



TERMS OF REFERENCE

SELECT COMMITTEE OF COUNCIL:

ADVISORY DESIGN PANEL

Council Adoption: June 1, 2021

PURPOSE OF COMMITTEE

1. To create an independent body to provide an objective view in the public interest and to give impartial professional advice to municipal staff and Council on matters relating to the context of development proposals or policies affecting Whistler's physical environment.

COMPOSITION

1. The Advisory Design Panel (ADP) will include eight voting members:
 - a. Three professional architects who are registered members of the Architectural Institute of BC;
 - b. Two professional landscape architects who are registered members of the BC Society of Landscape Architects;
 - c. One professional land developer who is a registered member of the Urban Development Institute of Canada;
 - d. One regular member who resides in Whistler or owns property in Whistler and has professional expertise in the development industry; and
 - e. One regular member who resides in Whistler or owns property in Whistler.
2. The ADP will include two non-voting members:
 - a. One representative from municipal Council; and
 - b. The Director of Planning of the Resort Municipality of Whistler (RMOW) or his/her designate.

ROLE AND RESPONSIBILITIES

1. The ADP shall advise municipal staff and Council on matters relating to the context of development proposals or policies affecting Whistler's physical environment including the design of all new development and significant changes/redevelopment to buildings and public spaces located on lands:
 - a. Designated as a Development Permit Area in the Official Community Plan for:
 - i. Whistler Village
 - ii. Whistler Creek
 - iii. Commercial/Industrial
 - iv. Multi-Family Residential



- b. Regulated by a land use contract bylaw that requires development approval or development permit approval related to the design of the development, except for any development related to detached and duplex development.
2. Development proposals and policies shall be evaluated relative to the vision, goals, objectives, policies and applicable Development Permit Area Guidelines of “Official Community Plan Bylaw No. 2199, 2018”, any applicable regulations and design guidelines of a land use contract bylaw, “Zoning and Parking Bylaw No. 303, 2015”, and any other applicable policies, regulations or guidelines established by the Municipality.
3. The representative from municipal Council is a non-voting member of the ADP, and serves as a resource and to improve communication with Council.
4. The Director of Planning or his/her designate is a non-voting staff liaison member.
5. Subsequent to the approval of or the issuance by Council for a development proposal or policy reviewed by the ADP, the Director of Planning or his/her designate shall update the ADP on any changes made to the development proposal or policy in response to the ADP comments.

APPOINTMENTS

1. The voting members of the ADP shall be appointed by municipal Council as follows:
 - a. The professional members of the ADP shall be selected by municipal Council from nominees submitted by the Architectural Institute of BC, the BC Society of Landscape Architects and the Urban Development Institute of Canada;
 - b. The regular members shall be selected by Council from applications submitted from the general public;
 - c. The selection process will seek balanced gender representation and overall diversity in the composition of the ADP;
 - d. For a term of two years. A member may be appointed for a second term of two years, but no member shall serve more than four consecutive years. A person appointed to fill a vacancy shall serve for the remainder of the unexpired term;
 - e. No individual may be appointed as a voting member if that person is an employee of the Resort Municipality of Whistler, or an elected representative of the Resort Municipality of Whistler, Howe Sound School District No. 48, or the Squamish Lillooet Regional District.
2. The Mayor shall appoint one representative from municipal Council as a non-voting member of the ADP to serve as a resource and to improve communication with Council.

PROCEDURES

1. All matters of order, privilege and procedure not provided for in this Terms of Reference, the *Community Charter* or Council Procedure Bylaw No. 2207, 2018 are governed by Roberts' Rules of Order.
2. Chair and Vice-Chair
 - a. The Chair and Vice-Chair shall be elected by a majority vote by the voting members of the ADP at its first meeting in a new calendar year.



- b. The Chair and Vice-Chair shall be elected for a term of one year.
- c. The Chair and Vice-Chair shall be voting members of the ADP.
- d. In the absence of the Chair the Vice-Chair shall act on his/her behalf.
- e. Following the resignation or death of the Chairperson or alternate, the ADP shall elect a successor to complete the term.

3. Meeting Quorum and Voting

- a. Meeting quorum shall consist of four voting members of the ADP of which at least one must be a professional architect, plus the Director of Planning or his/her designate.
- b. Recommendations of the ADP shall be made by a majority of voting members in attendance at a meeting, and provided a quorum is present at a meeting.

4. Meetings

- a. The ADP shall convene once a month during business hours. Additional meetings may be scheduled as circumstances warrant.
- b. The Director of Planning or his/her designate may call a meeting of the ADP upon giving at least seven days' notice to each member.
- c. The Director of Planning or his/her designate will set the meeting agenda.
- d. Meetings shall be held in Whistler.
- e. An applicant may appear as a delegation to speak to his/her proposal.
- f. Meeting agendas and packages shall be provided to all members of the ADP by the ADP Secretary at least five days prior to the scheduled meeting.
- g. Meeting package shall include a report prepared by municipal staff for each matter on the agenda requiring review by the ADP. The report shall include:
 - i. contextual considerations;
 - ii. a clear statement of the applicable municipal planning objectives, constraints, or guidelines;
 - iii. a description of the application;
 - iv. copies of the plans of the proposal reduced to 11"x17";
 - v. a review of the proposal;
 - vi. a summary of any comments received from municipal consultants;
 - vii. a summary of the outstanding issues and staff concerns; and
 - viii. a description of any previous issues for subsequent submissions.
- h. Meeting procedures for each matter on the agenda requiring review by the ADP may consists of:
 - i. a period during which ADP may review full-scale drawings and/or a model of the proposal;
 - ii. a summary of the municipal comments and concerns presented by a municipal staff member;



- iii. a presentation by the applicant;
 - iv. ADP questions to the applicant and municipal staff;
 - v. ADP comments, including a recommendation of support or non-support;
 - vi. Clarification of ADP comments and recommendations by the ADP to the applicant, as may be required.
5. Conflict of Interest
- a. ADP members are expected to adhere to standard conflict of interest policies.
 - b. The representative from municipal Council must adhere to the RMOW's conflict of interest policies consistent with Council Policy A-21.
6. Member expectations
- a. All voting members are expected to:
 - i. Attend a minimum of 50 percent of the meetings each year, unless otherwise approved by municipal Council;
 - ii. Review distributed material before the meeting;
 - iii. RSVP to the ADP Secretary whether or not they will attend the meeting.
 - b. A member missing three consecutive meetings without due cause will be asked to resign from the ADP.
7. Secretary
- a. The ADP Secretary shall:
 - i. Be a staff member of the RMOW Planning Department;
 - ii. Attend all ADP meetings;
 - iii. Oversee all ADP procedures;
 - iv. Inform new members of their appointment and forward orientation packages to them; and
 - v. Prepare and distribute the minutes of all ADP meetings.
8. Remuneration
- a. All members of the ADP shall serve without financial remuneration but may be paid reasonable and necessary expenses that arise out of the performance of their duties including vehicle mileage and meals.



WHISTLER