

# ADVISORY DESIGN PANEL TERMS OF REFERENCE

## INTRODUCTION

Advisory committees are established to assist Council by providing for public input on municipal matters. These committees are advisory in nature and function within the parameters set out in their Terms of Reference. The public is welcome to observe the meetings of any advisory committee.

## PURPOSE

The purpose of the Advisory Design Panel is to consider design matters and report its findings and opinions to Council. The Committee shall report its findings and opinions to Council in accordance with these Terms of Reference.

## REFERRAL OF MATTERS AND REPORTING

The Advisory Design Panel will review all Development Permit applications and any other matters referred to it by Council.

Consideration of each matter assigned to the Panel by Council shall result in a formal motion in which a recommendation to Council is made. Council is in no way bound to the advice or recommendations of the Advisory Design Panel.

## MEMBERSHIP

### *Composition*

The Panel shall be appointed by Council. The Panel is comprised of a maximum of five (5) voting members as follows:

- o At least 50% of the voting members shall reside within the City of Parksville.
- o At least 50% of the voting members shall be architects [either formerly registered with AIBC or eligible for registration with AIBC], landscape architects [either formerly registered with the BCSLA or eligible for registration with the BCSLA], or persons holding a Master's level degree in a design related faculty.

### *Appointment and Term*

- a) Members shall be appointed for a term specified at the time of appointment, but not to exceed the term of Council.
- b) Council may rescind an appointment at any time and members may resign at any time by providing written notice to the Committee Chair with copy to the City's Corporate Officer.
- c) Appointments to fill interim vacancies shall be for the remainder of the term only.
- d) Members may stand for re-appointment, but first consideration will be given to persons who have not already served.

## REMUNERATION AND EXPENSES

Members of the Commission shall serve without remuneration.

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## **PANEL RESPONSIBILITIES AND CONDUCT**

Panel members have a responsibility to make recommendations based on the best interests of the community-at-large. In providing its opinion to Council, the Committee shall have due regard for applicable statutes, the bylaws and policies of the City, and their respective professional associations.

Members shall conduct themselves and declare any conflicts of interest in accordance with the Meeting Procedures Bylaw and the *Community Charter*. Members shall not speak on behalf of the Panel or represent themselves as having any authority beyond that delegated by Council.

Any member who fails to attend 3 consecutive meetings, except for reasons of illness, shall cease to be a member and the appointment shall be terminated.

## **MEETINGS AND PROCEDURES**

A majority (3) of the Advisory Design Panel members shall be deemed to be a quorum.

Meetings will be set on a monthly basis, and may be increased as required.

Robert's Rules of Order shall govern the conduct of the meetings.

The Chair will be elected annually by the voting members of the Panel.

The Chair shall be a voting member of the Panel.

Minutes of all meetings shall be kept and made available to the public, in the Municipal office, during normal business hours.

Minutes shall be taken by City Staff.

The Panel shall conduct its meetings in accordance with the *Community Charter*, the *Council Procedure Bylaw* and the *City's Agenda Procedures Policy*. An orientation session respecting meeting procedures and rules will be provided by the Director of Community Planning and Building.

## **PUBLIC REPRESENTATION**

Applicants of the files to be reviewed by the Panel will be required to make a presentation to the Panel ahead of the Panel's deliberation.

## **STAFF SUPPORT AND OTHER RESOURCES**

- a) Secretarial support will be provided by the Planning Department on an on-going basis.
- b) Professional and technical advice may be provided by the Planning Department Liaison, or their designate.

March 23, 2009

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