



THE CORPORATION OF THE CITY OF NORTH VANCOUVER

“ADVISORY DESIGN PANEL BYLAW, 1997, NO. 6839”

CONSOLIDATED FOR CONVENIENCE – MARCH 6, 2000

Amendment Bylaw, 1999, No. 7160	August 9, 1999
Amendment Bylaw, 2000, No. 7213	March 6, 2000

THE CORPORATION OF THE CITY OF NORTH VANCOUVER

BYLAW NO. 6839

**A Bylaw to establish an Advisory Design Panel as
a consultative Committee to Council and staff under the provisions of
Sections 287, 734 and 963 of the Municipal Act**

WHEREAS it is desirable that an Advisory Design Panel be established for the purpose of encouraging a high quality built environment throughout the community;

NOW THEREFORE the Council of The Corporation of the City of North Vancouver, in open meeting assembled, enacts as follows:

1. This Bylaw shall be known and cited for all purposes as "**Advisory Design Panel Bylaw, 1997, No. 6839**".
2. There is hereby established an Advisory Design Panel of ten (10) members. The membership shall consist of: *[Bylaw 7213, March 6, 2000]*
 - A. Voting Members:
 - (1) three architects;
 - (2) two landscape architects;
 - (3) one representative from the business community;
 - (4) one representative from the construction industry;
 - (5) one representative from the community at large;
 - (6) an appointee of the Office-in-Charge, North Vancouver Detachment, RCMP;
 - (7) one artist representing the North Shore Arts Commission. *[Bylaw 7213, March 6, 2000]*
 - B. Non-voting Members:
 - (1) one member of Council
 - (2) the Director of Development Services, or his appointees
 - (3) a secretary to be provided from City Staff who shall record and transcribe the events of the Panel meetings, contact members, make appointments, and draft correspondence.
3. Voting Members of the Advisory Design Panel, excluding the appointee of the Officer-in-Charge, North Vancouver Detachment, RCMP, and the member of Council, shall serve without remuneration and shall be appointed by Council on the following basis:
 - A. the three architects and the two landscape architects must be members in good standing of the British Columbia chapter of their professional organizations and preferably live in, or have their place of business located in, or have worked in the City of North Vancouver;
 - B. the appointee from the business community shall be either a member of the Urban Development Institute or be a member of the North Vancouver City business community;

- C. the appointee from the construction industry should preferably be active in construction activities on the North Shore and should have done work within the City;
 - D. the appointee who is a members from the community at large is required, as a qualification, to reside within the boundaries of the City of North Vancouver;
 - E. the member of Council shall be appointed annually.
4. Unless otherwise indicated, each voting member is appointed for a period of two years commencing February 1, of the year of appointment, and terminating January 31, two years hence. Vacancies caused by death, removal, or resignation of voting members shall be filled for the unexpired terms of such members. All voting members shall hold office until their successors are appointed. With the exception of the R.C.M.P. appointee, the members of Council, the Director of Development Services, or his appointees, and the Secretary, no person shall be appointed who holds any municipal office. Every voting member is eligible for reappointment, but in no event shall serve more than two (2) consecutive terms.
- Any voting member who fails to attend (3) consecutive regular meetings of the Panel without leave of the Panel, shall herewith cease to be a member and his appointment shall be automatically terminated.
5. The Advisory Design Panel shall be presided over by a Chairman, to be chosen annually from amongst its voting members. In the event of the Chairman's absence, the Panel will select from amongst its voting members an Acting Chairman.
6. A quorum shall consist of four (4) voting members. *[Bylaw 7160, August 9, 1999]*
7. Decisions shall be by simple majority vote, and all recommendations on rezoning applications shall be submitted to the Director of Development Services. All recommendations for the development of properties which are pre-zoned and submitted in accordance with the zoning regulations shall be submitted to the Assistant Director - Inspections. All recommendations shall be signed by the secretary on behalf of the Chairman.
8. If one of the architects or landscape architects is unable to attend a meeting of the Advisory Design Panel he/she should ensure that the other architectural or landscape architectural representative is able to attend. In the event that no architects are able to attend, the meeting shall be postponed. In the event that no landscape architects are able to attend, the Advisory Design Panel shall defer commenting on landscape matters until the next meeting when a landscape architect member is present.
9. The frequency of the Advisory Design Panel meetings shall be determined by the needs and dictates of the workload, and/or by the Panel. All meetings of the Advisory Design Panel are to be considered held "in camera-" and no other group or individual shall attend a meeting of the Panel unless at the instruction of the Panel.
10. The Advisory Design Panel may adopt rules of procedure and may, from time to time, vary such rules by vote of a majority of the members of the Panel.

11. Terms of Reference for the Advisory Design Panel are hereby established as follows:
 - A. The Advisory Design Panel shall consider and made recommendations on all applications for renovations, additions, or new construction for all development except one-family and two-family residential development, and such review shall be based on the following considerations:
 - (1) the relationship of the buildings or buildings to one another, to the site and to other properties in the immediate vicinity;
 - (2) the impact upon the subject property and upon both natural and manmade elements (rock outcrops, steep slopes, ravines, watercourses, soil and trees, existing buildings and structures, etc.);
 - (3) the mass or bulk and scale of the building(s);
 - (4) architectural or design consistency;
 - (5) the role and quality of the landscape architecture;
 - (6) the impact in design terms, upon adjacent properties;
 - (7) type and quality of exterior finishing and colours to be employed;
 - (8) crime prevention through environmental design.
 - B. Sign applications, which are to be considered by Council by virtue of the proposed sign being either contrary to the Sign Bylaw or not provided for in the Sign Bylaw, may first be considered by the Advisory Design Panel.
 - C. Notwithstanding (a) above the Advisory Design Panel shall consider and made recommendations on any project, including one or two-family residential developments, which may from time to time be referred to the Panel by Council or staff.
 - D. The Advisory Design Panel may make recommendations with respect to amending the Zoning Bylaw for those items observed in the course of their normal deliberations as outlined in the preceding terms of reference.
 - E. The Advisory Design Panel shall consider and make recommendations on major development proposals on public streets, parks, and other public properties.
12. The Director of Development Services or his designate shall act as liaison between the applicant for a rezoning and the Advisory Design Panel. The Assistant Director -Inspections shall act as liaison between the applicant for a building permit and the Advisory Design Panel.
13. The Advisory Design Panel shall annually request an operating appropriate from Council and its expenditures shall be kept within the same appropriation. The unused portion of the monies shall be returned to the Treasurer at the end of each year.

14. The "Advisory Design Panel Bylaw, 1989, No. 5951" and all the amendments thereto are hereby repealed.

READ a first time by the Council on the 6th day of January, 1997.

READ a second time by the Council on the 6th day of January, 1997.

READ a third time and passed by the Council on the 6th day of January, 1997.

RECONSIDERED and finally adopted by the Council, signed by the Mayor and City Clerk and sealed with the Corporate Seal on the 13th day of January, 1997.

Signed by: Mayor John E. Loucks

Signed by: Bruce Hawkshaw, City Clerk