

## Appendix F

### Urban Design Panel By-law No. 4722

A By-law to create a Board to be known as the “Urban Design Panel”.

(Amended 1976 10 05 - No. 5020; 1988 11 08 - No. 6418; 1992 04 16 - No. 6961; 2006 12 12 - No. 9400)

THE COUNCIL OF THE CITY OF VANCOUVER in open meeting assembled enacts as follows:

1. A Board to be known as the “Urban Design Panel” (hereafter referred to as “the Panel”) is hereby created.
2. The Panel shall be composed of not less than 13 members appointed by Council as follows:
  - (a) 6 members of the Architectural Institute of British Columbia;
  - (b) 2 members of the Association of Professional Engineers of the Province of British Columbia;
  - (c) 2 members of the British Columbia Society of Landscape Architects;
  - (d) 1 member of the Vancouver City Planning Commission;
  - (e) 1 member from either the Urban Development Institute, the Greater Vancouver Homebuilders' Association, or the Building Owners' and Managers' Association of British Columbia;
  - (f) 1 practising professional artist, having specialized training in his or her field, or a history of exhibitions as an artist, and whose peers, and arts professionals, recognize such person as an artist.

In addition to the foregoing, Council may, in its discretion, appoint other persons as members at large.

3. Council is to appoint to the Panel:
  - (a) 13 individuals referred to in section 2 for a term of two years more or less, which term is to expire immediately before the first Monday after December 1, 2008;
  - (b) after the expiry of the appointments under subsection (a), seven individuals referred to in section 2 whom Council is to appoint for alternating terms not to exceed two years and one year more or less; and
  - (c) after the expiry of the appointments under subsection (a), six individuals referred to in section 2 whom Council is to appoint for alternating terms not to exceed one year and two years more or less.
- 3A. Each first two year term referred to in section 3, except for subsection (a), is to expire on the second annual anniversary of the date that falls immediately before the first Monday after December 1, 2008, and, thereafter, each two year term is to expire on the second annual anniversary of such date.
- 3B. Each first one year term referred to in section 3 is to expire on the first annual anniversary of the date that falls immediately before the first Monday after December 1, 2007, and, thereafter, each one year term is to expire on the first annual anniversary of such date.
- 3C. Despite sections 3, 3A, or 3B, if Council does not appoint new members on the first Monday after December 1 in any year, Council deems each term referred to in section 3 extended to the day preceding the date of appointment of a successor.

4. No person shall be appointed to the Panel if such person is an elected official or is an employee of the City or any of its elected Boards.
5.
  - (1) The Panel shall be presided over by a Chairman to be chosen from among the members whose term of office shall be one year. The Chairman whose term has expired shall be eligible for reappointment and shall continue to hold office until his successor has been appointed.
  - (2) The Panel may adopt rules and procedure for meetings of such Panel not inconsistent with this By-law and may from time to time alter, amend or vary the same as the Panel may deem expedient.
  - (3) 5 members of the Panel shall constitute a quorum for the transaction of business.
  - (4) The Panel shall appoint a member of the Panel as Deputy Chairman to preside in the absence of the Chairman.
6. The duties of the Chairman shall include the calling of, and presiding at, meetings of the Panel in accordance with any regulations of the Panel with respect thereto, and such other duties as the Panel may prescribe, and it shall be his duty to poll the members on any issue being considered by the Panel. The Chairman may also meet with the Director of Planning or attend meetings of the Development Permit Board when a matter being dealt with by the Panel is being considered by either or both the Director of Planning or the Development Permit Board.
7. The duties of the Panel shall be to advise Council, the Director of Planning, or the Development Permit Board from time to time on the urban design of any proposed development or revisions of any proposed development or any substantial changes to any previously approved development after a development permit has been issued. In addition to the foregoing, the Panel may advise the City Council or any of its boards on any matter where urban design is involved.
8. For the purpose of this By-law, “urban design” shall include the design and interrelationship of all physical components of the City.
9. In fulfilling its duties and presenting its advice and recommendations, the Panel shall have regard to the guidelines set out in Schedule “A” hereof and the Zoning and Development By-law.
10. This By-law shall come into force, and take effect on and after the date of the passing hereof.

DONE AND PASSED in open Council this 28th day of August, 1973.

(Sgd) Arthur Phillips, Mayor

(Sgd) Douglas H. Little, Deputy City Clerk

## Schedule "A"

### **Guidelines for the Urban Design Panel and the fulfilment of the duties imposed by this By-law**

1. The Panel shall be advisory to Council but its reports shall go to the Director of Planning or the Development Permit Board, as the case may be, and be included in toto in such reports as go to Council from either the Director of Planning or the Development Permit Board, provided that the Panel has the additional right to report to Council.
2. The Panel shall assist the Planning Department and Council in the formulation of design policy and criteria.
3. The Panel's review shall be extended to include all civic works, such as bridges, roadworks, parks, beautification projects, transit systems, civic buildings, and design competitions prior to both the issuance of competition requirements and the subsequent awarding of contracts and to give impartial professional advice directly at the appropriate level and at the appropriate time on any proposal or policy affecting the community's physical environment.
4. The Panel shall have the right to review those projects submitted to it by Council and have the right to select additional projects.
5. The Panel shall review projects in their early conceptual stages or such time as they are first brought to the attention of the Planning Department.
6. The Panel shall meet on such day or days as will enable its reports to be considered by the Director of Planning or the Development Permit Board when either of them is considering the subject matter of any such report.
7. An agenda shall be prepared and circulated a minimum of one week prior to the meeting, unless prevented by exceptional circumstances.

