



## **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.
- Ensure 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.

## Code of Conduct

### Conflict of Interest:

- A conflict of interest exists if a Panel member is a director, member or employee of an organization seeking to benefit from the City or if the Panel member has a direct or indirect pecuniary (financial) interest in the outcome of Panel deliberations.
- Panel members who have a conflict of interest with a topic being discussed shall declare the conflict, describe the nature of the conflict, leave the room prior to any discussions and shall refrain from voting.
- Panel members are not permitted to directly or indirectly benefit from their participation on the Panel during their tenure and for a period of twelve (12) months following their term(s).

### Professionalism:

- Panel members are expected to act in accordance with the City's Respectful Workplace Policy (Policy 6800), including being respectful towards other members.
- Panel members must devote the necessary time and effort to prepare for meetings, arrive at meetings on time and provide feedback consistent with the Panel's mandate. Any Panel member who is absent for three (3) meetings of the Panel without reason satisfactory to the Panel may be removed from the Panel.

### Reporting and Social Media:

- The Panel members may not represent themselves as having any authority beyond that delegated in the Terms of Reference approved by Council. Items will be presented to the Panel if referred by Council or staff and the standard process of communication is through staff to Council. Panel members may communicate directly to Council or the media, if the Panel members identify themselves as an individual, and not as representatives of the Panel.
- Any use of social media must, as with all other forms of communication, meet principles of integrity, professionalism and privacy.

Should a Panel member violate the Code of Conduct or act outside the Terms of Reference, the Panel member may be removed from the Panel.