

BEAUMONT DESIGN REVIEW COMMITTEE TERMS OF REFERENCE

1. TITLE

Beaumont Design Review Committee

2. DEFINITIONS

In this Terms of Reference:

“Beaumont Urban Design Guidelines” means the design guidelines adopted by Council, as may be amended or replaced from time to time;

“Design Review Committee” means the members that make up the Design Review Committee;

“Development” means a building or an addition to or replacement or repair of a building or a change of use or intensity of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use or intensity of the land or building;

“Chair” means appointed member of the group who presides over Design Review Committee meetings;

“City” means the municipal corporation of the City of Beaumont or, where the context so requires, the area contained within the boundaries of the City;

“Council” means the elected Council of the City of Beaumont;

“Development Authority” means the official of the City with the responsibility of receiving, considering and deciding on applications for development under Our Zoning Blueprint: Beaumont Land Use Bylaw;

“Resources” may include funding, equipment, supplies and human resources.

“Significant Public Projects” is a project as determined by City staff to require input from the Design Review Committee, which may include but is not limited to policy related to urban design, the urban design guidelines, winter city design guidelines, universal design guidelines, etc.

3. PURPOSE

The purpose of the Design Review Committee is to act as a voluntary technical panel that provides expert and impartial design advice on proposed developments in the City that are subject to the Beaumont Urban Design Guidelines and are referred to it by the Development Authority. The guidelines help set the expectation around site and building

design and level of quality for different types of development within Beaumont. The Design Review Committee may also provide feedback on Significant Public projects as determined by City staff.

4. OBJECTIVES

Provide recommendations to the Development Authority regarding applications for development in alignment with the Beaumont Urban Design Guidelines.

Provide guidance to the Development Authority to interpret policy for specific projects, and define areas of concern that need to be resolved respecting the design of proposed developments.

Recommend revisions to the Beaumont Urban Design Guidelines, and other design related policies and bylaws, as periodic reviews occur, and as requested by City staff.

5. AREA OF APPLICATION

A proposed development permit will be presented to the Design Review Committee unless at least 75% of all "essential" guidelines and at least 25% of all "suggested" guidelines are included in a development to the satisfaction of the Development Authority.

Significant Public projects may be presented to the Design Review Committee at City staff's discretion.

6. MEMBERSHIP

6.1 The Design Review Committee shall consist of six (6) members composed of:

- a) The Director, Planning and Development, or designate (ex-officio member)
- b) Three (3) members that hold professional expertise in the fields of architecture, landscape architecture, urban design, planning, or engineering and practice locally or within the Edmonton metropolitan region.
- c) One (1) local or regional representative of the development industry.
- d) One (1) member at large.

6.2 Employees of the City shall not be eligible for appointment to the Design Review Committee, except as noted in Section 6.1.

6.3 Members may also have experience as heritage professionals, accessible and universal design, green technology or other relevant professions as determined by the Director, Planning and Development.

7. SELECTION

7.1 Members will be appointed by Chief Administrative Officer from a qualified pool of candidates using the following criteria:

- a) Full membership for a minimum of five (5) years in at least one of the following professional associations:

- Alberta Association of Architects (AAA);
 - Alberta Association of Landscape Architects (AALA);
 - Alberta Professional Planners Institute (APPI); and
 - Association of Professional Engineers and Geoscientists of Alberta (APEGA).
- b) Demonstrated high level of expertise and knowledge in their particular field of architecture, urban design, landscape architecture, and planning.
 - c) Experience in design review and peer review for a variety of project scales and types including residential, commercial, institutional, mixed use, transit-oriented developments and public space design is preferred.
 - d) Good working knowledge of the composition and character of the City of Beaumont and the Region that enables the member to make a positive contribution towards improving Beaumont's built environment.
 - e) The ability to work in a multi-disciplinary design review team.

8. TERM

- 8.1 Members will serve a two (2) year term.
- 8.2 After the initial two (2) year term the Design Review Committee will establish staggered terms for members as appropriate to provide for continuity of the Design Review Committee.
- 8.3 Members may serve on the Design Review Committee for two (2) consecutive terms. They may serve for more than two consecutive terms if there are no other qualified applicants to fill their position.
- 8.4 The Director of Planning and Development or their designate will be an ex-officio member and will not have a limit on their term with the Board.
- 8.5 Any member of the Design Review Committee who is absent from two (2) consecutive meetings without cause may result in removal from the committee.

