



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

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

CONSOLIDATED FOR CONVENIENCE – FEBRUARY 10, 2025

Amendment Bylaw, 1999, No. 7160	August 9, 1999
Amendment Bylaw, 2000, No. 7213	March 6, 2000
Amendment Bylaw, 2025, No. 9106	February 10, 2025

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**

**And to continue the Advisory Design Panel under the provisions of
Sections 122 and 142 of the *Community Charter*
and Part 14 of the *Local Government 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;

AND WHEREAS the Advisory Design Panel ("ADP") is continued under the provisions of the *Community Charter* and the *Local Government Act*;

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 Officer-in-Charge, North Vancouver Detachment, RCMP;
 - (7) one representative from the North Shore arts community.
[Bylaw 7213, March 6, 2000] [Bylaw 9106, February 10, 2025]
 - B. Non-voting Members:
 - (1) one member of Council. *[Bylaw 9106, February 10, 2025]*
3. With the exception of the RCMP appointee, designated annually by the Officer-in-Charge, all voting Members of the Advisory Design Panel shall be appointed by Council on the following basis: *[Bylaw 9106, February 10, 2025]*
 - 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, but should not be a member of the Urban Development Institute; *[Bylaw 9106, February 10, 2025]*
 - D. the appointee who is a member from the community at large is required, as a qualification, to reside within the boundaries of the City of North Vancouver;
 - E. the appointee from the North Shore arts community is to be recommended to Council by the North Vancouver Recreation and Culture Commission's public art advisory committee. *[Bylaw 9106, February 10, 2025]*
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 may be filled for the unexpired terms of such members. All voting members shall hold office until their successors are appointed. Every voting member is eligible for reappointment, but in no event shall serve more than two (2) consecutive terms. *[Bylaw 9106, February 10, 2025]*
- Any voting member who fails to attend (3) consecutive regular meetings of the Panel without leave of the Panel, or a reason satisfactory to the Panel, shall by Panel resolution cease to be a member of the Advisory Design Panel. *[Bylaw 9106, February 10, 2025]*
- 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 provided that one of the voting members present is an architect. *[Bylaw 7160, August 9, 1999] [Bylaw 9106, February 10, 2025]*
 - 7. Decisions shall be by simple majority vote, and all recommendations shall be submitted to the Director of Planning and Development. *[Bylaw 9106, February 10, 2025]*
 - 8. If one of the architects is unable to attend a meeting of the Advisory Design Panel, they should ensure that another 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 Advisory Design Panel may postpone the meeting or defer commenting on landscape matters until the next meeting when a landscape architect member is present. *[Bylaw 9106, February 10, 2025]*
 - 9. The frequency of the Advisory Design Panel meetings shall be monthly, subject to the needs and dictates of the workload, as determined by the Director of Planning and Development. All meetings of the Advisory Design Panel are open to the public except to the extent there are grounds to close the meeting in accordance with section 90 of the *Community Charter*. *[Bylaw 9106, February 10, 2025]*

10. The Advisory Design Panel shall conduct business in accordance with the City of North Vancouver Advisory Body Procedure Manual, as amended from time to time. *[Bylaw 9106, February 10, 2025]*
11. Terms of Reference for the Advisory Design Panel are hereby established as follows:
 - A. The Advisory Design Panel shall consider and make recommendations on all applications for renovations, additions, or new construction for all development except residential development of less than six dwelling units, and such review shall be based on the following considerations: *[Bylaw 9106, February 10, 2025]*
 - (1) the relationship of the building or buildings to one another, to the site and to other properties in the immediate vicinity; *[Bylaw 9106, February 10, 2025]*
 - (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 may consider and make recommendations on any project, including residential development of less than six dwelling units, which may from time to time be referred to the Panel by Council or staff. *[Bylaw 9106, February 10, 2025]*
 - 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 referred to the Panel by Council or staff. *[Bylaw 9106, February 10, 2025]*
12. The Director of Planning and Development, or their designate, shall act as liaison between an applicant and the Advisory Design Panel. As appropriate, representatives may be invited by staff from external governments or agencies to provide specialized knowledge and perspectives to the Panel. Clerical staff support will be provided by the Legislative Services Division. *[Bylaw 9106, February 10, 2025]*

13. Panel 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 the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time. *[Bylaw 9106, February 10, 2025]*
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