

The Corporation of the
CITY OF WHITE ROCK



Governance and Legislation Committee
AGENDA

Monday, February 22, 2021, 5:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

***Live Streaming/Telecast:** Please note that all Committees, Task Forces, Council Meetings, and Public Hearings held in the Council Chamber are being recorded and broadcasted as well included on the City's website at: www.whiterockcity.ca

The City of White Rock is committed to the health and safety of our community. In keeping with Ministerial Order No. M192 from the Province of British Columbia, City Council meetings will take place without the public in attendance at this time until further notice.

T. Arthur, Director of Corporate Administration

Pages

1. **CALL TO ORDER**

Councillor Trevelyan, Chairperson

2. **MOTION TO CONDUCT GOVERNANCE AND LEGISLATION
COMMITTEE MEETING WITHOUT PUBLIC IN ATTENDANCE**

RECOMMENDATION

WHEREAS COVID-19 has been declared a global pandemic;

WHEREAS the City of White Rock has been able to continue to provide the public access to the meetings through live streaming;

WHEREAS holding public meetings in the City Hall Council Chambers, where all the audio/video equipment has been set up for the live streaming program, would not be possible without breaching physical distancing restrictions due to its size, and holding public meetings at the White Rock Community Centre would cause further financial impact to City Operations due to staffing resources and not enable live streaming;

WHEREAS Ministerial Orders require an adopted motion in order to hold public meetings electronically, without members of the public present in person at the meeting;

THEREFORE BE IT RESOLVED THAT the Governance and Legislation

Committee (including all members of Council) authorizes the City of White Rock to hold the February 22, 2021 meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

3. ADOPTION OF AGENDA

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the agenda for February 22, 2021 as circulated.

4. ADOPTION OF MINUTES

3

RECOMMENDATION

THAT the Governance and Legislation Committee adopt the meeting minutes for February 1, 2021 as circulated.

5. REVIEW OF ADVISORY DESIGN PANEL TERMS OF REFERENCE AND SUBMISSIONS CHECKLIST

8

Corporate report dated February 22, 2021 from the Director of Planning and Development Services titled "Review of Advisory Design Panel Terms of Reference and Submissions Checklist".

RECOMMENDATION

THAT the Governance and Legislation Committee recommends that Council endorse the revised Advisory Design Panel Terms of Reference and Submissions Checklist as attached to this corporate report and direct staff to implement the changes.

6. CONCLUSION OF THE FEBRUARY 22, 2021 GOVERNANCE AND LEGISLATION COMMITTEE MEETING



Governance and Legislation Committee

Minutes

February 1, 2021, 5:00 p.m.

City Hall Council Chambers

15322 Buena Vista Avenue, White Rock, BC, V4B 1Y6

PRESENT:

- Mayor Walker
- Councillor Chesney
- Councillor Fathers
- Councillor Johanson
- Councillor Kristjanson
- Councillor Manning (arrived at 5:08 p.m.)
- Councillor Trevelyan

STAFF:

- Guillermo Ferrero, Chief Administrative Officer
- Tracey Arthur, Director of Corporate Administration
- Jim Gordon, Director of Engineering and Municipal Operations
- Carl Isaak, Director of Planning and Development Services
- Colleen Ponzini, Director of Financial Services
- Eric Stepura, Director of Recreation and Culture
- Ed Wolfe, Fire Chief
- Donna Kell, Manager of Communication and Government Relations
- Debbie Johnstone, Deputy Corporate Officer

1. CALL TO ORDER

Councillor Trevelyan, Chairperson.

The Chairperson called the meeting to order at 5:00 p.m.

1.1 MOTION TO CONDUCT GOVERNANCE AND LEGISLATION COMMITTEE MEETING WITHOUT PUBLIC IN ATTENDANCE

Motion Number: 2021-G/L-001 It was MOVED and SECONDED

WHEREAS COVID-19 has been declared a global pandemic;

WHEREAS the City of White Rock has been able to continue to provide the public access to the meetings through live streaming;

WHEREAS holding public meetings in the City Hall Council Chambers, where all the audio/video equipment has been set up for the live streaming program, would not be possible without breaching physical distancing restrictions due to its size, and holding public meetings at the White Rock Community Centre would cause further financial impact to City Operations due to staffing resources and not enable live streaming;

WHEREAS Ministerial Orders require an adopted motion in order to hold public meetings electronically, without members of the public present in person at the meeting;

THEREFORE BE IT RESOLVED THAT the Governance and Legislation Committee (including all members of Council) authorizes the City of White Rock to hold the February 1, 2021 meeting to be video streamed and available on the City's website, and without the public present in the Council Chambers.

Motion CARRIED

2. ADOPTION OF AGENDA

Motion Number: 2021-G/L-002 It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the agenda for February 1, 2021 as circulated.

Motion CARRIED

3. ADOPTION OF MINUTES

Motion Number: 2021-G/L-003 It was MOVED and SECONDED

THAT the Governance and Legislation Committee adopt the meeting minutes for November 9, 2020 as circulated.

Motion CARRIED

4. LIGHTING REQUESTS FOR THE WHITE ROCK PIER

Corporate report dated February 1, 2021 from the Director of Corporate Administration titled "Lighting Requests for the White Rock Pier".

Note: Councillor Manning arrived at the meeting at 5:08 p.m.

The following discussion points were noted:

- Would like to see a policy / structure so the public understand the light changes and why
- Like the BC Place policy along with a provision where Council can be requested for special occasions as done in the Whistler example
- Would like to recover some costs - incorporate into policy (what are the staff resources, it will be noted back)
- Would like to see information on the website on this matter
- Would like to see it limited, not changing all the time

Motion Number: 2021-G/L-004 It was MOVED and SECONDED

THAT the Governance and Legislation Committee recommend staff bring forward a policy in regard to decorative lighting on the pier that would enable changing the lights in co-ordination with special events worthy of a flag change at City Hall.

