



City of Pitt Meadows

Terms of Reference

Advisory Design Panel

CHIEF ADMINISTRATIVE OFFICER REVIEW / APPROVAL:

1) Establishment & Quorum

- a) The Committee was established by Council in October 1998 and is given authority through the City Committees Policy C102.
- b) **Quorum** is established as four (4) or more voting members with at least three representatives from professional organizations

2) Mandate

- a) The mandate of the Advisory Design Panel is to:
 - i. Assist the City in the evaluation of development plans and permit applications, as determined beneficial by the Staff Liaison.
 - ii. Provide advice and recommendations on development and design matters, taking into consideration the community's unique character and the City's Official Community Plan;
 - iii. Consider and provide recommendations on other projects or applications as referred by Council and/or staff;
 - iv. Assist the City in the formulation of design policies and criteria, including urban design guidelines, as required.

3) Membership

a) Voting Members

- i. The Committee will be comprised of **up to nine (9) voting members**, who:
 - (1) Possess personal or professional knowledge regarding accessibility, visual arts, green building practices, energy efficiency, current design standards, sustainability, and/or other qualities deemed of benefit by the CAO.
- ii. Representation from the following professional organization:
 - (1) Up to two (2) architects registered with, and referred by, the Architecture Institute of British Columbia (AIBC);
 - (2) Up to two (2) landscape architects registered with, and referred by, the British Columbia Society of Landscape Architects (BCSLA);
 - (3) One (1) member from the development community by application or referral from a professional organization.

b) Non-Voting Members

- i) The Committee may include the following **non-voting members**:
 - i) One (1) Council Liaison and one (1) Alternate;
 - ii) One (1) Staff Liaison, who will Chair all meetings;
 - iii) One (1) Committee Clerk;
 - iv) One (1) member from the Ridge Meadows RCMP who is appointed to advise on Crime Prevention Through Environmental Design (CPTED) approach and other safety elements; and
 - v) Other staff resources as appointed and deemed advantageous by the CAO.

4) Term

- a) Appointments to the Advisory Design Panel will be for a two (2) year term, unless otherwise determined by the CAO.

5) Budget

- a) There is no budget assigned to the Advisory Design Panel.