



City of Port Moody

Council Committee Terms of Reference

Date: October 15, 2020

File No. 01-0360-20-51

Type: Select

Committee Name: Advisory Design Panel

Approvals/Reviews/Amendments

Approval date: ~~October 20, 2020~~
March 14, 2023

1. Committee Purpose

To provide City Council and the General Manager of Community Development with comment and advice on certain development applications with regards to design, fit with location, and site context.

2. Duties

The Panel will provide advice regarding design, fit with location, and site context through the review of Development Permit and Development Authorization applications as specified in City of Port Moody Development Approval Procedures Bylaw, 2021, No. 3312, and will provide recommendations to Council and the General Manager of Community Development as part of review process of these applications.

3. Membership

3.1 The Panel is composed of nine (9) professional volunteer members. For the purposes of the Advisory Design Panel, “professional” is defined as a member who holds a designation/certification, endorsed qualification, or is part of a professional organization related to their education and/or area of expertise.

- Two Architects (AIBC);
- Two Registered Landscape Architects (LA);
- One Professional Engineer (P. Eng.), ideally with a traffic background;
- One Registered Professional Biologist (R.P. Bio.) or Qualified Environmental Professional (QEP);
- One Registered Energy Advisor or a professional with a background in sustainability;
- One professional representative with a background in visual arts or urban design; and
- One professional representative with in-depth knowledge of adaptable and accessible design.

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- 3.2 Members of the Panel, excluding the member chairing the meeting, shall serve without remuneration. Appointments to the Panel shall be ratified by Council on the following basis:
- a) All professionals on the Panel must be members in good standing with the British Columbia chapter of their professional organizations;
 - b) The architects would ideally have experience in designing buildings to meet Step Code standards;
 - c) The appointee from the development industry would ideally have experience of having worked within Port Moody; and
 - d) The two (2) architects also serve as Chair and Vice-Chair as appointed. The member who chairs a meeting will receive a stipend of \$150 per meeting.

4. Operations of the Committee

- 4.1 Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw and Committee System Policy.
- 4.2 The Committee will meet once monthly as needed. Meetings may be cancelled if there is no material requiring review.
- 4.3 The Panel will be chaired by the Chair or Vice-Chair.
- 4.4 If no Architect member is available to chair a planned meeting, the meeting date is required to be re-scheduled.
- 4.5 Staff representation at the Committee includes staff from the Community Development and Port Moody Police Department. Other Staff are invited as required.
- 4.6 The role of the General Manager of Community Development, or their designate, is to provide information and advice on the development approval processing procedure and relevant City Bylaws and associated regulations.
- 4.7 The role of the Port Moody Police Department representative, is to provide information and advice on the development proposal with respect to Crime Prevention Through Environmental Design (CPTED).
- 4.8 Council may refer other items and projects related to architectural and urban design matters to the Panel, as required.
- 4.9 The applicant shall ensure that all submissions to the Panel shall be accompanied with sufficient contextual material and information.
- 4.10 Meeting minutes will be prepared to record attendance, the application being considered, a general summary of the discussion, and the Panel's joint recommendations. The minutes will not provide a detailed or verbatim record of the meeting.

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5. Conduct of Meetings

- 5.1 The applicant for the project shall present their project to the Panel. The presentation should focus on the considerations set out in section 5.3.
- 5.2 Panel members shall have an opportunity to ask questions and seek clarification from the applicant and City staff.
- 5.3 The Panel's review will focus on adherence to relevant Official Community Plan Design Guidelines and other relevant City Policies, with aspects of review including, but not limited to, the following considerations:
 - a) Architectural Distinction – is this building based on a compellingly original visual concept? Would it make a striking contribution to residents' visual experience of Port Moody as an exciting City of the Arts? Factors to consider include building massing and proportionality, articulation, distinctive materials, character/personality, height, roof forms, and overall impact to streetscape and/or skyline;
 - b) Urban Design – neighbourhood context, the impact on adjacent buildings, streets, and land uses; contribution to the quality of public space; and building/street interface and transition;
 - c) Site Planning – topography of the site; daylight, shadowing, overlook, and privacy issues; lot coverage; setbacks; provision of parking/loading; site access and permeability; and adherence to CPTED principles;
 - d) Landscaping – extent of hard versus soft landscaping; suitability of proposed planting, irrigation strategy; and accommodation of outdoor amenity areas;
 - e) Environment – impact of development upon natural elements, including topography, steep slopes, ravines, watercourses, and tree retention; and
 - f) Sustainability and Climate Resiliency – assessing the use of sustainable construction materials, low carbon heating and cooling systems, and implementation of practices that minimize energy use, water use, etc; and
 - g) Accessibility and inclusion – does the project provide options for people of all ages and abilities.
- 5.4 Recommendations shall be made with the applicant present by a simple majority vote, and all recommendations shall be submitted to the General Manager of Community Development and forwarded to Council.
- 5.5 In voting, the Panel will have the option to fully endorse the project with no conditions; endorse the proposal with conditions; or recommend the applicant consider aspects of their proposal.
- 5.6 Following the meeting, the applicant will be provided with the recommendations of the Panel.