

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

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**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.

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**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**

<b>Submission Requirement</b>	<b>Current Schedule A</b>	<b>Proposed Schedule A</b>
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.

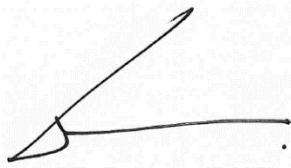
Respectfully submitted,

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 that reads "Guillermo Ferrero". The signature is written in a cursive style with a large, looped 'G' and a distinct 'F'.

Guillermo Ferrero  
Chief Administrative Officer

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