



# **THE DISTRICT OF NORTH VANCOUVER**

## **ADVISORY DESIGN PANEL ESTABLISHMENT BYLAW**

### **BYLAW 7553**

Effective Date – May 9, 2005

#### **CONSOLIDATED FOR CONVENIENCE ONLY**

This is a consolidation of the bylaws below. The amending bylaws have been combined with the original bylaw for convenience only. This consolidation is not a legal document. Certified copies of the original bylaws should be consulted for all interpretations and applications of the bylaw on this subject.

#### **Original Bylaw**

Bylaw 7553

#### **Date of Adoption**

May 9, 2005

#### **Amending Bylaw**

N/A

#### **Date of Adoption**

N/A

The bylaw numbers in the margin of this consolidation refer to the bylaws that amended the principal bylaw (Advisory Design Panel Establishment Bylaw – Bylaw 7553). The number of any amending bylaw that has been repealed is not referred to in this consolidation.

# **THE CORPORATION OF THE DISTRICT OF NORTH VANCOUVER**

## **BYLAW 7553**

A bylaw to establish the District of North Vancouver Advisory Design Panel Bylaw

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WHEREAS the Council for The Corporation of the District of North Vancouver (the "District") established an advisory design panel (the "Panel") by resolution passed on September 14<sup>th</sup>, 1987.

AND WHEREAS the Council has provided for the mandate of the Panel, the composition of and the manner of appointing members to the Panel, the procedures governing the conduct of the Panel, and the referral of matters to the Panel in the Panel's terms of reference appended hereto as Attachment "A" and forming part of this Bylaw (the "Panel's Terms of Reference");

### **Title**

1. This bylaw may be cited as "**ADVISORY DESIGN PANEL ESTABLISHMENT BYLAW**".

### **Establishment**

2. The establishment of the Panel and the Panel's Terms of Reference are hereby ratified and confirmed.

## **Attachment A to Bylaw 7553**

### **ADVISORY DESIGN PANEL**

#### **Terms of Reference**

##### **1. COMPOSITION**

The Panel is comprised of 11 members, as follows:

- ⇒ architects registered in British Columbia, two of whose terms shall overlap the third's term,
- ⇒ landscape architects registered in British Columbia, whose terms shall overlap,
- ⇒ professional engineer, registered in British Columbia,
- ⇒ representative of the development industry,
- ⇒ representative of the building industry,
- ⇒ representative of persons with disabilities, and
- ⇒ visual art specialist;
- ⇒ member of the R.C.M.P. who is a specialist in Crime Prevention through Environmental Design

appointed by the Council each for a term commencing on the adoption of the Council resolution making the appointments and continuing for two years or until a successor is appointed.

##### **2. QUALIFICATIONS FOR APPOINTMENT**

A person who -

- 2.1. is a resident of the North Shore;
- 2.2. is qualified in one of the fields set out in section 1; and
- 2.3. is not a member of the Council, a District employee, a District officer, or the Approving Officer

may be appointed as a member, except that no person may serve a third consecutive term.

##### **3. VACANCY**

A vacancy created by death or resignation shall be reported by the Chair of the Panel to the Council who shall immediately appoint a replacement for the unexpired term of the former member.

##### **4. ABSENTEEISM**

A member who is absent, except for reasons of illness or with the leave of the Panel, from three consecutive or five in any twelve consecutive regular meetings of the Panel, is deemed to have resigned effective at the end of the third or fifth such meeting, whichever the case may be.

##### **5. RULES OF PROCEDURE**

The Panel shall observe the following Rules of Procedure in the calling of and conduct in its meetings:

5.1. Inaugural Meeting

The Panel shall meet annually on the second Thursday in January at an inaugural meeting at the Municipal Hall, 355 West Queens Road, at which the first order of business is the calling to order of the meeting and the selection of a Chair, during which the Secretary shall preside, and the selection of a Vice-Chair.

5.2. Regular Meetings

The Panel shall meet monthly after the inaugural meeting at the Municipal Hall on the second Thursday of each month, unless an other time, date or place is fixed by the Chair at the previous meeting, or by special notice.

