



City of Vancouver *Land Use and Development Policies and Guidelines*

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FIRST SHAUGHNESSY ADVISORY DESIGN PANEL - TERMS OF REFERENCE

*Adopted by City Council on January 11, 1994
Amended December 6, 2001 and September 29, 2015*

1 Purpose

To advise Council, the Development Permit Board or the Director of Planning, as the case may be, regarding all significant development and minor amendment applications in the First Shaughnessy District.

To preserve and protect the heritage and special character of the First Shaughnessy District.

To advise the Director of Planning concerning the implementation and effectiveness of the approved planning policies, regulations and design guidelines for the First Shaughnessy District.

2 Mandate

The Panel is an advisory body authorized only to make recommendations to Council, the Development Permit Board or the Director of Planning. It does not have the authority to approve or refuse development applications or to make policy decisions.

3 Organization

The First Shaughnessy Advisory Design Panel shall consist of fourteen members. Eight members shall be residents of the First Shaughnessy District of which four shall be appointed from nominations received from the Shaughnessy Heights Property Owners' Association (SHPOA) and four shall be appointed from nominations received for resident members-at-large, two members shall be architects appointed from nominations received from the Architectural Institute of British Columbia (AIBC), two members shall be landscape architects appointed from nominations received from the British Columbia Society of Landscape Architects (BCSLA), one member shall be a realtor appointed from nominations received from the Real Estate Board of Greater Vancouver (REBGV) and one member shall represent heritage interests and be appointed from nominations received from the Vancouver Heritage Commission (VHC).

Members shall be appointed by City Council.

No individual may be appointed if that person is an elected representative of Vancouver City Council, the holder of elected office with the City of Vancouver or an employee of the City of Vancouver.

Resident members shall be current residents of First Shaughnessy.

Appointees nominated from the AIBC, BCSLA, REBGV and VHC shall not reside in the First Shaughnessy District.

Non-resident members shall have experience relevant to the planning and development issues of the First Shaughnessy District.

Council shall appoint each member for a term of two years and may reappoint each member for a second term of two years. A resident appointee who is the current chair of the First Shaughnessy Advisory Design Panel may be reappointed by Council to a third term of two years. After an absence of one term (two consecutive years), an individual may again seek nomination.

Council shall make appointments to the First Shaughnessy Advisory Design Panel at the beginning of each calendar year. The terms of appointment shall be staggered such that approximately one-half of the appointments from each of the SHPOA, resident members-at-large, AIBC and BCSLA shall expire in one year. (Due to the possibility of a third two-year term for the Chairperson, some flexibility in this arrangement shall be permitted).

Any vacancy caused by death, removal, or resignation of a member shall be filled by City Council for the unexpired term of such member.

The Chairperson and Vice-Chairperson shall be elected once a year by the Panel from the resident membership and shall serve a minimum of one year.

The Chairperson and six members, including four resident and two non-resident members one of whom represents the AIBC, the other the BCSLA, shall constitute a quorum. A majority of affirmative votes shall be required for a motion to pass.

Members shall serve without remuneration.

The First Shaughnessy Advisory Design Panel shall record its own minutes and advise Council, the Development Permit Board or Director of Planning, as the case may be, in writing on development permit applications and other planning matters where appropriate.

4 Procedures

The First Shaughnessy Advisory Design Panel shall convene every three weeks to conduct business and review development applications. The business portion of the meeting shall be abbreviated when a large number of development applications are scheduled for review. Additional meetings may be scheduled as circumstances warrant. Such circumstances may include extraordinary numbers of development applications, orientation of new members, general business and preparation of recommendations to the Director of Planning.

An agenda shall be received by Panel members the Friday before the scheduled meeting. The agenda will include a schedule for project review, location maps, reduced application drawings and one page design rationales for each project.

Panel meetings shall be conducted by the Chairperson, or Vice-Chairperson in the Chairperson's absence.

The business portion of the meeting shall occur In-Camera; however, the review and discussion of any development application shall occur in the presence of the applicant.

The procedure for the review of development applications shall be generally as follows:

- (a) the applicant briefly presents the design concept and rationale;
- (b) the Panel and Staff Coordinator may ask questions of clarification;
- (c) the Staff Coordinator presents Planning staff concerns;
- (d) the Panel may ask questions of clarification;
- (e) the Panel discusses the application in the context of the Terms of Reference, relevant By-laws and Council-adopted policies and guidelines; and
- (f) the Panel decides to support or not support the application or defer its review.

The advice or recommendation of the First Shaughnessy Advisory Design Panel shall be attached to each application and forwarded to Council, the Development Permit Board or Director of Planning, as the case may be, for consideration.

5 Conflict of Interest

Appointees shall abide by all conflict of interest standards adopted by Council and by any additional conflict of interest guidelines adopted by the First Shaughnessy Advisory Design Panel.