Motion DEFEATED

**Councillors Fathers, Johanson, Kristjanson, Manning, Trevelyan
and Mayor Walker voted in the negative**

Motion Number: 2021-G/L-005 It was MOVED and SECONDED

THAT the Governance and Legislative Committee directs staff to draft and bring forward a policy regarding decorative Lighting Requests for the White Rock Pier based on the BC Place model as noted in the report including information / element regarding fees to help recover costs.

Councillors Chesney and Trevelyan voted in the negative

5. COMMUNITY ENERGY MAPPING

Corporate report dated February 1, 2021 from the Director of Engineering and Municipal Operations titled "Community Energy Mapping".

The following discussion point was noted:

- Supportive of staff looking into this, concern with the needed funds to bring it forward as there is no guarantee of a grant to help pay for this

Motion Number: 2021-G/L-006 It was MOVED and SECONDED

THAT the Governance and Legislation Committee direct staff to report back on project realignments needed to incorporate Community Energy Mapping for White Rock, including budget considerations; and further consideration would be contingent upon:

- Receiving a grant from UBCM or other grant program; and
- There also be a review if BC Government, BC Hydro or other areas that provide service of this type.

Motion CARRIED

Councillors Fathers and Trevelyan voted in the negative

6. WHITE ROCK NOISE CONTROL BYLAW, 2013, NO. 2018

At the January 11, 2021 Regular Council meeting, Councillor Manning requested that this item be added to the agenda for discussion.

There were complaints received from Town Centre businesses late 2020 where there was a street closure on a Saturday for utility works to be conducted.

Motion Number: 2021-G/L-007 It was MOVED and SECONDED

THAT the Governance and Legislation Committee directs staff to bring forward an amendment to the *White Rock Noise Control Bylaw, 2013, No. 2018* that would allow staff the ability to grant an exemption under section 7.4 to allow utilities only to perform work on Sunday, for scheduled maintenance purposes (construction work does not apply).

Motion CARRIED

7. CONCLUSION OF THE FEBRUARY 1, 2021 GOVERNANCE AND LEGISLATION COMMITTEE MEETING

The Chairperson concluded the meeting at 5:37 p.m.

Mayor Walker

Arthur.

Tracey Arthur, Director of Corporate
Administration

Unapproved

THE CORPORATION OF THE
CITY OF WHITE ROCK
CORPORATE REPORT



DATE: February 22, 2021

TO: Governance and Legislation Committee

FROM: Carl Isaak, Director, Planning and Development Services

SUBJECT: Review of Advisory Design Panel Terms of Reference and Submissions Checklist

RECOMMENDATION

THAT the Governance and Legislation Committee recommends that Council endorse the revised Advisory Design Panel Terms of Reference and Submissions Checklist as attached to this corporate report and direct staff to implement the changes.

EXECUTIVE SUMMARY

The City of White Rock's Advisory Design Panel (ADP) has undertaken a review of its Terms of Reference (TOR) and related "Schedule A" (the Advisory Design Panel Submission Requirements). The review has led to a number of changes largely intended to clarify the role and mandate of the Panel, remove redundancy and contradictory clauses, and to better define the procedures to be followed by the Panel and Applicants. As it relates to the Submission Requirements, the Panel has established two streams for review, one for "complex" development proposals and one for "simple" proposals. It is believed the changes to the TOR will improve the overall quality of submissions made to the ADP and the ability of Panel members to focus on elements that, through better design, will yield positive outcomes for the community.

PREVIOUS COUNCIL DIRECTION

Not Applicable.

INTRODUCTION/BACKGROUND

On November 17, 2020 and January 26, 2021 the Advisory Design Panel reviewed its current Terms of Reference in addition to Submission Requirements (attached to this corporate report as Appendix A). While the TOR supports an annual review of the Panel's procedures and processes (per Section 6.n), the basis for this undertaking was largely driven by a need to clarify the role and mandate of the Panel and the items to be submitted by Applicants in order to facilitate an informed review and discussion. Appendix B to this corporate report includes the revised ADP Terms of Reference and the submissions checklist (Schedule A). Revisions to the TOR as

summarized, generally, as follows:

- Section 1 Role and Mandate
 - Addition of reference to factors to be considered by the Panel including:
 - Form and character;
 - Intended function – focusing on neighbourhood context;
 - Quality of building and site design with regard for Crime Prevention through Environmental Design (CPTED) principles, constructability of design (considering costs for future owners/tenants), environmental sustainability, interaction between building and public realm, and the impact of development on protected trees;
 - Potential for conflicts with other municipal bylaws, being limited to the impact that these bylaws could have on the form and character of the development;
- Section 2 Composition
 - Some minor redundancies were removed regarding the place of residence of non-Architect or Landscape Architect members of the Panel, emphasis on being local to White Rock;
- Section 3 Appointments
 - No substantive changes
- Section 4 Responsibilities
 - No substantive changes
- Section 5: Quorum
 - Removal of reference to “Engineer / Urban Planner” as these backgrounds are not explicitly identified within Section 2 of the TOR (re: Composition);
- Section 6: Procedures
 - Several minor changes to remove redundancy and to acknowledge potential use of electronic resources to conduct meetings, when necessary;
 - Timing for submissions to be scheduled for review of a project by the ADP lengthened from five (5) days to a minimum of 14 days to enable ample time for review of the materials by staff to ensure submission is complete. Staff to circulate submission package to ADP a minimum of five (5) days in advance of a meeting.
 - Introduction of materials to be presented by Staff prior to turning the floor over to an Applicant. Introduction of content to be presented by the Applicant drawing more direct connections to the submission materials outlined in the updated submissions checklist;
 - The length of presentations to be provided by Applicants now recognized with a 20 minute limit. The timing for review and discussion of an application recognized as up to 60 minutes for simple projects and 90 minutes for complex projects.
 - Provision added regarding the framing of a motion, intended to help guide the direction that may be provided by the Panel (i.e., to support the project as presented, support the project with amendments, to defer the project so that issues can be addressed prior to the application returning to the Panel for review, or recommend denial of the project based on factors to be listed by the Panel); and
 - Inclusion of reference to process of vetting the meeting minutes as prepared by the Director (or delegate), to be circulated to Panel members within two (2) weeks of the meeting;

