



**DESIGN ADVISORY PANEL  
MANDATE AND OBJECTIVES**  
*(adopted 2015-MAR-02)*

Mandate

The Design Advisory Panel serves as an advisory body to Council responsible to review form and character development permit applications and to provide recommendations to staff in its negotiations with applicants.

Objectives

The objective of the Panel is to:

- review development proposals in relation to design guidelines and provide recommendations based on same;
- assist staff in establishing guidelines to ensure that the form and character of future development is of a high quality which meets the needs of the community;
- encourage a high standard of project design and construction through educational programs; and
- recommend to Council, through an awards program, projects which have demonstrated innovation and high standards in urban and landscape designs.

Meetings

The Design Advisory Panel will meet every second and fourth Thursday of the month at 5:00 p.m., or on an as needed basis.

In addition to the regularly scheduled meeting, members may be requested to participate with Council and staff on specific task forces or project committees.

Membership

The membership of the Panel will be comprised of:

- One (1) Council Member
- Two (2) architects – recommended by the Architectural Institute of BC
- One (1) landscape architect – recommended by the BC Society of Landscape Architects
- Four (4) members of the general public

One (1) member from the Nanaimo Community Heritage Commission (NCHC) will be invited to attend in a resource capacity as required for downtown projects.

## Design Review Process

The development permit review process will be as follows:

- City staff will present background information and a summary of major policy issues applicable to the proposal.
- The applicant or his/her agent will present the proposed development, highlighting:
  - The proposed development's function.
  - The project's adherence to the appropriate design guidelines and the neighbourhood context.
  - The reasons for requested variances, if applicable.
- The Panel will have an opportunity to ask the applicant, his/her agent(s) and staff questions about the design and zoning requirements.
- The Panel will consider the presentations and formulate a recommendation to assist staff in further design discussions with the applicant. The recommendation from the Panel will form part of the staff report to Council.

See also:

- Terms of Reference for Advisory Committees
- Council Procedures Bylaw