


TERMS OF REFERENCE

Name:	Advisory Design Panel		
Type of Advisory Body:	Advisory Committee		
Effective Date:	October 1998	Last Revised:	30/09/2020
TOR Approved by:	Chief Administrative Officer		
Authorizing Signature:			

Background

1. The Advisory Design Panel (the "Committee") was formed in 1998 to provide professional advice to Pitt Meadows City Council ("Council") on the design and construction of new buildings and other developments within the City of Pitt Meadows (the "City").

Mandate

2. The mandate of the Committee is to:
 - (a) assist the City in the evaluation of development and other permit applications, as determined beneficial by the Staff Liaison, including civic works, development permits, and building permits;
 - (b) provide advice and recommendations on development and design matters, taking into consideration the community's unique character and the City's Official Community Plan;
 - (c) consider and provide recommendations on other projects or applications as referred by Council and/or staff;
 - (d) assist the City in the formulation of design policies and criteria, including urban design guidelines, as required.

Enabling Legislation/Authority

3. The Committee was originally established by Council in 1998 as an advisory body to Council. The committee continues to have authority as outlined in the City Committees Policy C102 and through these Terms of Reference.

Reporting Relationship

4. The Committee will report to Council through the CAO. The CAO will assign a Staff Liaison who will be responsible for coordinating all communications with the CAO and, ultimately, with Council.

Membership

Voting Members

5. The Committee will have **up to nine (9) voting members**, including:
 - (a) up to four (4) members from the community, appointed by the Chief Administrative Officer (CAO), who:
 - (i) are residents of Pitt Meadows;
 - (ii) are not current Council members or employees of the City;
 - (iii) 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;
 - (b) representation from the following professional organizations:
 - (i) up to two (2) architects registered with, and referred by, the Architecture Institute of British Columbia;
 - (ii) up to two (2) landscape architects registered with, and referred by, the British Columbia Society of Landscape Architects;
 - (iii) one member from the development community by application or referral from a professional organization.

Non-Voting Members

6. The Committee will have **up to five (5) non-voting members**, including:
 - (a) Up to one (1) Council Liaison and one (1) Alternate appointed by, and at the sole discretion of, the Mayor;
 - (b) An employee of the City, appointed by the CAO, who will be the Staff Liaison for the Committee and will be in attendance at all meetings to provide technical advice and staff assistance;
 - (c) An employee of the City, appointed by the Corporate Officer, who will be the Committee Clerk for the Committee and who will be responsible for agenda preparation, minute taking, and meeting preparations;

TERMS OF REFERENCE

- (d) A member of the Ridge Meadow RCMP who is appointed to advise on a Crime Prevention Through Environmental Design (CEPTED) approach and other safety elements;
7. The CAO may add, remove or replace any member of the Committee at any given time, and as required, with the exception of Council Liaisons, whose appointments are at the sole discretion of the Mayor.

Term

8. Appointments to the Committee will be for a two (2) year term.
9. Despite section 8, the CAO may appoint a member for an alternate term to ensure staggering and continuity of the Committee.
10. Committee members are eligible to serve multiple terms. Members are required to re-apply each term.
11. Appointments to the Committee will be made in accordance with sections 5.4 and 5.5 of the City Committees Policy (C102).
12. A member who is absent, except for reasons of extended illness, from three consecutive meetings of the Committee is deemed to have resigned effective as of the end of the third such meeting.

Remuneration

13. Committee members serve without financial remuneration.
14. Despite section 13, and at the approval of the CAO, members may submit for reimbursement travel costs that are directly incurred as a result of their service on the Advisory Design Panel.

Budget

15. There is no budget assigned to the Advisory Design Panel.

Governance Principles

16. **Legislation.** The Committee will operate in accordance with the City of Pitt Meadows Council Procedure Bylaw (Bylaw No 2834, 2019), the City Committees Policy (C102), the Respectful Workplace Policy (C101), and any other applicable enactments, bylaws or policies, as amended or replaced from time to time.

