

## **TERMS OF REFERENCE – 2019**

### **Design Review Advisory Committee**

#### **PURPOSE:**

The Design Review Advisory Committee (DRAC) is a Select Committee established by Council. The purpose of DRAC is to serve as an advisory body to Council for design related issues. The committee will evaluate applications with respect to the form and character guidelines established in Development Permit Areas No. 4, 5, 6, 7 and 8. For each application the committee's recommendations and the developer's response will be summarized in a staff report for Council's consideration. The committee shall endeavour to evaluate all design matters referred to it in a fair and balanced manner, recognizing its role to enhance Chilliwack as a whole. The committee will communicate and coordinate with the City of Chilliwack (COC) Development Process and Affordable Housing Advisory Committee in light of the overlapping areas of interest. DRAC will report its findings and opinions to Council.

#### **COMPOSITION:**

The Chair, with assistance from a COC staff liaison and the Vice Chair, and in consultation with the Mayor, will coordinate the membership selection process. The Mayor will coordinate the selection for all of the Select Committees and make final appointment recommendations to Council.

The membership of DRAC shall consist of two (2) elected officials representing Council as Chair and Vice Chair, a COC liaison staff member from Planning, and up to ten (10) voting members appointed by Council as follows:

1. one (1) member from architectural;
2. one (1) member from design;
3. one (1) member from development;
4. two (2) members from the community;
5. one (1) member planning;
6. one (1) member from landscape architectural field;
7. one (1) member from the Chilliwack and District Real Estate Board;

DRAC may also consist of non-voting members, including:

8. Liaison COC staff members; and
9. others, as necessary.

All member appointments may be reviewed annually at Council's discretion, or will be done after a Council re-election takes place. Members are expected to attend at least 75% of the meetings.

The members of DRAC shall serve without remuneration but may, from time to time, and on a resolution of Council, be reimbursed for expenses they incur while performing their functions as a member of DRAC.

Council may, at any time, remove any member of DRAC and any member of DRAC may resign at any time upon sending written notice to the Chair of DRAC. In the event of a vacancy occurring during a regular term on the committee, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

**PROCEDURES:**

1. The meetings shall be held as determined by the Chair on an 'as needed' basis.
2. In the event the Chair is not present, the Vice Chair will act as Chair for that meeting. In the event that the Chair and Vice Chair are not present, the meeting shall stand adjourned until the next meeting or the next meeting called by the Chair.
3. A quorum of the committee will be greater than 50% of its members. If a quorum is not present the Chair, at his/her discretion, may carry on with discussion of items on the Agenda but will not entertain any motions for referral or recommendation to Council. In the event that there is not a quorum, the Agenda will be reproduced and presented at a subsequent meeting of the committee.
4. The meetings shall be open to the public, with the exception of matters that would be dealt with in the closed portion of a Council meeting as defined in Division 3 of the *Community Charter*, and shall be held at City Hall.
5. A minimum of five (5) days' notice must be given, and included in the notice will be the purpose for the meeting.
6. An Agenda package shall be provided to DRAC members at least three (3) days in advance of the meeting date.
7. Responsibility for the items appearing on the Agenda will rest with the Chair in communication with the staff liaison assigned to support DRAC. DRAC members are encouraged to submit items for inclusion on the Agenda.
8. DRAC will only concern itself with the items on the Agenda and, with respect to any new business that may be presented, the Chair may entertain a general discussion and where appropriate, the item will be referred to the next regular DRAC meeting for full discussion and recommendation.
9. In addition to items raised by the Chair and DRAC members, DRAC will also address matters referred by Council.
10. Minutes of the meeting shall be prepared by COC staff, subsequently signed by the Chair, and forwarded to Council. DRAC will report to Council through its minutes and by making recommendations for Council's consideration.
11. DRAC will not have any administrative authority or jurisdiction to implement change or give direction to alter current policies, procedures, and practices. However, the committee may, and is encouraged to make recommendations to Council if it wishes to request staff to investigate

certain matters, or wishes to make recommendations with respect to Council's policies, procedures, and practices.

12. DRAC may hold public meetings to obtain feedback from the community and to relay information to the community.
13. DRAC may appoint sub-committees of its members to review and provide recommendations on specific issues to the committee.
14. DRAC may invite or entertain delegations that are either directly related to, or have a peripheral interest in, design review matters to receive their comments and recommendations with respect to specific issues.
15. DRAC will act as a clearing house and a forum for ideas and policy issues relating to its purpose.
16. DRAC will consider, as appropriate, Council's objectives and strategies as contained within the COC Annual Report when making recommendations to Council.
17. If an industry committee member is unavailable to attend a meeting, an alternative may be sent if the alternative member has been approved by the Chair.

**CONFLICT OF INTEREST:**

DRAC members must abide by the conflict of interest provision outlined in the *Community Charter* as amended or replaced from time to time. If a conflict of interest arises between a DRAC member attending a meeting and the matter being discussed, the member must declare a conflict of interest and state the general nature of the conflict. After making such declaration, the member must not take part in any discussions on the matter, must immediately leave the meeting, and must not attempt to influence any member at any time in relation to the matter.