Through the Panel’s review of Schedule A – ADP Submission Requirements, it was determined that the section titled “Role and Mandate” should be removed as it creates redundancy with the body of the TOR. Further, the “Advisory Design Panel Meeting and Presentation” section of the Schedule was to be removed and added to the procedures section of the TOR, as noted above. The “Submissions Requirements” section of Schedule A has been replaced with a table which identifies each submission item required for a “simple” project or a “complex” project.

Simple projects are those related to “intensive residential infill” (proposals for new single detached homes on lots less than 12.1 metres in width, enabled through a rezoning and/or subdivision). Simple projects would also relate to duplex and triplex proposals. The submission requirements for simple projects are less stringent than those tied to “complex projects.”

Complex projects are those related to multi-family development (i.e. projects with four or more dwelling units). Complex projects also include non-residential development (e.g., commercial, office, industrial, etc.) or projects with a mix of uses. In every instance, the ADP is only responsible for reviewing applications for which a development permit is required, with details more explicitly outlined in Section 22 of the Official Community Plan. As illustrated in Appendix B to this report, a more robust outline of items to be submitted by Applicants has been established within Schedule A to the TOR. Table 1 below highlights the key submission requirements as outlined in the current and proposed versions of Schedule A.

Table 1: ADP Submissions Checklist Current versus Proposed

Submission Requirement	Current Schedule A	Proposed Schedule A
Project Description	Not required	Required
Zoning Compliance Matrix	Not required	Required
Design Rationale	Not required	Required
Public Information Meeting (PIM) Summary	Not required	Required
Development Permit Area (DPA) Response Table	Not required	Required
Contextual Information	Required	
Contextual Renderings and Elevations	Required	Required
Site Photos	Required	
Colours and Materials Boards	Required	Required
Site Plan	Required	Required
Shadow Impact Study	Not Required	Required
Wind Impact Study	Not Required	Required
Tree Survey	Not Required	Required
Architectural Drawings	Required	Required
Landscape Plan	Required	Required

Although it appears as though a number of items have been added to the checklist, potentially adding cost and time to the process, most of the items are already required as part of the planning application process and in some instances these items (i.e., Shadow and Wind Studies) would only be required with a complex proposal. For most of the primary submission items listed above there are additional details (sub-requirements) that would need to be provided in order for staff to accept that the item is complete. This additional detail was generated from a review of other municipal ADP submissions checklists and the feedback of the City’s ADP members, who highlighted aspects of the submissions received over the past year that were insufficient. Staff

believe the updated, detailed, checklist will help ensure Applicants understand the expectations of the Panel and the importance of considering factors that are of importance to the community.

FINANCIAL IMPLICATIONS

Not applicable.

LEGAL IMPLICATIONS

Not applicable.

COMMUNICATION AND COMMUNITY ENGAGEMENT IMPLICATIONS

Not applicable.

INTERDEPARTMENTAL INVOLVEMENT/IMPLICATIONS

Not applicable.

CLIMATE CHANGE IMPLICATIONS

The submissions checklist has been updated to require that applicants identify how their project will promote sustainability, tree retention and other improvements to the environment.

ALIGNMENT WITH STRATEGIC PRIORITIES

Outside of the general requirement that the Panel review its processes annually Council has identified, as a “top priority,” a desire to manage the delivery of City services efficiently and effectively. The proposed changes to the ADP Terms of Reference will help to clarify expectations for applicants creating a lower likelihood of deferrals on submissions and the potential need for applicant to pursue rework arising out of unacceptable (incomplete) initial submissions.

OPTIONS / RISKS / ALTERNATIVES

The following options are also available for Council’s consideration:

1. Direct staff to bring the changes back to the Governance and Legislation Committee for further review and discussion; or
2. Reject the proposed changes and direct staff and the ADP to continue to use the existing ADP Terms of Reference and Schedule A.

CONCLUSION

The ADP has now completed a review of its Terms of Reference and the submission requirements for applications to be received by the Panel. Changes to the document have helped to remove redundancy, more clearly outline process, and define expectations which are believed will be a benefit to applicants, staff and members of the ADP.

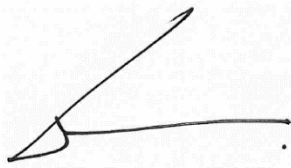
Respectfully submitted,

A handwritten signature in black ink that reads "Carl Isaak". The signature is written in a cursive style with a large, looped 'C' and a distinct 'I'.

Carl Isaak,
Director, Planning and Development Services

Comments from the Chief Administrative Officer

I concur with the recommendation of this corporate report.

A handwritten signature in black ink. It consists of a long, sweeping horizontal line that starts with a small loop on the left and ends with a small dot on the right. A diagonal line extends upwards from the left side of the horizontal line.

Guillermo Ferrero
Chief Administrative Officer

Appendix A: Current Advisory Design Panel Terms of Reference
Appendix B: Revised Advisory Design Panel Terms of Reference

THE CORPORATION OF THE
CITY OF WHITE ROCK



ADVISORY DESIGN PANEL
TERMS OF REFERENCE

1. Role and Mandate:

- a) The Advisory Design Panel (the Panel) is appointed by the Council to advise Council on the quality of design of the built environment of the City and specifically to provide comments and suggestions to improve the design quality of development permit and duplex applications for new development and redevelopment in the City. In the review of development permit/duplex/triplex applications referred to it by the Development Services Department (the Department), the Panel should consider the following matters:
- the Development Permit Guidelines documented in the Official Community Plan;
 - ensure that all new development is of a high standard;
 - ensure that new buildings and structures harmonize with neighbouring development;
 - promote high quality building design, which contributes to the improvement of the public realm;
 - ensure that buildings are designed with all due regard for public safety and accessibility;
 - the intended function of the project, and the existing and future context within which the project is located; and
 - ensure compliance with other relevant City of White Rock bylaws (example: The City of White Rock Tree Bylaw).