5.3. Special Meetings

The Panel shall meet for a special meeting at the call of the Chair, or in his/her absence, the Vice-Chair, or three members.

5.4. Notice to Members

Notice of a meeting, together with the Agenda and available staff reports for the meeting, shall be delivered to each member with copies to the Municipal Clerk by the Friday prior to the meeting.

5.5. Notice to Applicants

An applicant for an amendment to a plan or bylaw, or the issue of a permit shall be notified by the Chair in writing, such notice to be mailed by the Friday prior to the meeting at which the matter will be considered by the panel, except that is, when the applicant is present at the meeting, consideration of the matter is deferred to an other specified time, such notice is not required.

5.6. Quorum

A quorum of the Panel is five.

5.7. Conduct of Meeting

The Chair or, in his/her absence, the Vice-Chair, shall preside at all meetings and shall be guided by the following rules:

5.7.1. The order of business shall ordinarily be as set out in the Agenda, except that items may be taken up out of order or added to the Agenda at the discretion of the Chair.

5.7.2. All decisions of the Panel shall be made by resolution and by a majority vote of all members present, a member who abstains from voting being deemed to have voted in the affirmative; and on a tie vote, the question shall be negatived.

5.7.3. A member who advises the Chair of his interest in an application that is before the Panel

a) is deemed to be absent from the meeting while the application is being considered by the Panel, during which time he/she shall vacate his seat on the Panel; and

b) may remain in the meeting room and be heard on behalf of the applicant.

- 5.7.4. The Panel may meet in public or in camera as determined by majority vote of the members present, except that, whether the Panel is meeting in public or in camera, for the whole time that the Panel is considering an amendment to a plan or bylaw, or the issue of a permit, the applicant for the amendment or permit is entitled to attend and be heard.
- 5.7.5. A Council member and a District Planner attend each meeting in a resource capacity; and any other District employee, District officer, or the Approving Officer may attend in such capacity as required by the Panel.
- 5.7.6. The Chair shall generally conduct the meeting in accordance with the Rules of Procedure applicable to the Committee of the whole Council.

#### 5.8. Minutes

Minutes shall be taken of all meetings of the Panel, and shall

- 5.8.1. record the mover and seconder of, and the voting on all resolutions together with a synopsis of the debate as necessary, and when recommendations are made the Minutes shall contain an explanation of the recommendation;
- 5.8.2. be reviewed and signed by the Chair as a true record of the decisions of the Panel and by the person taking the Minutes;
- 5.8.3. be distributed within one week after the meeting to the members, members of the Council, Municipal Manager, Municipal Clerk;
- 5.8.4. be distributed in the form of the relevant excerpt to each applicant and/or his agent, as appropriate; and
- 5.8.5. be subject to correction at the next meeting of the Panel.

#### 6. MANDATE

The Panel shall consider and advise Council and the appropriate Municipal staff on the following:

- 6.1. in the case of applications for a development permit or a siting area amendment, all aspects of the site layout, the exterior design of proposed buildings and structures, landscaping, and environmental quality;
- 6.2. conformity of proposed developments to any design objectives or guidelines established by the District for the form and character of commercial, industrial and multi-family development;
- 6.3. draft official community plan design objectives and guidelines;
- 6.4. heritage sites;
- 6.5. revitalization proposals;
- 6.6. building schemes;
- 6.7. major subdivisions;
- 6.8. all District development proposals, including parks;
- 6.9. signage;
- 6.10. any other matter referred by the Council;

and the Panel shall be provided in a timely manner with the information necessary to consider each item.

7. ANNUAL BUDGET

The Panel shall prepare an annual budget for the upcoming year for submission to the Municipal Manager prior to the 15th of November, containing estimates for:

- 7.1. meeting expenses;
- 7.2. District staff salaries;
- 7.3. funds to pay for reasonable and necessary expenses that arise directly out of the performance of the members' duties; and
- 7.4. any other expenses specifically itemized.

8. REMUNERATION

Members shall serve without remuneration, but they may be paid reasonable and necessary expenses that arise directly out of the performance of their duties, and the reasonableness and necessity of such expenses shall be to the satisfaction of the Chair.