TERMS OF REFERENCE

17. **Procedural Rules.** All Committee meetings will be conducted in a respectful, orderly and business-like manner, following the procedural rules for conduct, debate, and voting as outlined in Council's Procedure Bylaw.
18. **Conflict of Interest.** Any member who believes that he/she has a conflict of interest in a matter on the Committee agenda will declare so to the Chair of the meeting and to the Committee Clerk, either before the meeting commences or before the item on the agenda is spoken to which presents the conflict for the member. The member shall then leave the room for the duration of time taken to consider that item. Committee members are subject to Sections 100 – 108 of the Community Charter pertaining to conflict of interest.

Responsibilities

19. All **members** of the Committee have the following responsibilities:
 - (a) attend and actively participate in the Committee meetings as scheduled;
 - (b) inform the Committee Clerk if unable to attend a meeting;
 - (c) familiarize themselves with the Committee's Terms of Reference and other pertinent bylaws and policies;
 - (d) work collaboratively and respectfully toward the mandate of the Committee;
 - (e) thoroughly review all agenda packages in advance of Committee meetings to ensure adequate preparation for an informed discussion;
 - (f) familiarize themselves with the City's Official Community Plan, including the Development Permit Area Design Guidelines.
20. The **Staff Liaison** has the following responsibilities:
 - (a) determine agenda items for each Committee meeting and relay to the Committee Clerk for agenda production purposes;
 - (b) act as a resource to the Committee, providing information, guidance and professional advice as required;
 - (c) chair all Committee meetings when in attendance;
 - (d) act as a spokesperson for the Committee;
 - (e) set timelines for the Committee deliverables, including presentations to Council and the Engagement and Priorities Committee, as appropriate; and
 - (f) ensure relevant bylaws and policies are adhered to.

21. The **Committee Clerk** has the following responsibilities:
- (a) coordinate and produce all Committee agendas and minutes;
 - (b) schedule and send calendar invitations for all Committee meetings;
 - (c) manage general correspondence with, and on behalf of, the Committee;
 - (d) maintain the official files of the Committee including minutes, agendas, terms of reference, correspondence and other file information, in accordance with the City's records management practices.

Meetings

22. **Meeting Schedule.** The Committee will meet as established by the annual City Committees Meeting Schedule and as confirmed at their first meeting of each year, with the opportunity to introduce additional meetings as required.
- (a) Meetings are typically scheduled for the 2nd Wednesday of each month, excluding August, at 2:00 pm.
 - (b) Meetings will be cancelled by the Staff Liaison and/or Committee Chair if there is insufficient material to warrant a meeting.
23. **Open Meetings.** Meetings of the Committee will be open to the public unless the subject matter being considered warrants a closed meeting, as per sections 90(1) and (2) of the Community Charter and is approved by the Corporate Officer.
24. **Chair/Vice Chair.** The Staff Liaison, or their designate, will chair all meetings when in attendance.
25. **Quorum** will consist of a minimum of 50 percent of the voting members. Meetings may be held without quorum; however, a quorum will be required for voting purposes.
26. **Agendas.** An agenda will be prepared by the Committee Clerk for each meeting, with input from the Staff Liaison, and will
- (a) include all relevant permit applications and staff reports, and
 - (b) be provided to the Committee members a minimum of one (1) week prior to each meeting, whenever possible.
27. **Minutes.** The Committee Clerk will
- (a) record each meeting,
 - (b) produce draft minutes for review within one (1) week of the meeting, and
 - (c) include draft minutes on the next agenda for approval by the Committee.

28. **Deliberations.** Decisions will be made by a majority vote using motion and voting procedures as outlined in the Council Procedure Bylaw.

Applications

29. The Staff Liaison will inform all applicants of the date, time, and location of a Committee meeting where their permit application or other project is being reviewed.
30. The applicant and their architect or other agent, if applicable, will be encouraged to attend the meeting, although this is not a requirement, and will be provided an opportunity to speak to their application if they so choose.
31. Committee members may ask questions of the applicant and make comment on the application in the presence of the applicant.
32. The Committee, through the Staff Liaison, may invite builders, developers, architects, engineers or other professionals to attend Committee meetings in order to obtain expert advice regarding specific proposals or design standards in general.

