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## RESORT MUNICIPALITY OF WHISTLER

### ADVISORY DESIGN PANEL TERMS OF REFERENCE

#### 1.0 ADVISORY DESIGN PANEL

- 1.1 The purpose of the Advisory Design Panel is to create an independent body to provide an objective view in the public interest, and to give impartial professional advice to municipal staff and Council on matters relating to the context of development proposals or policies affecting Whistler's physical environment.
- 1.2 The Advisory Design Panel shall advise municipal staff and Council concerning the design of all residential buildings which are composed of three or more dwelling units, and commercial buildings which are located in:
  - (a) Whistler Village and Village North
  - (b) Whistler Creek
  - (c) Blackcomb Benchlands
  - (d) Blueberry Hill
  - (e) Lands within any Development Permit Area designated under the Official Community Plan
- 1.3 The design of development is to be evaluated in terms of the Whistler Village Design Guidelines (revised December 3, 1992) for Whistler Village; the Whistler Village North Design Guidelines (revised December 3, 1992), for Village North; the Blackcomb Design Guidelines for the Blackcomb Benchlands; and the Blueberry Hill Design Guidelines for Blueberry Hill. In addition, all development will be evaluated in terms of the applicable Development Permit Area Guidelines, as well as any other policies or guidelines established by the Municipality.

## 2.0 PANEL COMPOSITION

- 2.1 The Advisory Design Panel shall be comprised of eight regular members.
- 2.2 Advisory Design Panel membership shall consist of:
- (a) Three professional architects who are registered members of the Architectural Institute of B.C.
  - (b) Two professional landscape architects who are registered members of the B.C. Society of Landscape Architects.
  - (c) One professional land developer who is a registered member of the Urban Development Institute of Canada.
  - (d) One regular member who has professional expertise in the development industry and who is entitled to be registered as an elector and to vote in the Resort Municipality of Whistler municipal elections.
  - (e) One regular member who is entitled to be registered as an elector and to vote in the Resort Municipality of Whistler municipal elections.
  - (f) The Director of Planning and Development or his/her designate.
  - (g) One ex-officio member of the Whistler RCMP.

## 3. PANEL APPOINTMENTS

- 3.1 All members of the Advisory Design Panel shall be appointed by municipal Council with the exception of the Director of Planning and Development of the Resort Municipality of Whistler or his/her designate.
- 3.2 Prospective Advisory Design Panel members shall be selected from nominees submitted by the Architectural Institute of B.C., the B.C. Society of Landscape Architects, the Urban Development Institute of Canada, and the Whistler RCMP except for the hospitality representative and the community representative, who will be selected by Council from nominees from the general public.
- 3.3 With the exception of the Director of Planning and Development, all members shall be appointed annually for a one year term.
- 3.4 Advisory Design Panel members may be appointed for not more than 3 consecutive terms, unless otherwise authorized by Council under exceptional circumstances.
- 3.5 Advisory Design Panel members shall not consist of an elected representative of the Whistler Municipal Council, Howe Sound School District No. 48, or the Squamish Lillooet Regional District.

- 3.6 The Mayor and members of Council may attend all or any portion of an Advisory Design Panel meeting in an ex-officio capacity.
- 3.7 The Mayor shall appoint one councillor as an 'ex-officio' member of the Advisory Design panel to improve communication between the Panel and Council.
- 3.8 The Chair of the Advisory Design Panel shall be elected by a majority vote of the regular members of the Panel.
- 3.9 The Director of Planning and Development, and the Whistler RCMP representative shall be non-voting members.
- 3.10 The Secretary of the Advisory Design Panel shall be the Director of Planning and Development or his/her designate.

#### 4. PANEL PROCEDURES

- 4.1 The Director of Planning and Development may call a meeting of the Advisory Design Panel upon giving at least seven days notice to each member.
- 4.2 Notice of a meeting may be waived by the consent of a majority of the members of the Advisory Design Panel.
- 4.3 All members of the Advisory Design Panel are expected to attend Panel meetings regularly. Members must attend at least 50 percent of the Panel meetings, or an alternate amount approved by municipal Council.
- 4.4 An Advisory Design Panel meeting quorum shall consist of four voting members of the Advisory Design Panel plus the Director of Planning and Development or his/her designate.
- 4.5 The majority of Advisory Design Panel meetings shall be held in Whistler.
- 4.6 Advisory Design Panel meeting agendas will be distributed to the Whistler Mayor and Council for information.
- 4.7 A Panel member who is involved in a development proposal under review by the Panel shall declare a conflict of interest and withdraw from the "In Camera" portion of the Panel meeting for that item.
- 4.8 All meetings of the Advisory Design Panel are closed, however, an applicant may appear as a delegation to speak to his/her proposal and attend as an observer for that portion of the discussion which concerns his/her application, except that an

applicant shall not participate in or attend the "In Camera" portion of a Panel meeting.

- 4.9 Major development proposals shall be presented to the Panel early in the conceptual stage, including the proposed site plan, building massing, and conceptual design. Following a brief presentation (max. five minutes) by the applicant, the Panel shall discuss the proposal "In Camera." The Panel's preliminary comments shall be provided to the applicant by municipal staff.
- 4.10 Municipal staff shall submit a report to the Advisory Design Panel for each application under review by the Panel. The report shall include:
- contextual considerations;
  - a clear statement of the applicable municipal planning objectives, constraints, or guidelines;
  - a description of the application;
  - copies of the plans of the proposal reduced to 11"x17";
  - a review of the proposal;
  - a summary of any comments received from municipal consultants;
  - a summary of the outstanding issues and staff concerns;
  - a description of any previous issues for subsequent Panel submissions; and
  - a recommendation or conclusion.
- 4.11 Advisory Design Panel meeting agendas and report packages shall be forwarded to all members of the Panel by municipal staff in a timely manner.
- 4.12 The review of each project by the Advisory Design Panel may consist of:
- a period during which Panel members may review the full-scale drawings and/or model of the proposal;
  - a summary of the municipal comments and concerns by a municipal staff member;
  - a presentation of the proposal by the applicant;
  - a Panel question period to the applicant and municipal staff;
  - an "In Camera" discussion of the proposal by the Panel with municipal staff available for questions and further input;
  - preparation by the Panel of the recommendations to be made to Council; and

- a discussion of the recommendations with the applicant.
- 4.13 Recommendations of the Advisory Design Panel shall be ratified by the majority of members in attendance at a meeting, provided a quorum is present at that meeting.
- 4.14 The Panel secretary shall prepare well-documented Advisory Design Panel meeting minutes detailing the Panel's deliberations and the applicable design issues. Upon approval by the Chair, the minutes shall be circulated to Council and made available to the applicant and the general public on request. The minutes shall not be ratified until approved by the Panel.
- 4.15 A member of the Advisory Design Panel may attend Council meetings to speak to the Panel's report or to respond to a development application which complies with Clause 1.2 in this Terms of Reference.
- 4.16 Subsequent to the final approval by Council or issuance of a permit for a major development project reviewed by the Panel, municipal staff shall submit a brief checklist to the Panel outlining any changes made to the development plans in response to the Panel's comments.

## 5. PANEL REIMBURSEMENTS

- 5.1 All members of the Advisory Design Panel shall serve without financial remuneration but may be paid reasonable and necessary expenses that arise out of the performance of their duties including vehicle mileage and meals.

Mike Purcell  
Director of Planning and Development