9. MEETINGS

- 9.1 Design Review Committee meetings shall be held monthly, as needed.
- 9.2 The Design Review Committee shall establish an annual meeting schedule that specifies the date, time, and place of all regular Design Review Committee meetings. This schedule will be posted on the Design Review Committee's webpage.
- 9.3 A minimum of one (1) administrative meeting of the Design Review Committee will be held bi-annually. The time and place shall be determined by the members within 30 days of appointment. This meeting will provide training and policy updates to the Design Review Committee.
- 9.4 Meetings shall be attended by the applicant or their representative, the Design Review Committee, and City staff assigned to the file with support from other relevant City staff as needed.
- 9.5 Meetings will be open to the public, but there shall be no verbal or written submissions by any individuals other than City staff and the applicant or their representative.

10. ADMINISTRATION

- 10.1 A Chair will be appointed every year at the organizational meeting.

- 10.2 The agenda and application package(s) shall be distributed to Design Review Committee members five (5) business days prior to the meeting. Revisions from the applicant will not be accepted after the information has been circulated.
- 10.3 Meetings may be held virtually at the discretion of the Director of Planning and Development if circumstances limit in-person participation.
- 10.4 The minutes of all Design Committee Meetings shall be recorded by City staff.
- 10.5 Each member will advise of any conflict of interest prior to a project review to the Chair. The conflict of interest may be financial, personal or business interests or any other kind of active involvement that would influence, corrupt or exploit a decision or where the appearance of conflict exists. Any declared conflicts will be recorded in the minutes.

11. PROCEEDINGS

- 11.1 Regular meetings will follow the general format:
 - a) City staff managing the application will give a brief overview of the proposal.
 - b) The applicant or their designate will present their application and how it addresses the Beaumont Urban Design Guidelines.
 - c) The Design Review Committee may ask questions of the applicant or City staff for clarity on the project prior to deliberating in closed session.
- 11.2 The Design Review Committee will use consensus decision making.
- 11.3 Following deliberations, the Chair will summarize the Design Review Committee's recommendations on the application.
- 11.4 The Design Review Committee's comments will be based on conformance with the Beaumont Urban Design Guidelines.
- 11.5 Written recommendations from the Design Review Committee on development applications will be distributed to the applicant and Development Authority within seven (7) business days of the Design Review Committee meeting.

12. QUORUM

- 12.1 Quorum at any Design Review Committee meeting shall be three (3) members of the committee, not including ex- officio members.
- 12.2 Meetings will be cancelled if no City staff member is in attendance.

13. RESPONSIBILITY, AUTHORITY AND LIMITATIONS

- 13.1 Members of the Design Review Committee are responsible for the following:
 - a) Attend all Design Review Committee meetings.
 - b) Participate and develop recommendations on development applications to ensure high quality design in Beaumont.
 - c) Maintain confidentiality as it pertains to any material that may be proprietary and is received by them in carrying out the mandate of the Design Review Committee.
 - d) Members may not participate in deliberating on development applications that would result in a conflict of interest personally, professionally, or for their organization.
 - e) The Chair is responsible to keep members accountable for their responsibilities to the Design Review Committee including attendance.

13.2 Responsibility and tasks of City staff:

- a) Attend all Design Review Committee meetings.
- b) Set up meetings and invitations to Design Review Committee members.
- c) Take and distribute meeting minutes.
- d) Assist the Design Review Committee in drafting recommendations.
- e) Speak to current practices and Council policy.

13.3 Members of the Design Review Committee will:

- a) Provide recommendations to the Development Authority on whether a development application should be approved, approved with conditions, or denied based on consistency with the Beaumont Urban Design Guidelines.
- b) Advise and provide guidance to City staff relative to urban design policies and bylaws.
- c) Provide feedback to City staff on matters such as:
 - Potential physical and aesthetic impacts of proposed developments;
 - Landscapes, streetscapes, parks, and infrastructure projects;
 - Supporting creative and unique design solutions;
 - Fostering an effective relationship with the development industry;
 - Improving the quality of urban design in the City; and
 - Increasing public awareness about urban design in the City.
- d) Undertake review and recommend revisions to City staff on the Beaumont Urban Design Guidelines Terms of Reference on an annual basis.

13.4 Limitations of the Design Review Committee:

- a) The Design Review Committee shall not act on behalf of or lobby for any specific one group or organization or business.
- b) The Design Review Committee, nor any member, shall not have the power to pledge credit of the City in connection with any matters whatsoever, nor shall the Design Review Committee, nor any member, have any power to authorize any expenditures to be charged against the City.
- c) The Design Review Committee, nor any member, shall not have the power to direct City staff on policy or operational issues.
- d) The Design Review Committee, nor any member, shall not provide recommendations to Council.