Committee Decisions

33. All recommendations and resolutions of the Committee are advisory in nature; final decisions related to permit applications sit with Council or staff, as prescribed by the City's bylaws and policies.
34. The Committee may come to a resolution for
- (a) support,
 - (b) non-support,
 - (c) support with conditions,
 - (d) or deferral, pending receipt of further information on an application
- on any application being considered.
35. If quorum is not met, decisions regarding applications will be deferred until the next Committee meeting.
36. Subject to section 37, the Committee and its functions will not interfere with the application approval process of the City of Pitt Meadows.
37. The Committee may make recommendations for improvement to an application. Should the applicant so choose, they may incorporate such changes and re-submit their application for the Committee's review before final submission to Council or staff for approval, as prescribed by the City's bylaws and policies.

Design Criteria

38. Attachment A 'Design Criteria' is a guiding document for the Committee, outlining issues and items that the Committee may consider when evaluating applications and building projects.

Design Terminology

39. Attachment B 'Design Terminology' includes terms which are often used in a design context, and may be helpful to the Committee in their work.

Terms of Reference

40. The CAO has sole discretion to update or modify the Committee's TOR as required. The Committee may, by resolution, recommend to the CAO an amendment to these terms of reference.

ATTACHMENT A

Design Criteria

Public Concerns

- health and accident prevention
- personal safety and crime prevention
- fire prevention
- convenience to users
- amenity, aesthetics and character
- public interests and needs
- noise control
- heritage values
- aging in place adaptations and accessibility compatibility

Environmental Concerns

- sensitivity to the physical environment
- consideration for topography
- consideration for hydrology and sensitivity to creeks, waterways and drainage patterns
- consideration for geology and soil conditions
- consideration for vegetation and preservation of existing trees
- consideration for hazardous conditions

Neighborhood Context

- ambience created by the development
- impact on scale and rhythm of development in the area
- impact on land uses within the area
- overall relationship in character and massing to the area
- revitalization potential to the area
- impact on skyline and visual appearance of the area

Site Context

- relationship to adjacent buildings
- effect on shadows
- overlook and privacy issues
- daylight and view blockage
- setback and elevations
- contribution to area character

Streetscape

- effectiveness of building/street interface and transition; rhythm created between the street and the building
- quality of space created; contribution to street as a whole
- provision of rain and wind protection
- consideration of sun and shade creations
- hard landscaping and street furniture
- frequency of building access
- detailing at the human scale

Site Planning

- effectiveness of building siting with respect to open spaces, corridors and walkways
- creation of vistas to heritage buildings or environmentally unique features
- location of building on the site
- provision for outdoor activities
- parking access and provision
- access for delivery trucks and design of loading docks and garbage, green waste and recycling containers
- access for taxis and buses
- access for pedestrian and pedestrian interaction with the building
- bicycle parking
- viewpoint access (e.g. to waterfront)
- mid-block walkways
- consideration for safety and fire-engines access
- consideration for traffic safety
- consideration of on-site water retention and recharge

Building Design

- general massing and overall articulation, concerning size, height, proportion, elevation and directional expression
- overall aesthetic and quality of design
- rooftop forms and neatness of services
- façade articulation, fenestration and elemental proportion
- quality and detail of finishes, including colour and texture
- definition of building entry
- consideration of interior to exterior interaction; relationship between the street and the building
- unit security
- safety, security
- quality of construction materials
- use of signs and outdoor lighting
- use of awnings, canopies and windbreaks
- incorporation of energy efficient and green building designs

Landscaping

- general appropriateness of form
- consideration of existing features
- suitability of species to climate
- extent of both hard and soft landscaping
- location, size and environment of play areas or seating areas
- attention to seasonal highlights in plant species
- comments on soil depth and spread
- size of planting stock
- irrigation strategy
- fencing
- use of low water landscaping design, plants and standards

ATTACHMENT B

Design Terminology

Ambience

Prevailing atmosphere created by physical environment.

Awnings, canvas, vinyl, or other material covered weather protection.

Circulation Patterns

Access provisions to, within and from the site for pedestrians and vehicles (including service vehicles, bicycles and wheelchairs) related to surrounding properties, sidewalks and streets.

Climate Enhancement

Provisions on site to handle weather and acoustic conditions like prevailing winds, downdrafts, rain, sun and shade, noise and quietude in both daily and seasonal variations.

Colours

The nature and tones of exterior finishes including glass and sign integration.

Comprehensive Design Approach

A plan demonstrating competence and sensitivity to both conditions created on-site and integration with those of the surrounding properties, sidewalks, streets, grades and natural features.

