



THE CORPORATION OF THE
CITY OF WHITE ROCK

15322 BUENA VISTA AVENUE, WHITE ROCK, B.C. V4B 1Y6

A **DIGITAL MEETING** of the **ADVISORY DESIGN PANEL** will be held using **MICROSOFT TEAMS** on **TUESDAY, January 26, 2021 at 3:30 p.m.** for the transaction of business listed below.

A G E N D A

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

RECOMMENDATION

THAT the Advisory Design Panel adopts the **January 26, 2021** agenda as circulated.

3. ADOPTION OF THE MINUTES

RECOMMENDATION

THAT the Advisory Design Panel adopts the minutes from the **November 17, 2020** meeting as circulated with this agenda.

4. REVIEW OF TERMS OF REFERENCE & SUBMISSIONS CHECKLIST

Review of edits to ADP Terms of Reference (TOR) and Submissions Checklist.

5. APPLICATION SUBMISSIONS TO THE ADVISORY DESIGN PANEL

None

6. 2021 ADP Meeting Dates

Draft 2021 ADP meeting dates as noted below:

Jan 26	Feb 16	Mar 16
Apr 20	May 18	Jun 15
July 20	Aug 17	Sept 21
Oct 19	Nov 16	Dec 21

7. CONCLUSION OF THE MEETING

HOW TO ACCESS DIGITAL MEETING

To join the “Microsoft Teams” meeting, please email gnewman@whiterockcity.ca to receive an invitation (quote “White Rock ADP Meeting” in the subject bar). Meetings of the ADP are open to the public, however, only members of the Panel and representatives of an application are permitted to discuss the merits of a proposal.

MEETING MINUTES

PRESENT:	K. Hammersley, Chairperson P. Rust J. Muego, Vice Chairperson P. Byer N. Waissbluth R. Dhall
ABSENT:	S. Greysen, BIA Representative
GUESTS:	NA
STAFF:	G. Newman, Manager of Planning A. von Hausen, Planner

1. CALL TO ORDER

The meeting was called to order at 3:30pm.

2. ADOPTION OF AGENDA

It was MOVED and SECONDED

THAT the Advisory Design Panel adopts the November 17, 2020 agenda as circulated.

CARRIED

3. ADOPTION OF MINUTES

It was MOVED and SECONDED

THAT the Advisory Design Panel adopts the minutes from the October 20, 2020 meeting as circulated.

CARRIED

4. ANNUAL REVIEW OF TERMS OF REFERENCE

The Panel discussed the ADP Terms of Reference (TOR) and potential changes summarized below:

- Section 1 Role and Mandate:
 - Addition of reference to: form and character impacts arising out of a request for relief from an applicable zoning standard and consideration for urban design and how the development fits within the neighbourhood context; and
 - Replacement of “ensure” with reference to “...compliance with other relevant bylaws”, with “review in relation to (consider) compliance other...”.

- **Section 2 Composition**
 - Discussion regarding the composition of the ADP – recognition of opportunities for extensions to the terms of the AIBC members (1 and 2 year extensions) and the value received from the resident members of the Panel;

- **Section 5 Quorum**
 - Suggested removal of Section 5c) which allows for a meeting of the Panel when a quorum is not achieved. This section presents challenges that were believed to not outweigh the potential benefits.

- **Section 6 Procedures**
 - Discussion of potential items to be explicitly identified by the Director (or designate) when outlining the context of an application being considered by the Panel.
Suggested addition of:
 - Applicable OCP policies
 - Applicable DPA guidelines
 - General outline of public comments received
 - Compliance (and non-compliance) with municipal bylaws;
 - Extent of any zoning relief to be sought
 - Suggestion to remove that the Panel will conduct meetings under the rules of parliamentary debate (Section 6 (d))
 - Suggestion that the procedures include circulation of draft minutes to Panel members as soon as possible after the meeting

Following the review of the Terms of Reference the Panel discussed a draft ADP Submissions Checklist. Edits to the content of the checklist were proposed by members of the Panel and City staff. The Manager of Planning provided that a revised version of the checklist would be circulated to members of the Panel so that a final draft of the document could then be presented for endorsement at a future ADP meeting. It was noted that the final, ADP-endorsed, version of the edited Terms of Reference and ADP Submissions Checklist would then be presented to Council for approval and enactment.

5. SUBMISSIONS TO THE ADVISORY DESIGN PANEL

None

6. CONCLUSION OF THE MEETING

There being no further business, the Chairperson declared the meeting concluded at 5:07 pm.

Karen Hammersley
Chairperson, Advisory Design Panel

Greg Newman
ADP, Committee Secretary