2. Composition

- a) The Advisory Design panel shall be composed of a minimum of six (6) positions to include:
- Two (2) architects (members of the Architectural Institute of British Columbia);
 - and a combination of the following:
 - One (1) landscape architect (member of the British Columbia Society of Landscape architects) or landscape specialist from a related background, may include a qualified staff person to give input but not as a voting member
 - One (1) physically challenged person;
 - Up to three (3) residents and/or property owners of the City of White Rock with backgrounds in engineering, urban planning, real estate, development

industry, construction, architectural technology (AT.AIBC), building design (BD.AIBC) or residential design (RD.AIBC)

- b) Whenever possible all positions on the Advisory Design Panel to be filled by residents and/or property owners of the City of White Rock.
- c) In addition, the following representatives will participate as liaisons and as non-voting members:
 - The Director of Planning and Development Services (the Director) (or designate);
 - the Director of Engineering and Municipal Operations (or designate);
 - the Fire Chief (or designate);
 - a representative of the White Rock Business Improvement Association (BIA) to speak to projects in the City's commercial areas; and
 - a representative of the White Rock RCMP with a background in CPTED (Crime Prevention Through Environmental Design) principles.
- d) The Director shall appoint a secretary to the Panel who shall be a non-voting member of the Panel.

3. Appointments

- a) Appointments to the Advisory Design Panel are made annually by the Council. The length of terms of each member shall be two (2) years with an option for re-appointment. In the event of a vacancy on the Panel, the Council shall appoint a replacement.
- b) Members of the Architectural Institute of British Columbia (AIBC) shall comply with the terms of the AIBC's "Bulletin # 65—Advisory Design Panel Standards for Procedures and Conduct" (as amended from time to time) including terms of appointment contained therein.
- c) One member of the Panel shall be designated as the Chair and one member as a Vice-Chair to serve in the absence of the Chair. These members shall be designated annually by the Council. If neither the Chair nor the Vice-chair can attend the meeting, then the Director of Development Services (or designate) will facilitate the meeting when quorum is available.

4. Responsibilities of the Chair, Secretary and Director of Development Services

- a) The Chair shall Chair meetings of the Panel and represent the Panel between meetings.
- b) The Secretary is responsible for the following:
 - preparation and circulation of the agenda and minutes to Panel members;
 - recording of minutes of Panel meetings;
 - ensuring that a quorum is available for each meeting, and;
 - making any arrangements required to facilitate meetings.

- c) The Director (or designate) is responsible for the following:
- ensuring that the applicant(s) are notified of the Panel meeting;
 - arranging for all materials to be submitted to the Department at least one (1) week prior to the Panel meeting;
 - facilitating the meeting in the absence of both the Chair and the Vice-chair;
 - ensuring that the applicant(s) are advised of the resolution of the Panel; and
 - providing the applicant(s) with a copy of the minutes of the Panel meeting.

5. Quorum

- a) 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.
- b) 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/Engineer/ Urban Planner position, shall constitute a quorum, and the decisions and recommendations of a quorum shall be the decisions and recommendations of the Panel.
- c) In the event that a 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 decisions and recommendations of the Panel. The Director shall have the discretion to consider such decisions and recommendations in due course and may schedule the project for submission to Council without further review by the Panel.

6. Procedures

- a) Meetings of the Panel shall be called by the Department as required except meetings shall generally not be held more often than two times in one month. Meetings will typically be scheduled on (but not limited to) a Tuesday starting at 3:30pm. All proceedings of the Panel shall be held in open meetings.
- b) When Development Services Staff are of the opinion 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 Panel shall be accompanied with sufficient contextual material and information generally in accordance with Schedule A “Advisory Design Panel Submission Requirements” attached hereto and forming part of these Terms of Reference. The submission materials shall be circulated by the Secretary to the members of the Panel a minimum of five (5) days before the scheduled meeting.
- c) A record of the presentation, deliberations and resolution of the Panel shall be kept by the Secretary to the Panel.

- d) 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 the Terms of Reference.
- e) The Director (or designate) shall outline the context of the application and any City concerns.
- f) 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.
- g) Panel members shall have an opportunity to seek explanation and clarification from the applicant or staff.
- h) In order to maintain and respect the independence of the Panel, Staff from the City 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. In the case where the applicant disagrees with the Department's suggested design improvements related to any project and requests that the project be reviewed by the Panel, staff from the Department shall have an opportunity to present the Department's opinion and suggested improvements to the Panel before the applicant makes the presentation.
- i) 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, the applicant's consulting architect and /or landscape architect, provided however that the Chairperson shall make reasonable efforts to limit the presentations and discussions of a project within a timeframe of not more than one (1) hour.
- j) If the applicant is not able to attend the meeting to present the project, the Panel may review it in the absence of the applicant or the applicant's consulting architect and/or landscape architect unless the applicant has requested otherwise.
- k) The resolutions of the Panel shall be forwarded to the Director and shall be made available to the applicant within five (5) business days.
- l) The Director shall consider the Panel's resolutions including any requests by the Panel for re-submission, and the applicant's response to the Panel's concerns and resolutions, and report to the Council with appropriate recommendations in due course. If the recommendations of the Director to the Council differ from those of the Panel, the Council shall be so advised.
- m) The presentations made to the ADP by the applicant and the meeting minutes will be posted on the City's website.
- n) The ADP to review annually its procedures and processes.

