



# Terms of Reference Advisory Design Panel

## 1.0 Background:

The City's Nexus of Community vision recommends creating an Advisory Design Panel or 'ADP' to 'review the design quality and integration of uses in major developments'. An ADP can provide significant benefits in shaping new growth and economic development, through reviewing new development applications to ensure that they will be attractive, accessible and safe, use high quality architecture and materials, and are 'good neighbours' to adjacent buildings, streets and open spaces.

The ADP will also help to ensure new development contributes positively to the City's image and character, enhances sustainability and livability, creates pedestrian-friendly streets and 'great public places' and supports the planned arrival of SkyTrain.

The ADP's membership, which includes accredited design professionals, local residents and business community representatives, will provide comprehensive advice that reflects best practices in architecture and urban design and Langley City's local context. The ADP will also use the clear and practical design policies and guidelines in the City's new Official Community Plan (OCP) to guide its decision-making and help maintain the City's timely and efficient development application processing times.

## 2.0 Mandate:

The ADP's mandate is to advise City Council on the form and character and urban design quality of development applications, by evaluating these applications according to the OCP's urban design policies and Development Permit Area (DPA) guidelines, and other City plans, policies and bylaws. Specific areas of evaluation include:

1. Overall design quality, appeal and character;
2. Relationship of proposed buildings and open spaces to each other and neighbouring properties, buildings and open spaces, in terms of building location, massing and shadowing of open spaces, and existing and future land uses;
3. Design of interfaces between proposed buildings and open spaces and the public realm (public sidewalks and streets, public parks and plazas and natural open spaces). This may include the adjacent public realm design, where appropriate;
4. Building and site design, in terms of architectural features, façade treatments, landscaping, usable open and amenity spaces, parking layout, pedestrian, vehicular and fire-fighting access, loading and solid waste collection;
5. Building and open space materials and finishes, in terms of form, quality, quantity, durability, colours and safety;

6. Livability and human needs, in terms of building entrances, circulation, quality of views from habitable rooms, user and public safety, privacy, noise and storage;
7. Proposed signage, in terms of type, location, size/height;
8. Energy reduction, environmental and sustainability features;
9. Accessibility considerations; and
10. Crime Prevention Through Environmental Design (CPTED) considerations, in terms of sightlines, lighting, and building, open space and access design, and the general recommendations of an independent CPTED review, where applicable.

The ADP may also, from time to time, provide advice to City Council regarding proposed policy updates and Bylaw amendments, draft land use and urban design concepts, preliminary redevelopment master plans and major public facility designs, and proposed administrative procedure improvements related to the functioning of the ADP.

### **3.0 Composition:**

3.1 Membership will strive to reflect the diversity of the community, with experience, knowledge, and expertise applicable the Group's mandate taken into consideration.

#### **3.2 Membership:**

- Nine Voting Members
  - Two Architects - Architectural Institute of British Columbia (AIBC) accredited
  - Two Landscape Architects - British Columbia Society of Landscape Architects (BCSLA) accredited
  - One Accessibility Representative
  - Two Business Community Representatives
  - Two City of Langley Residents
  
- Four Non-Voting members
  - Two members of City Council
  - One RCMP Representative (CPTED)
  - One School District #35 Representative

3.3 The Chair and Co-Chair shall be members of City Council. The Chair, and in their absence the Co-Chair, shall act as a liaison between City Council and the ADP. In addition to chairing meetings in the absence of the Chair, the Co-Chair may assume chairing duties when deemed appropriate by the Chair.

### 3.4 Affiliated Agencies

Representatives from the Affiliated Agencies will be requested to provide expert advice when deemed appropriate to assist the ADP to fulfill its mandate.

### 3.5 Chair Responsibilities:

- Facilitating meetings in accordance with rules of procedure outlined in the current Council Procedure Bylaw;
- Ensuring the Advisory Design Panel does not deviate from the agenda for the meeting;
- Maintaining decorum and respectful discussion;
- Encouraging participation in discussion topics and questions;
- Being open-minded and allowing for a variety of opinions to be heard;
- Calling for votes and/or seeking consensus as applicable;
- Acting as spokesperson for the Group to Council.

### 3.6 Member Responsibilities:

- Attending and actively participating in meetings as scheduled;
- Being prepared for meetings (reading agenda material prior to meetings)
- Engaging in collaborative, respectful discussions relating to topics on the agenda, including sharing thoughts, opinions, and recommendations;
- Maintaining an open mind and allowing for a variety of opinions to be heard;
- Voting on motions that are put forward by Panel members;
- Notifying the Staff Liaison in a timely manner if they are unable to attend a scheduled meeting.

## 4.0 Administration:

4.1 A Staff Liaison will be assigned by the Chief Administrative Officer to provide advice and context as necessary and assist the Advisory Design Panel in carrying out its mandate.

### Staff Liaison Responsibilities:

- Arranging and/or providing annual orientation for the Panel members;
- Scheduling the Panel's meetings;
- Circulating minutes of meetings in compliance with requirements of the Current Council Procedure Bylaw as they relate to City Committees;
- Coordinating and producing all meeting agendas in compliance with requirements of the current Council Procedure Bylaw as they relate to City Committees;
- Attending meetings to providing technical advice and assistance to the Panel;

- Preparing reports for consideration by the Panel and subsequently Council;
- Maintaining the official files of the Panel including minutes, agendas, policies, terms of reference, correspondence and other file information, in accordance with the City's records management practices.

4.2 A Committee Clerk will be assigned by the Chief Administrative Officer to provide administrative support to the Panel.

**Committee Clerk Responsibilities:**

- Attending meetings to take minutes and providing procedural advice to the Chair when requested;
- Producing minutes of meetings in compliance with requirements of the Current Council Procedure Bylaw as they relate to City Committees.

4.3 Additional staff and/or consultants may be invited to provide technical advice and assistance.

## **5.0 Meeting Procedures**

Meeting rules of procedure shall be in accordance with the City's Council Procedure Bylaw. Architects and Landscape Architects shall follow AIBC and BCSLA Advisory Design Panel procedures.

## **6.0 Reporting Structure:**

The ADP will report to City Council through its meeting minutes and by providing form and character and design-related advice and recommendations to City Council.

Advice and recommendations from the ADP regarding a specific development application or other project may also to be presented to City Council in a staff report that accompanies the development application or project. City staff may also provide additional analysis and recommendations regarding advice and recommendations from the ADP, for Council's consideration.

## **7.0 Accountability:**

The ADP is accountable to City Council. The ADP does not have the authority to approve or deny development applications or refer these applications back to City staff, and does not have the authority to direct City staff or commit to expenditure of funds.

## **8.0 Meetings:**

Meetings of the ADP shall occur on a regular basis at the call of the Chair.

## **9.0 Quorum:**

9.1 A quorum shall be a majority of appointed voting members.

9.2 In the event that a member or members leave(s) the Panel during the period of time between when the position(s) is/are vacant and the position(s) is/are filled, quorum will be determined based on the total number of remaining voting members.

## **10.0 Terms:**

Appointments to the ADP shall be made by City Council on an annual basis. The length of terms of voting members, and the Chair and Co-Chair, shall be one year ending on December 31<sup>st</sup> of each year, with an option for reappointment by City Council. In the event of a vacancy on the ADP, Council shall appoint a replacement for the remainder of the term. Council may also terminate appointments at their discretion.