NO. 26-070

ADVISORY DESIGN PANEL BYLAW

A BYLAW OF THE CITY OF VICTORIA

The purpose of this Bylaw is to establish the mandate, membership, and procedures of the Advisory Design Panel.

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Under its statutory powers, including sections 8(1), 93 and 145 of the *Community Charter,* the Council of the Corporation of the City of Victoria, in an open meeting assembled, enacts the following provisions:

PART 1 – INTERPRETATION

Title

1. This Bylaw may be cited as the "Advisory Design Panel Bylaw".

Definitions

2. In this Bylaw:

   (a) "**ADP**" means the Advisory Design Panel;

   (b) "**advisory member"** means a person appointed to the ADP under section 10;

   (c) "**AHP**" means the Advisory Heritage Panel;

   (d) **"Director"** means the City's Director of Planning and Development or that person's designated representative;

   (e) **"member"** includes a regular member and an advisory member;

   (f) "**qualified design professional**" means a person who has specialized knowledge, supported by formal training or work experience, in the fields of architecture, landscape architecture, urban development or urban design, to the satisfaction of the Director; and

   (g) "**regular member**" means a person appointed to the ADP under section 6 who meets the qualifications under sections 7, 8 or 9.

Establishment

3. The ADP is established as an advisory body to the City.

PART 2 – MANDATE

Responsibilities

4. The ADP shall consider and provide advice and recommendations to the City concerning the following matters when referred to the ADP by Council or the Director:

   (a) the development permit area guidelines and City policies on design and the public realm;

   (b) the intended function of a development proposal, and the existing and future context within which the proposal is located;

(c) general principles of good design and practicality of implementing the design improvements as may be suggested by the Panel, as related to a development proposal; and

(d) any other matter referred to the ADP by Council or the Director.

Sub-Committees

5. The ADP may form sub-committees only at the direction of Council.

PART 3 – MEMBERSHIP

Composition, Appointment and Terms

6. The ADP is comprised of nine regular members appointed by Council.

7. The ADP's regular membership must be comprised of qualified design professionals, including at least:

   (a) three architects registered in British Columbia, including one with experience in complex urban infill or tall buildings as defined by applicable City policy;

   (b) two landscape architects registered in British Columbia, including one with experience in multi-unit residential open space design; and

   (c) two people consisting of any combination of an urban designer, planner, or engineer registered in British Columbia, each having substantial experience in development planning, design review, or design policy development.

8. Two or more of the qualifications listed in sections 7(a) through (c) may be met by a single regular member to fulfill the composition requirements.

9. The remaining regular members must have a demonstrated experience or knowledge in architecture, landscape architecture, urban design, or the development, building and construction industry.

10. Council may appoint up to five non-voting advisory members to provide expertise on specialized topics, including but not limited to:

    (a) visual arts and placemaking;

    (b) accessibility and universal design;

    (c) sustainability;

    (d) the study and design of cities;

    (e) heritage conservation; and

(f) crime prevention through environmental design.

11. At the conclusion of each term or at the time of any vacancy, the Director will provide advice to Council on appointments for the following term.

12. The appointment of a member is for a term of two years or for the remainder of the two-year term during which a member is appointed to fill a vacancy.

13. A person may be a member for any number of terms but must not be a member during more than three consecutive terms.

14. The members of the ADP must not be City councillors, officers, or employees.

15. Council may rescind the appointment of a member at any time and appoint another person in place of the person whose appointment was rescinded.

Vacancy

16. A vacancy created by death or resignation shall be reported by the Director to Council who shall immediately appoint a replacement for the unexpired term of the former member.

Absenteeism

17. A regular member who is absent, except for reasons of illness or with the leave of the ADP, from three consecutive meetings or five meetings in any twelve consecutive regular meetings of the ADP, is deemed to have resigned effective at the end of the third or fifth such meeting, whichever the case may be.

Alternate Members

18. The chair, on the advice of the Director, may temporarily designate any advisory member as an alternate regular member to meet the requirements of section 26 (*quorum*).