Schedule A

Advisory Design Panel Submission Requirements

Role and Mandate

The Advisory Design Panel (the Panel) is appointed by the Council to advise Council on the quality of design of the built environment of the City and specifically to provide comments and suggestions to improve the design quality of development permit and duplex applications for new and redevelopment in the City. In the review of development permit/duplex/triplex applications referred to it by the Development Services Department (the Department), the Panel should consider the following matters:

- the Development Permit Guidelines documented in the Official Community Plan;
- ensure that all new development is of a high standard;
- ensure that new buildings and structures harmonize with neighbouring development;
- promote high quality building design, which contributes to the improvement of the public realm;
- ensure that buildings are designed with all due regard for public safety and accessibility;
- the intended function of the project, and the existing and future context within which the project is located.

Submission Requirements

All submissions to the Advisory Design Panel must clearly illustrate the development proposal and be self-explanatory. The applicant will provide seventeen (17) sets of 11” x 17” reductions and one (1) digital copy of all drawings to the Development Services Department one (1) week in advance of the Advisory Design Panel meeting. In addition, the applicant will bring one (1) set of full size drawings and/or illustrations to the scheduled meeting for their presentation.

Contextual Information

- context plan showing the existing and proposed buildings, trees, vegetation, roads and other major features within the site and on surrounding properties; and
- photographs of the site and surrounding sites.

Site Plan

- site plan showing all site and building dimensions, easements, rights-of-way and other relevant information.

Architectural Drawings

- a 3D representation, such as a coloured rendering;
- streetscape elevations which must include existing buildings adjacent to the site;
- all facades of the proposed building(s) are to be illustrated with proposed exterior finishes/colours, and labeled with the final material types;
- signage materials and dimensions (if relevant); and

- materials sample board demonstrating both the materials and colours to be used in the project.

Landscape Plans

- landscape plan, including (if relevant) a tree survey by an arborist indicating which trees will remain and which trees will be removed, including any trees on the adjacent road right-of-way or boulevard. A graphic key should be included with plant list, botanical and common names. Landscape plans must clearly explain the landscape concept, and show paving, fencing, lighting (CPTED principles), gates, refuse screening and location/screening of outdoor equipment.

This list is not exhaustive, and other requirements may be deemed necessary depending on the specific proposal.

Advisory Design Panel Meeting and Presentation

Plans are circulated to panel members in advance of scheduled meetings for review. Applicants will be required to present the proposal to a meeting of the Panel. Attendance by the architect, landscape architect and arborist (if applicable) is highly recommended. The presentation should address the following:

- building context (relationship to surrounding buildings, land use, neighbourhood character);
- all details of façade design (including materials, colours, etc.);
- pedestrian entrances;
- vehicular circulation (parking, servicing);
- landscaping;
- safety issues (including sight lines, lighting, avoidance of entrapment areas, CPTED principles);
- accessibility issues (including accessibility for disabled both outside and within the building, and design features for disabled building users);
- handling and storage of solid waste and recycling containers;
- ‘green’ initiatives (LEED, etc.)
- waste reduction strategies (including sewer reduction strategies);
- shadowing;
- wind effects;
- traffic implications; and
- excavation details.

THE CORPORATION OF THE
CITY OF WHITE ROCK



**ADVISORY DESIGN PANEL
TERMS OF REFERENCE**

Last Updated: January, 2021

1. Role and Mandate:

- a) The Advisory Design Panel (the Panel) is appointed by Council to provide comments and suggestions to applicants, City staff, and decision makers, that will help improve the overall quality of building and site design thereby providing benefit to the community.
- b) In the review of development permit applications referred to it by the Development Services Department (the Department), the Panel will consider the following:
 - the alignment of the project with applicable policies of the Official Community Plan and the Development Permit Area Guidelines which apply to the site;
 - form and character impacts that may arise out of a request for relief from a zoning bylaw standard(s) (e.g., reduction in yard setbacks, additional building height, etc.);
 - the intended function of the project and how the development fits within the neighbourhood context (e.g., urban design, site design, compatibility of built form, the potential for land use impacts such as shadowing, insufficient parking, negative impacts to traffic volumes, etc.);
 - the overall quality of building and site design considering:
 - the livability of the project for future occupants / site users including specific regard for public safety (CPTED) and accessibility;
 - the constructability of the design with regard to the potential impact on building longevity and cost (affordability for future owners / renters);
 - the environmental sustainability of the design considering efforts for stormwater retention, passive solar gain, electric vehicle use, and other measures;
 - the way in which the building design interacts with, and positively contributes to, the public realm (e.g., interface of the building with the street, landscaping treatment, pedestrian connections, variability in design and massing, etc.);
 - the impact of the siting of buildings and structures, as well as other site features (e.g., driveways, impermeable amenity spaces, etc.) on protected trees, both private and public, and the ability to avoid tree removals and/or support tree plantings through the design of the building(s) and the layout of the site; and
 - the potential for conflicts with other municipal bylaws where such conflicts may affect the overall form and character of the development or the way in which the project upholds the policy objectives of the Official Community Plan.
- c) The Panel will consider the above-listed matters when reviewing a development permit application and in making recommendations to Council.

- d) Per Council Policy 509 (Development Approval Procedures City Owned Public Space), the Panel will provide feedback in the form of a resolution to Council regarding proposals for new City-owned buildings that are publically-accessible considering the factors outlined in Section 1.b) of these Terms of Reference.

