



POLICY

Design Review Committee

Policy Number: 610-001	Supersedes Policy Number: Not Applicable
Effective Date 2013-12-10 2018-01-23	Approval By Council Resolution No. 06-12-13 18-01-18

1.0 Purpose

To establish the mandate, goals, objectives and operating procedures of a Design Review Committee.

1.1 Goal:

To inform the planning process by providing peer review of development applications that require interpretation of the Town of Wolfville’s architectural guidelines

1.2 Objectives:

- To inform staff reports to PAC and enhance information for Council and the Community
- To provide Subject Matter Expert review to development applications falling under the town’s Architectural Guidelines
- To enhance staff recommendations to the PAC
- To provide recognition for exceptional development

2.0 Scope

This Policy is applicable to all members of the Design Review Committee.

3.0 References

- 3.1 Town of Wolfville’s Architectural Guidelines

4.0 Definitions

- 4.1 **Committee** means the Design Review Committee.
- 4.2 **PAC** means the Planning Advisory Committee.
- 4.3 **Planning Staff** means the Director of Planning or the Community Planner for the Town of Wolfville.
- 4.4 **Subject Matter Expert** means a person with a deep understanding and/or a professional designation in landscape architecture, engineering, heritage, architecture, planning, or urban design.



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5.0 Policy

5.1 Membership

- a. The Committee will be composed of up to seven (7) professionals in the following fields:
 - Architect
 - Heritage expert
 - Engineer
 - Planner
 - Urban Designer
 - Landscape Architect
 - Other qualified professional, as recommended by Planning Staff
- b. Members of Council will not be appointed to the Committee.
- c. Council shall appoint members of the Committee every December.
- d. Applications for the appointments of the Committee shall be invited by public advertisement.
- e. If a member vacates the Committee for any reason at any time before that member's term would normally expire, Council shall appoint promptly a new member to the Committee to hold office for the unexpired term.
- f. The role of chair will circulate among Committee members.

5.2 Qualifications

- a. Members shall be a member of, or retired from, their respective professional associations, with the exception of the heritage expert.
- b. Members shall abide by the code of conduct of their respective professional associations
- c. Members shall live, own a business or work within the Town of Wolfville. If criteria can't be met, Council may appoint appropriate professional representatives at its discretion.
- d. If the committee has a heritage expert, Council will be of the opinion that the individual chosen has significant knowledge and experience in that field
- e. Any member of the Committee is eligible for reappointment.
- f. Every member of the Committee, who is absent from three consecutive meetings of the Committee, forfeits office, unless the absence is caused by illness or is authorized by resolution of the Committee and noted in the minutes. Any member who so forfeits office is eligible for reappointment following the remainder of the unexpired term.



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5.3 Mandate and Responsibilities

- a. To provide professional advice to staff regarding compatibility of development proposals with the applicable Architectural Guidelines prescribed in the Municipal Planning Strategy.
- b. If requested, to provide comment on potential changes to the Architectural Guidelines or on Architectural or Design related policies the Town is considering.
- c. For each development proposal, the Committee shall:
 - Receive a brief staff presentation on the proposal, drawings and a design brief prepared by the developer.
 - Be permitted to ask questions of the applicant on issues relating to architecture and urban design.
 - Make a recommendation to PAC regarding compatibility with the Architectural Guidelines.

5.4 Rules of Engagement

- a. The committee shall not receive any presentations, questions, or comments from the public.
- b. Any committee member who has an existing client relationship with the developer submitting the proposal shall not participate in the review of the specific project.
- c. The Committee is subject to the principles set out in the *Municipal Conflict of Interest Act*.
- d. Subject to Section 22 of the *Municipal Government Act*, meetings of the Committee are open to the public.

5.5 Administration

- a. The Committee shall convene at the request of Planning Staff.
- b. If the Committee is unable to schedule a meeting within 10 business days of being called by Planning Staff, the application shall proceed directly to PAC.
- c. A summary of the Committee meeting and any recommendations shall be forwarded as part of the staff report to the PAC for consideration.



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5.6 Policy Review

This policy will be reviewed annually from effective/amended date.

CAO

2018-01-23

Date