



## City of Richmond

6911 No. 3 Road  
Richmond, BC V6Y 2C1

## Terms of Reference Richmond Advisory Design Panel (REVISED November 29, 2005)

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### Duties

To consider and make recommendations with regard to the design, landscaping and site planning of all new or renovated buildings except single-family and two-family dwellings. The Director of Development, may at his discretion, exempt small multi-family projects (10 units or less), and small commercial and industrial projects from being referred to the Advisory Design Panel.

### Term of Office

One year for the Chair.

Two years for members, with up to one-half the number replaced annually.

Indefinite terms for staff representatives appointed by the Director of Development or the Officer in charge of the Richmond RCMP.

### Frequency of Meetings

Twice each month or at such intervals as is required to prevent undue delay to applicants.

### Quorum

A minimum of five (5) members, which must include at least one (1) architect and one (1) landscape architect.

Decisions shall be by a majority of members.

### Appointment of the Chair

The Chair shall be elected by the members of the Panel at the first regular meeting in the calendar year.

### Duties of the Chair

- Determines the date and time of meetings.
- Chairs meetings of the Panel.
- Represents the Panel between meetings.

## **Appointment of the Secretary**

The Director of Development in addition to having professional staff represent him or her, shall be responsible for providing a staff liaison and a recording secretary to the Panel, who shall be non-voting.

## **Duties of the Staff Liaison**

- Administer and provide support to the Panel
- Provide liaison between applicants, project planners, recording secretary and the Panel
- Inform applicants of decisions.
- Insure a quorum is available for each meeting.

## **Duties of the Recording Secretary**

- Prepare and circulate agenda and minutes to Panel members.

## **Presentations to the Panel**

For any adjudication by the Design Panel, certain requirements shall be present:

1. A clear statement of the City planning objectives, constraints or guidelines and contextual considerations.
2. A clear statement describing the applicant's submission, including project brief, terms of reference, practical constraints and design objectives.
3. An analysis and review of how items 1 and 2 relate. This analysis to be prepared in consultation with the applicant.
4. A clear statement of consensus or summaries of issues with recommendations from the Design Panel to the applicant.

## **Review Process**

1. Due notice of Design Panel meetings shall be given to both the applicant and Panel members.
2. The Design Panel members shall receive reduced copies of the application including the relevant documentation.
3. The City staff shall outline the context of the application and any City concerns.
4. The applicant shall present the proposal (within an appropriate time limit).
5. The Panel shall review the submission in open discussion, and may ask questions of the applicant.

6. The Panel shall prepare a motion or statement of review.
7. Formal minutes of proceedings shall be prepared and reviewed by the Design Panel Chair prior to distribution to the Advisory Design Panel, the applicant and others.