2. Composition

- a) The Panel shall be composed of a minimum of six (6) positions to include:
 - Two (2) Architects members of the Architectural Institute of British Columbia (AIBC) with one member being appointed for a one (1) year term and the other being appointed for a two (2) year term, when feasible;
 - One (1) landscape architect member of the British Columbia Society of Landscape Architects or a landscape specialist from a related background;
 - One (1) representative of those who have physical mobility limitations, being a person with a disability or someone involved in working with persons with a disability; and
 - Up to three (3) City of White Rock residents and/or property owners, with backgrounds in civil engineering, urban planning, real estate, development, construction, architectural technology (AT.AIBC), building design (BD.AIBC) or residential design (RD.AIBC).
- b) The following representatives will participate as liaisons and as non-voting members:
 - The Director of Planning and Development Services (the Director) (or designate);
 - The Director of Engineering and Municipal Operations (or designate);
 - The Fire Chief (or designate);
 - A representative of the White Rock Business Improvement Association (BIA) to speak to projects in the City's commercial areas; and
 - A representative of the White Rock RCMP with a background in Crime Prevention Through Environmental Design (CPTED) principles.
- c) The Director shall appoint a secretary to the Panel who shall be a non-voting member.

3. Appointments

- a) Appointments to the Advisory Design Panel are made annually by Council.
- b) The length of terms of each member shall be two (2) years with an option for re-appointment. In the event of a Panel vacancy, Council shall appoint a replacement.
- c) Members of the Architectural Institute of British Columbia shall comply with the terms of AIBC's "Bulletin # 65: Advisory Design Panel Standards for Procedures and Conduct", as may be amended, including terms of appointment contained therein.
- d) One member of the Panel shall be designated as the Chair and one member as a Vice-Chair to serve in the absence of the Chair. These members shall be designated annually by Council. If neither the Chair nor the Vice-chair can attend the meeting, then the Director (or designate) will facilitate the meeting when quorum is available.

4. Responsibilities of the Chair, Secretary and Director of Development Services

- a) The Chair shall Chair meetings of the Panel and represent the Panel between meetings.
- b) The Secretary is responsible for the following:
 - preparation and circulation of the agenda and minutes to Panel members;
 - recording of minutes of Panel meetings;
 - ensuring that a quorum is available for each meeting; and
 - making any arrangements required to facilitate meetings.
- c) The Director (or designate) is responsible for the following:
 - ensuring that the applicant(s) are notified of the Panel meeting;
 - arranging for all materials to be submitted to the Department at least 14 days prior to the Panel meeting;
 - facilitating the meeting in the absence of both the Chair and the Vice-chair;
 - ensuring that the applicant(s) are advised of the resolution of the Panel; and
 - providing the applicant(s) with a copy of the minutes of the Panel meeting.

5. Quorum

- a) 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.
- b) 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 decisions and recommendations of a quorum shall be the decisions and recommendations of the Panel.

6. Procedures

- a) All proceedings of the Panel shall be held in open meetings.
- b) Meetings of the Panel shall be called by the Department as required and shall generally not be held more often than two times in one month. Meetings will typically be scheduled on a Tuesday starting at 3:30pm and ending at 6:30pm, or earlier as appropriate.
- c) Meetings may be conducted using electronic resources when necessary to do so.
- d) When Development Services Staff (Staff) are of the opinion that a project should be reviewed by the Panel, the project shall be placed on the agenda of the earliest possible meeting.
- e) In order to facilitate an effective review of the project, Applicants must provide Staff with sufficient contextual material and information generally in accordance with Schedule A "Advisory Design Panel Submission Requirements" attached hereto and forming part of these Terms of Reference, a minimum of 14 days prior to the date of the related Panel meeting.
- f) The submission materials shall be circulated by the Secretary to the members of the Panel a minimum of five (5) days before the scheduled meeting.

- g) Staff will provide a brief introduction to each development proposal prior to turning the floor over to the proponent and/or their project team. Staff will, generally, reference:
- Applicable Official Community Plan (OCP) policies;
 - Applicable Development Permit Area (DPA) Guidelines;
 - Nature of public comments received to date including any recurring topics of interest;
 - The extent of any relief sought from the Zoning Bylaw; and
 - Potential conflicts with applicable regulations (municipal bylaws);
- h) In order to maintain the independence of the Panel, Staff shall generally only act to provide the Panel with clarification regarding OCP policy and any applicable regulatory controls, background information including the results of any technical study, and details regarding next steps in the approvals process. In situations where the applicant disagrees with design-related feedback provided by Staff, the applicant, or Staff, may request that such matters be explicitly considered by the Panel, with associated direction (feedback) forming part of the minutes of the meeting.
- i) The Applicant shall have the opportunity to present their design to the Panel and will be expected to address the following; some deviation may be granted depending on the complexity of the project:
- i) Project Description (e.g., alignment with policies of Official Community Plan, tenure of housing, results of technical study, etc.);
 - ii) Zoning Compliance Matrix (e.g., existing and proposed zone standards, areas of zoning relief sought, etc.);
 - iii) Design Rationale (e.g., materials and methods of construction, sustainable design elements, efforts to retain mature trees, contributions to the public realm, etc.);
 - iv) Public Information Meeting (e.g., summary of feedback received);
 - v) Development Permit Area (DPA) Guideline Response Table (e.g., summary of how the project upholds applicable DPA guidelines);
 - vi) Contextual Information (e.g., parcel fabric, ortho imagery, land use designation per OCP and zoning, etc.);
 - vii) Contextual Renderings and Elevations;
 - viii) Site and Streetscape Photos;
 - ix) Colours and Materials Board (e.g., samples of colour palettes and exterior finishes to be used, photos of real world use of colours and materials proposed, etc.);
 - x) Site Plan (e.g., siting of buildings and structures, driveways, amenity areas and programming, landscaping, etc.);
 - xi) Shadow Impact Study (e.g., impact of the project on adjacent properties);
 - xii) Wind Impact (e.g., driving rain impacts, down-draft impacts to pedestrians, mitigative measures and design);
 - xiii) Tree Survey (e.g., plan illustrating “protected trees” as defined in the City’s Tree Management Bylaw, 2008, No. 1831 – demonstrated efforts to retain trees);
 - xiv) Architectural Drawings (e.g., elevation drawings, floor plans, key sections to demonstrate floor to ceiling heights and structural design elements, etc.);
 - xv) Landscape Plan (e.g., design rationale, materials plan, specification / detail drawings, grading plans, planting plants, illustrative landscape plans – lighting details, etc.);
- j) The level of detail presented by Applications shall be tailored to the complexity of the proposal and shall, generally, not exceed a period of 20 minutes.