19. Alternates may only be designated for temporary absences to ensure continuity of quorum.

20. Alternates have the same voting rights as regular members for the duration of their temporary designation pursuant to section 18.

PART 4 – MEETINGS AND PROCEDURES

Presiding Member

21. The regular members must appoint a current regular member as the chair for the duration of each two-year term of membership:

(a) at the first meeting of the ADP during each term; and

(b) at any time during the term when the position of chair becomes vacant.

22. A regular member must not be the chair during more than two consecutive terms.

City Representatives

23. The City Manager may designate the following persons to attend meetings of the ADP as representatives of the City:

    (a) a City staff person who:

        (i) is assigned administrative responsibility for the ADP by the City Manager;

        (ii) is to act as the secretary of the ADP; or

        (iii) is an officer or employee of the City who is requested by the ADP to attend a meeting to provide advice to the ADP.

Meeting Procedures

24. In addition to the rules established in this Bylaw, the rules governing the proceedings of other committees under Part 6 of the Council Procedures Bylaw apply to all meetings of the ADP, and a reference to Council or a committee in the Council Procedures Bylaw must be read as a reference to the ADP, and a reference to the mayor must be read as a reference to the chair of the ADP.

25. Meetings must be open for public attendance unless a meeting or part of a meeting is authorized to be closed to the public in accordance with the provisions of the *Community Charter*.

26. The ADP must schedule meetings monthly at a regular date and time and may schedule additional meetings to accommodate City timelines or applications identified by the Director as a priority per City policies.

27. Meetings may be cancelled by decision of the chair or because of insufficient agenda items.

28. The ADP's secretary must:

    (a) attend all meetings of the ADP, and

    (b) prepare agendas and record the minutes, including the attendance of members and the recommendations of the ADP.

29. A majority of regular members of the ADP, including at least one member who fulfills the requirement of section 7(a) (*is a registered architect in British Columbia*) and one member who fulfills the requirement of section 7(b) (*is a registered landscape architect in British Columbia*) are a quorum.

30. Only members may participate in debates at ADP meetings.

31. Only regular members and alternate regular members (section 20) may vote at meetings.

32. Regular members have equal voting rights.

33. The chair or that person's designate must:

    (a) preside over and maintain order at meetings;

    (b) ensure compliance with the required procedures under this Bylaw; and

    (c) maintain compliance with the mandate of the ADP under this Bylaw.

34. The ADP is not authorized to give direction to City staff.

35. The conduct of members must comply with applicable City bylaws and City policies including the Respectful Workplace Policy.

36. In the event of a conflict between this Bylaw and the Council Procedures Bylaw, this Bylaw prevails.

Conflicts

37. A member who has a direct or indirect pecuniary interest in a matter being dealt with at a meeting of the ADP must:

    (a) declare this;

    (b) not take part in the discussion of the matter;

    (c) not vote on any question concerning the matter;

    (d) immediately leave the meeting or that part of the meeting during which the matter is under consideration; and

    (e) not attempt in any way, before, during or after the meeting, to influence the voting on any question or recommendation concerning the matter.

38. Section 37 does not apply to a pecuniary interest that:

    (a) is in common with electors of the City generally, or

    (b) is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter.

Joint Meetings with the Advisory Heritage Panel

39. The ADP and AHP may be called to meet jointly at the discretion of the Director to provide advice and recommendations on matters that pertain to either panel's mandate.

40. Joint meetings of the ADP and AHP are to be composed of:

    (a) the ADP chair or designate;

    (b) the AHP chair or designate;

(c) three regular members of the ADP, appointed by the ADP chair for the purpose of the meeting; and

(d) three members of the AHP, appointed by the AHP chair for the purpose of the meeting.

PART 5 – COMMENCEMENT

Commencement

41. This Bylaw comes into force on adoption.

READ A FIRST TIME the	**1st**	day of	**October**	2026
READ A SECOND TIME the	**1st**	day of	**October**	2026
READ A THIRD TIME the	**1st**	day of	**October**	2026
ADOPTED on the	**8th**	day of	**October**	2026

"CURT KINGSLEY"
CITY CLERK

"MARIANNE ALTO"
MAYOR