

THE CORPORATION OF THE  
**CITY OF WHITE ROCK**



**ADVISORY DESIGN PANEL**  
**TERMS OF REFERENCE**

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**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**

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- 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.