- k) Following the Applicant's presentation, the Chair shall lead a discussion of the proposal amongst members of the Panel. Discussion shall begin with a round of questions for the applicant followed by comments tied to items outlined in Section 1.0 of these Terms of Reference.
- l) The Chair shall make reasonable efforts to limit the presentations and related discussions to a timeframe of not more than 60 minutes for simple projects (i.e., residential infill, duplex, triplex) and 90 minutes for complex projects (i.e., multifamily developments).
- m) Once the discussion has concluded, the Chair will seek a motion regarding the proposal. The motion may be presented as follows, or with alternate format as desired by the Panel:
 - i) a recommendation to support the project proceeding to Council, as presented;
 - ii) a recommendation to support the project proceeding to Council, subject to considerations (specifics to be listed by the Panel) made to the satisfaction of Staff;
 - iii) a recommendation to defer the project pending the resolution of issues (to be listed by the Panel) following which the application would be brought back to the Panel and the Applicant would be expected to speak to how changes were made to address the issues; or
 - iv) a recommendation to deny the application on the basis of factors to be listed / identified by the Panel; this option assumes the applicant is not amenable to making changes in response to the feedback of the Panel.

A majority of support from voting members of the Panel, in attendance during the meeting, is required in order for the motion to carry.

- n) The resolutions of the Panel shall be forwarded to the Director and shall be made available to the applicant within five (5) business days.
- o) The Director shall consider the Panel's resolutions including any requests by the Panel for re-submission, and the applicant's response to the Panel's concerns and resolutions, and report to the Council with appropriate recommendations in due course. If the recommendations of the Director to the Council differ from those of the Panel, the Council shall be so advised.
- p) Draft meeting minutes will be circulated to members of the Panel by the Director (or delegate) within two weeks of the meeting.
- q) The presentations made to the Panel by the applicant and the adopted meeting minutes will be posted on the City's website.
- r) The Panel will review annually its procedures and processes as set out in these Terms of Reference.

Schedule A

Advisory Design Panel Submission Requirements

The following Table outlines the Submission Requirements for “simple” and “complex” development permit applications. Simple applications are those which propose “intensive residential infill”, as described in the Official Community Plan, a duplex or triplex. Complex applications are those related to residential development including four or more dwelling units, non-residential development, or a mixed use project. City staff will outline the number of hard copies required with each application. In all cases, a copy of each of the items outlined below is required in electronic format.

Submission Item		Submission Requirement	
		Complex	Simple
<input type="checkbox"/>	Project Description	<input type="checkbox"/> Cover letter including reference to applicable policies of the Official Community Plan, intended tenure of development, potential parking and traffic impacts (and results of related technical study), and experience of the proponent;	<input type="checkbox"/> Cover letter including reference to applicable policies of the Official Community Plan and overall project intent;
<input type="checkbox"/>	Zoning Compliance Matrix	<input type="checkbox"/> Zoning Compliance Matrix , highlighting existing and proposed zoning, general site statistics (e.g., lot area, frontage, width, etc.) and any relief sought from General Provisions and Regulations of the Zoning Bylaw (Section 4.0);	
<input type="checkbox"/>	Design Rationale	<input type="checkbox"/> Design rationale including statements regarding: articles of construction (construction form and character); structural elements used in building; landscaping plan; stormwater management and sewage reduction strategies with emphasis on low-impact design; efforts to retain mature trees; efforts to integrate design with the character of nearby development (compatibility); efforts to promote sustainability; contributions to the public realm (e.g., open spaces, amenity, public art, etc.); measures to support “Crime Prevention Through Environmental Design” (CPTED); and accessibility.	<input type="checkbox"/> Design rationale including statements regarding: stormwater management and sewage reduction strategies; landscaping plan; efforts to retain mature trees; efforts to integrate design with the character of nearby development (compatibility); efforts to promote sustainability; contributions to the public realm (e.g., open spaces, amenity, public art, etc.); measures to support “Crime Prevention Through Environmental Design” (CPTED); and accessibility.
<input type="checkbox"/>	Public Information Meeting (PIM) Summary	<input type="checkbox"/> Copy of PIM Summary as required by Planning Procedures Bylaw	

