

	Deleted the requirement for one ex-officio member of the Whistler RCMP to be a member.	An RCMP member is not a typical make-up of an ADP.
Role and Responsibilities	<p>Amended ADP role to include review of the design of all new development and significant changes/redevelopment to buildings and public spaces located on lands:</p> <ul style="list-style-type: none"> • designated a Development Permit Area in the OCP for <ol style="list-style-type: none"> i. Whistler Village ii. Whistler Creek iii. Commercial/Industrial iv. Multi-Family Residential • Regulated by a land use contract bylaw that requires development approval or development permit approval related to the design of the development, except for any development related to detached and duplex dwellings. 	To add public spaces, recognize that Whistler is in a redevelopment phase, as well as to reflect the new OCP.
Role and Responsibilities	<p>Added that the representative from municipal Council is a non-voting member of the ADP, and serves as a resource and to improve communication with Council.</p> <p>Added that the Director of Planning or his/her designate is a non-voting staff liaison member.</p>	To provide clarity.
Appointments for voting members of the ADP	Added the requirement that the selection process will seek balanced gender representation and overall diversity in the composition of the ADP.	Research indicates greater performance by companies that embrace diversity.
	Amended the term from a one year term that could be extended up to three consecutive terms, to a term of two years and that a member may be appointed for a second term of two years but no member shall serve more than four consecutive years.	The term has been increased to a two year term to coincide with the standard terms set by the Architectural Institute of BC and the BC Society of Landscape Architects for their members.
	Added that no individual can be appointed as a voting member if that person is an employee of the RMOW.	To provide clarity.
Procedures	<p>Deleted the requirement that all meetings of the ADP are closed.</p> <p>Added that all matters of order, privilege and procedure not provided for in this Terms of Reference, the Community Charter or “Council Procedure Bylaw No. 2207, 2018” are governed by Roberts' Rules of Order.</p>	To provide clarity and consistency with legislative requirements.
Chair and Vice-Chair	Added procedures for the election of the Chair and Vice-Chair.	To provide clarity.
Meeting Quorum and Voting	Added that of the four voting members required for meeting quorum, that at least one must be a professional architect.	To always obtain professional architect comments.

Meetings	Added that the ADP shall convene once a month during business hours.	To provide clarity.
	Added that the Director of Planning or his/her designate will set the meeting agenda.	
Conflict of Interest	Updated to require that ADP members are expected to adhere to standard conflict of interest policies, and that the representative from municipal Council must adhere to the RMOW's conflict of interest policies consistent with Council Policy A-21.	To provide clarity.
Member expectations	Added that all voting members are expected to review distributed material before each meeting, RSVP to the ADP Secretary whether or not they will attend the meeting.	To clarify commitment.
	Added that a member missing three consecutive meetings without due cause will be asked to resign from the ADP.	
Secretary	Added that The ADP Secretary shall: <ul style="list-style-type: none"> • Be a staff member of the RMOW Planning Department; • Attend all ADP meetings; • Oversee all ADP procedures; • Inform new members of their appointment and forward orientation packages to them; and • Prepare and distribute the minutes of all ADP meetings. 	To provide clarity.

POLICY CONSIDERATIONS

Official Community Plan

The recommendation resolution included within this Report are consistent with the goals, objectives and policies included within “OCP Bylaw No. 2199, 2018”.

Other Relevant Policies

Other relevant policies in the update to the ADP Terms of Reference include the *Community Charter*, “Council Procedure Bylaw No. 2207, 2018”, Council Policy A-21 and Roberts' Rules of Order.

BUDGET CONSIDERATIONS

There are no budget implications associated with the update to the ADP Terms of Reference. The administration of the ADP including recording secretary, administrator, member travel allowance, meeting costs and new member recruitments ads are provided for under the Planning Department's operating budget.

COMMUNITY ENGAGEMENT AND CONSULTATION

The updated Terms of Reference were presented to the Advisory Design Panel on April 21, 2021. Comments included consideration to invite RCMP to meetings as may be needed, and to consider members with training and expertise in accessibility. Staff advised that the RMOW has that expertise on staff, and that that staff member is referred all development applications for comment.

The ADP supported the updated Terms of Reference. No further engagement or consultation is required.

If Council approves the updated Terms of Reference, staff will share and inform the members of the ADP and post the new Terms of Reference to the municipality's website.

SUMMARY

This Report presents updated Advisory Design Panel Terms of Reference to Council for Council's consideration of approval.

Respectfully submitted,

Melissa Laidlaw
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for
Mike Kirkegaard
DIRECTOR OF PLANNING

for
Jessie Gresley-Jones
GENERAL MANAGER OF RESORT EXPERIENCE