

## **NEW WESTMINSTER DESIGN PANEL**

### **Terms of Reference**

#### **Mandate:**

The role of the New Westminster Design Panel (NWDP) is to review and comment on the design aspect of development projects in New Westminster. The NWDP may also be asked to comment on policy or regulatory matters related to building form, design and construction by the Development Services Department. The comments of the NWDP are used to advise staff and New Westminster City Council. The NWDP shall review and comment on the following, as well as other items noted in the Architectural Institute of British Columbia's Bulletin 65 and the British Columbia Society of Landscape Architects' BCSLA Advisory Design Panel Guidelines:

1) Neighbourhood Context 2) Site context / site planning 3) Building form and massing 3) Architectural style and details 5) Landscaping 6) Crime Prevention through Environmental Design (CPTED) 7) The streetscape 8) Sustainability. The NWDP shall comment on development projects as they relate to guidelines in the New Westminster Official Community Plan and/or specific development plan areas.

#### **Members:**

The Committee shall consist of 9 voting members as follows (membership to revert back to seven concluding January 31, 2015):

- Four members of the AIBC, consisting of members with a variety of areas of specialization, including areas such as sustainability, heritage, urban design and accessibility. *(To revert back to four following January 31, 2015)*
- One member of the Development Industry – Urban Development Institute (UDI).
- Two members of the BCSLA.

#### **Staff Advisors**

The Development Services Department shall provide a brief written outline of the project and introduction at each meeting. The staff comments shall note any variances being proposed and relevant development guidelines from the New Westminster Official Community Plan and / or any specific development plan area to be considered. Staff will also note any issues to be reviewed by the committee. Representatives from the Engineering, Parks and Recreation and Police Departments will attend as needed to address specialized aspects of certain applications.

**Term:**

Members will be appointed (in accordance with the procedures of their pertinent professional organization) by Council for a two year period from February of the first year to January of the second year.

**Chair:**

At the beginning of each year, members of the Committee shall select one of the voting members to act as Chair for the year. The Chair will act as the official representative of the Panel and chair the meetings.

**Attendance:**

Members shall advise the Recording Secretary of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, or in excess of one-third of all meetings over any six month period, without leave of absence from the Committee, or a reason satisfactory to the Committee, may by resolution of the Committee, cease to be a member of the Committee. The City Council shall have the power to remove any member of the Committee from office at any time and appoint a new member at any time.

**Quorum:**

A quorum shall consist of four voting members.

**Rules of Procedure:**

Committee procedures shall be governed by:

1. The Council Procedure Bylaw; and
2. The Rules of Conduct: Standing Committees and Advisory Bodies, provided, and as revised from time to time by the Legislative Services Department.

Adopted: May 12, 2008

Amended: Closed Meeting, November 30, 2009

Amended: Closed Meeting, October 4, 2010