Submission Item		Submission Requirement	
		Complex	Simple
<input type="checkbox"/>	DPA Guideline Response Table	Development Permit Area (DPA) Guideline – Table explaining how the project meets each element of the relevant DPA Guideline.	
<input type="checkbox"/>	Contextual Information	<input type="checkbox"/> Plan view of subject property(ies) within context (Scale 1:1000) including the following: <ul style="list-style-type: none"> ○ Parcel mapping ○ Ortho imagery ○ OCP Land Use Designation ○ Zoning <i>(this can be collected via the City of White Rock COSMOS web mapping platform)</i>	
<input type="checkbox"/>	Contextual Renderings and Elevations	<input type="checkbox"/> Three dimensional massing model of the development including, at a minimum, the massing of buildings on adjacent parcels. <input type="checkbox"/> Colour renderings with adjacent buildings <input type="checkbox"/> Street Profile (two-dimensional) elevation drawing of the development and adjacent buildings on each property abutting the subject property(ies)	
<input type="checkbox"/>	Site Photos	<input type="checkbox"/> Colour Photos of the property(ies) subject to the proposal and existing development within 50 metres of the property	
<input type="checkbox"/>	Colours & Materials Board	<input type="checkbox"/> Illustration or sample board that includes the colour and finish of the exterior materials to be used in the project. A physical colours and material samples board will be required during the presentation of the project to the Advisory Design Panel.	
<input type="checkbox"/>	Site Plan	<input type="checkbox"/> Illustration of all buildings and structures relative to the legal (surveyed) boundaries of the subject property(ies) including building dimensions (in metric), easements, rights-of-way, yard setbacks, parking areas, the location of any “protected trees” (subject to White Rock Tree Management Bylaw 1831) – including an indication of any trees to be removed and retained, driveways and drive aisles, and other site features (e.g., garbage storage areas, general landscaping components, site lighting, etc.).	
<input type="checkbox"/>	Shadow Impact Study	<input type="checkbox"/> This set of illustrations will demonstrate the shadow impact from the proposed development (on existing properties & buildings), including illustration for the Vernal Equinox (March), Summer Solstice (June), Autumnal Equinox (September) and Winter Solstice (December) at 10:00 am, 12:00 pm, 2:00 pm, and 4:00 pm. <input type="checkbox"/> Shadow analysis should also evaluate impact of the shadows created by existing development on the proposed development.	Not Applicable

Submission Item		Submission Requirement	
		Complex	Simple
<input type="checkbox"/>	Wind Impact (including Driving Rain Impact)	<input type="checkbox"/> This analysis shall identify the potential impact of wind on the areas around the exterior of the building, both on-site and off-site, including the potential for downdraft impacts to pedestrians. The analysis should identify mitigative measures used to limit the impact of wind.	Not Applicable
<input type="checkbox"/>	Tree Survey by a certified Arborist	Plan identifying all current on-site “protected trees”, as defined in City of White Rock Tree Management Bylaw, 2008, No. 1831, with reference to any City trees (e.g., within an adjacent boulevard or road right-of-way) and off-site “protected trees” that may be impacted by the proposal. The Plan should identify trees to be removed in support of the project. For each tree to be retained and removed, identify the type and DBH.	
<input type="checkbox"/>	Architectural Drawings	<input type="checkbox"/> Elevation drawings illustrating each façade of the building; <input type="checkbox"/> Elevation (streetscape) drawings illustrating the development and abutting buildings as viewed from the public realm (i.e., street); <input type="checkbox"/> All facades of the building(s) are to be illustrated with proposed exterior finishes (materials) and colours clearly labelled. No vinyl or stucco can be proposed. <input type="checkbox"/> Floor plans of every storey of the development including below grade parkade and any rooftop spaces. <input type="checkbox"/> Building sections (indicating floor to floor dimensions, terracing and setbacks, parking garage slopes and ramping, etc.) <input type="checkbox"/> Site section to confirm site slope <input type="checkbox"/> Signage details including materials, sign type, text height/proportions, location(s) within the development – particular emphasis on signage as viewed from the public realm;	<input type="checkbox"/> 3D rendering of the development including contextual features (e.g., roadways, nearby buildings, existing mature trees, off-site boulevard components, etc.) <input type="checkbox"/> Elevation drawings illustrating each façade of the building; <input type="checkbox"/> Elevation (streetscape) drawings illustrating the development and abutting buildings as viewed from the public realm (i.e., street); <input type="checkbox"/> All facades of the building(s) are to be illustrated with proposed exterior finishes (materials) and colours clearly labelled. No vinyl or stucco can be proposed.

Submission Item		Submission Requirement	
		Complex	Simple
<input type="checkbox"/>	Landscape Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Design rationale including statements regarding: stormwater management and sewage reduction strategies with emphasis on low-impact design; efforts to retain mature trees; efforts to integrate design with the character of nearby development; contributions to the public realm (e.g., open spaces, amenity, public art, etc.); measures to support “Crime Prevention Through Environmental Design” (CPTED); and accessibility. <input type="checkbox"/> Materials Plan including reference to paving, retaining walls, railings, fencing, gates, site furnishings, lighting, play structures, and related features; <input type="checkbox"/> Spec / detail drawings of proposed landscape features (e.g., public art, furniture, playground / children’s play equipment, etc.) <input type="checkbox"/> Grading Plan illustrating drainage, storm water management facilities and features, surface materials including reference to whether such are pervious or impervious, building grades, finished floor grades, hydro kiosks, off-site grading within 3 metres of the legal boundaries of the property(ies), and location of super-structure / structural components (e.g., below-ground parkade) <input type="checkbox"/> Planting Plan showing proposed plant materials (on-site and off-site where applicable – on all levels) at 75% mature size, plant list with botanical and common names, location and size of existing trees to be retained; <input type="checkbox"/> Illustrative landscape plan (to be shown on overall building renderings); 	<ul style="list-style-type: none"> <input type="checkbox"/> Design rationale including statements regarding: stormwater management and sewage reduction strategies with emphasis on low-impact design; efforts to retain mature trees; efforts to integrate design with the character of nearby development; contributions to the public realm (e.g., open spaces, amenity, public art, etc.); measures to support “Crime Prevention Through Environmental Design” (CPTED); and accessibility. <input type="checkbox"/> Materials Plan including reference to paving, retaining walls, railings, fencing, gates, site furnishings, lighting, play structures, and related features; <input type="checkbox"/> Grading Plan illustrating drainage, storm water management facilities and features, surface materials including reference to whether such are pervious or impervious, building grades, finished floor grades, hydro kiosks, off-site grading within 3 metres of the legal boundaries of the property(ies), and location of super-structure / structural components (e.g., below-ground parkade) <input type="checkbox"/> Planting Plan showing proposed plant materials (on-site and off-site where applicable – on all levels) at 75% mature size, plant list with botanical and common names, location and size of existing trees to be retained; <input type="checkbox"/> Illustrative landscape plan (to be shown on overall building renderings);