Contemporary Approach

Modern design (as opposed to traditional styles).

Context

The physical setting, e.g., the trees, topography, buildings, street approaches, etc., all of which should have an influence on a sensitive design.

Contrast

Building, colour of landscape elements.

Detailing

Choice of materials and methods of finish for basic elements like walls, roofs, chimneys, windows, etc., visible at close range that help establish the design's character and compatibility with this surroundings.

Directional Expression (horizontality, verticality)

A building can take on a character that is predominately horizontal, vertical or neutral due to its shape, proportion fenestration, transparency and detailing.

Fenestration

Arrangement, proportion and pattern of windows; relationship of solids and voids.

Infill

Condition where new construction is built between existing buildings or within a well-established precinct of the City.

Integration of Services

Efficient site planning which takes into account all practical necessities including lighting, irrigation, garbage handling, building vents, kiosks, wiring services, access for delivery trucks, taxis, visitor parking and wheelchairs, and connection between parking areas and building entrances.

Landscaping Plan

Plan showing the general design objectives in concept form plus more detailed information (including grades) of all surface materials, species and sizes of plants, fencing, retaining walls, lamp standards, benches and screens (to building vents, and garbage bins, etc.) The design concept will be based on an appreciation of the context, e.g., microclimate and boulevard trees and will notably take account of adjacent properties' features.

Lighting

The design of light fixtures and their lighting pattern for exterior spaces/surfaces, plus the orientation, intensity and colour of light.

Massing

The impression and visual impact of size, shape and silhouette of a building resulting from the composition of its main volumes, roof profile, directional expression and rhythm; the juxtaposition of major building elements to each other and adjacent buildings.

Materials

The exterior cladding and surface treatments, including texture and colour.

Pedestrian Interaction

Aspects of the design that have an influence on the convenience, quality and security of persons of foot:

- Viewpoint access (e.g. to waterfront)
- Mid-block walkways
- Canopies, awnings and windbreaks
- Setback or splayed building corner at intersections to create more open space
- Wheelchair ramps
- Display windows
- Street level development
- Entranceways
- Surveillance points from buildings
- Waiting areas for buses and cabs
- Rest areas
- Bicycle Parking

Proportion

- Major design elements of a building
- Building façade height-to-width relationship
- Elemental (doors, windows, balconies, bays) height-to-width relationship

Relevance of Expression

The relationship between the form of construction, building use, interior plan and exterior design. This relationship may be lost if a design merely copies surrounding buildings.

Rhythm

- Massing relationship between wall openings, e.g. windows, doors along a building façade.
- Spacing relationship between buildings and side yards along street
- Detail projections like porches, canopies, bays and balconies along a façade or street.

Roofline

The style, silhouette, shape, pitch and detailing including the cornice-to-wall relationship of a roof.

Scale

A consistency of relationship between the size of a building's elements (windows, porches, entrances) with each other and with adjacent buildings, trees, etc., as perceived by a person at ground level.

Security

The ability to monitor and defend areas formed by the building and its surrounding areas which may be public, semi-public, or private space.

Sign/Graphics

The location, size, materials, colours, lighting and format of all signs on a property designed to enhance its character, or "identifying function".

Siting

The positioning of a building relative to its property lines, established vistas, light penetration and privacy.

Size

The height, width, depth and volume dimensions of a building.

Street Relationship

Design features having an impact on the appearance from the street, notably:

- Front yard layout and dimensions
- Access to street
- Scale, size and massing of building

Streetscape (See also pedestrian interaction)

The overall appearance of the roads, boulevards, sidewalks, landscaping, street furnishings and fronting buildings which together make up the street as seen and experienced from ground level.

Texture

The characteristics roughness, or smoothness, or exterior cladding or other surfaces.

Vistas

The focal point, orientation and framing of an interesting view.

- A development can enhance a vista through a site by creating an appropriate frame and vantage point
- A building can create its own vista by responding to a view corridor, façade, or the axis of a street approach.

Walkways

A pedestrian right-of-way independent of a street provided for any or all of the following:

- To improve pedestrian access in potentially "high traffic" areas
- To open new vistas to heritage buildings
- To open new vistas to environmentally unique features