li> </ol>
Advisory Design Panel Resources	<p>The Panel shall have the following resources:</p> <ol style="list-style-type: none"> <li>1. Internal: <ol style="list-style-type: none"> <li>a. Primary staff support and oversight will be the responsibility of the Director of Planning and Development. The Director or their designate will act as liaison between the Panel and an applicant</li> <li>b. Secondary staff support may be provided by other departments</li> </ol> </li> </ol>

	<p>c. Clerical staff support will be provided by the Legislative Services Division of the DCAO's Office</p> <p>2. External: As appropriate, representatives may be invited by staff from external governments or agencies to provide specialized knowledge and perspectives to the Panel.</p>
Chair	A Chair is to be chosen annually from amongst the voting members. In the event of the Chair's absence, the Panel will select from amongst its voting members an Acting Chair.
Quorum	A quorum shall consist of 4 voting members, 1 of whom must be an Architect. If no Landscape Architect present, meeting may be postponed <i>or</i> landscape matters deferred to the next meeting.
Attendance	Members shall advise the Clerk of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the ADP without leave of absence from the Panel, or a reason satisfactory to the Panel, shall by Panel resolution cease to be a member of the ADP. Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.
Meeting Frequency	The Panel shall meet monthly subject to cancellation by the Clerk due to impending lack of quorum or matters for consideration by the Commission.
Reporting	ADP recommendations shall be communicated through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per City of North Vancouver Advisory Body Procedures, as amended from time to time.
Governance*	<p><i>Community Charter</i> and "Advisory Design Panel Bylaw, 1997, No. 6839", as amended.</p> <p><i>*Any conflict between this Terms of Reference and Bylaw 6839 shall be governed by the Bylaw.</i></p>
Rules of Procedure and Conduct	<p>City of North Vancouver Advisory Body Procedures, as amended from time to time, including but not limited to:</p> <ol style="list-style-type: none"> <li>1. Advisory Body Appointee Agreement, to be signed at 1st meeting;</li> <li>2. Respectful Communication Policy;</li> <li>3. Respectful Workplace Policy No. 203;</li> <li>4. Social Media Policy No. 212;</li> <li>5. "Council Procedure Bylaw, 2015, No. 8500" (excerpts applicable to Advisory Bodies).</li> </ol>