



District of West Vancouver

**Council Committee Terms of Reference
Design Review Committee
Policy 02-10-363**

Effective Date: January 26, 2015

District of West Vancouver

CORPORATE POLICY

Administration Division	Council Committee Terms of Reference Design Review Committee
Policy 02-10-363	
CIS File: 0116-20-DRC	

1.0 Purpose

The Design Review Committee (DRC) is an advisory committee of Council that makes recommendations to staff and Council on matters of design, and physical and aesthetic impact, including the impartial and professional review of development applications, relevant policies and regulations, major infrastructure and capital projects, and other matters that may be referred to the DRC by Council or staff from time to time.

The DRC does not approve or reject projects or make policy decisions.

2.0 Duties

The mandate of the DRC is to consider and review projects, proposals, development applications, and other items, including:

- development applications for mixed use, commercial, multiple unit residential, and public buildings, and for institutional buildings if such buildings are subject to municipal review;
- major municipal infrastructure projects, including the design of bridges and new roads;
- proposed policies and regulations affecting the community's physical, built, and/or natural environments; and,
- any other matters referred to the DRC by Council or staff.

3.0 Membership

The Committee shall be comprised of nine (9) voting members as follows:

- four (4) architects (AIBC members);
- two (2) landscape architects (BCSLA members); and,
- three (3) individuals with expertise in one or several of urban design, planning, development, engineering, urban land economics, public art, environmental performance, building and construction, or project management.

The membership composition of the DRC may be modified temporarily by Council at the time of member appointments, without need of amending these Terms of Reference, if difficulty is encountered in achieving the standard DRC membership composition described in this section.

4.0 Term

Members may be appointed for up to a two year term, except that no person shall serve more than six consecutive years. For clarity, members may be appointed by any one resolution of Council for any period of up to two years (e.g. six months, one year, or two years) for reasons of filling a vacancy, better aligning with AIBC or BCSLA member term limits, or for any other reason.

5.0 Operation of the Committee

5.1 Meeting schedule

As ultimately determined by the DRC's staff support and the availability of the DRC membership, but generally once per month excepting August. In the interest of regularity, meetings shall generally be held on Thursdays in the latter half of the month. Meetings may be cancelled by the DRC staff support if there are no items to be referred to the DRC.

5.2 Rules of procedure

Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw, the General Council Committee Policy, and the Community Charter.

5.3 Staff support

A designated staff liaison will assist in the operation of the Committee, including determining which agenda items are complete and ready to appear before the Committee and for which meeting they will be scheduled (taking into account meeting length and the time of the volunteer members).

A designated staff recording secretary will provide support to the staff liaison and the Committee, including the production of agendas and minutes and coordinating attendance, quorum, and delivery of agenda packages to Committee members.

Professional staff support specific to individual agenda items is to be provided from the Planning Department and other Departments as necessary.

5.4 Reporting

Committee recommendations (or, in the absence of a recommendation, the Committee's verbatim or summarized comments) shall be included in subsequent staff reports to Council for the projects.

5.5 Council liaison

In accordance with the General Council Committee Policy, Council may appoint a member of Council as a non-voting member of an advisory committee. Any member of Council appointed to an advisory committee as a non-voting member is to serve as a communication liaison to and from Council and does not participate in the operation or deliberations of the advisory committee.

5.6 Review and amendment

The Terms of Reference of this advisory committee may be reviewed from time to time, with any amendments to be made by resolution of Council in an open meeting.

Approval Date: January 26, 2015	Approved by: Council	
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