

Architectural Review Committee Terms of Reference – DRAFT

Definitions

Definitions are for the purposes of Architectural Review Districts Section only.

Type I Application – New building construction / site development.

Type II Application – Alteration, renovation, or repair to an existing building / site development.

Mandate / Responsibilities

The function and mandate of the Architectural Review Committee (Committee) shall be to serve as an advisory body to City Administration for development in Architectural Control Districts. The Committee shall provide advice and recommendations on:

- Type I applications; and,
- any Type II applications where, at the discretion of Administration, significant alteration, renovation, or repair is proposed.

The Committee shall review development proposals based the applicable section(s) of the Zoning Bylaw for:

- the potential physical and aesthetic impacts of proposed development; and,
- the quality of design.

The Committee is strictly an advisory body and makes recommendations to Administration to consider as part of the development review process. It does not have the authority to approve or refuse projects or make policy decisions, or recommendations on land use.

Composition

Members

The Committee shall be consisting of 8 representatives:

- 2 registered architects
- 2 registered landscape architects
- 2 registered planners
- 2 registered engineers (civil or structural)

Resource members:

- Representatives of the City's Administration
 - Heritage and Design Coordinator
 - Community Services Department

Expert Advice

Depending on the application being reviewed, the Committee may request a submission-specific outside expert to join the Committee to provide advice. This may include the appropriate Business Improvement District, Meewasin, other individuals with the appropriate expertise, etc.

Preferred Qualifications

- Members must have demonstrated experience in their relevant field and must have professional memberships with the relevant association.
- Committee members should range in expertise and experience including infill, greenfield, heritage, residential, commercial, etc.
- Members may reside in locations outside of Saskatoon or Saskatchewan. Members outside of Saskatoon or Saskatchewan will need to demonstrate familiarity with the Saskatoon context. Options to participate electronically will be made available.
- Members shall not represent their employer or client.
- Membership cannot be delegated.
- Ability to commit time to participate in Committee programs and activities.
- Ability to evaluate applications impartially.

Appointment and Term

- 3 years, staggered terms.
- Appointments to be made by Administration.
- Open call for applications by Administration.

As meetings are on an as needed basis and based on specific development proposals, meetings will not occur on a regular basis.

Meetings

Meeting Schedule

Meetings will be held on an as needed basis and will be called by the Heritage and Design Coordinator. Meetings are normally held during the day at times / dates / locations / methods (e.g. virtual) acceptable to the Committee members.

Concurrent meetings may be held with other approving bodies (e.g. Meewasin for proposals within their jurisdiction).

Quorum

Quorum shall be five members.

Meeting Chair

To provide for continuity for each development proposal, a Chair must be elected upon majority vote of Committee membership at the first meeting for each development proposal being considered.

Conduct of Members

Committee members shall be given the opportunity to debate and discuss items on or added to the agenda in a respectful manner.

Meeting Agenda and Minutes

The Heritage and Design Coordinator shall be responsible for producing and circulating the meeting agenda and materials to Committee members in a timely manner prior to the meeting to ensure Committee members have adequate time to review the materials. The Heritage and Design Coordinator, or a designate, will be responsible for recording and preparing minutes.

Minutes of the meeting will be circulated to the Committee for approval. Minutes shall be approved by the Committee by e-vote.

Meeting minutes will be available to the public upon request.

Recommendations are effective immediately and will be considered as input to the planning review process. Recommendations including reasons for the recommendations will be included in the meeting minutes.

Decision Making

Recommendations provided to Administration by the Committee should be by consensus.

Where Committee members are not unanimous on the recommendation or cannot agree on a recommendation, Committee members shall vote on their preferred recommendation(s). All recommendations will be provided to Administration for consideration; however, the preferred recommendation(s) will be weighted more heavily during the Administrative review process.

Explanations for the preferred recommendation(s) shall be provided to Administration to support the Administrative review process.

Reporting

The Committee is advisory to the Administration and shall report through the Heritage and Design Coordinator.

Recommendations provided by the Committee will be considered as input through the planning review process to shape Administration's recommendations or decisions. Recommendations shall be provided to Council if the proposal requires Council approval.

Conflict of Interest

Committee members must announce any conflict of interest, or the appearance of a conflict between their own personal interests or the interests of any closely connected person, and the interests of the Architectural Review Committee. Committee members must attempt to avoid not only actual conflict, but the appearance of a conflict.

Remuneration and Service to Members

Committee members shall serve without receiving remuneration. Services provided to Committee members will be consistent with services listed in [Council Policy C-1-003, Appointments to Civic Boards, Commissions, Authorities and Committees](#).

Confidentiality

Committee members are bound to maintain the confidentiality of information received by them as such in their capacity as members of the Architectural Review Committee. Information, which is confidential, proprietary to the Architectural Review Committee must not be divulged to anyone other than persons who are authorized to receive the information.

Agreement

Failure to respect the terms of reference can result in disqualification from sitting on the Committee.

I agree to abide by the terms of reference for the Architectural Review Committee.

Name (Print)

Signature

Date

Term Begins: _____
(Date)

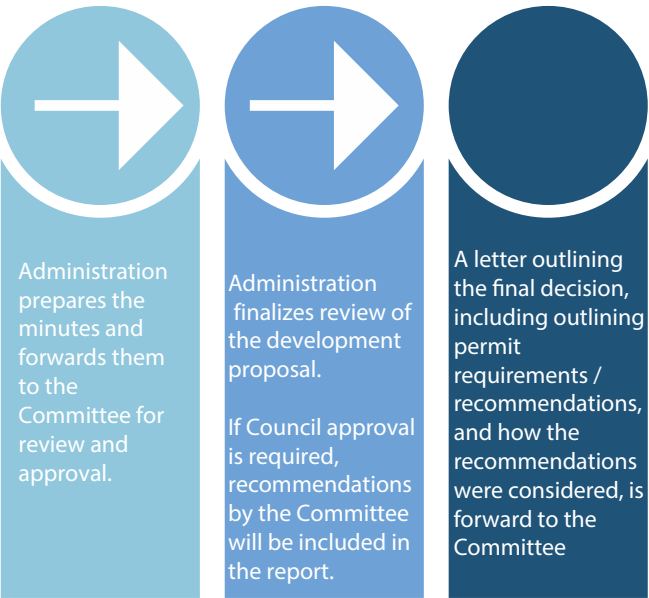
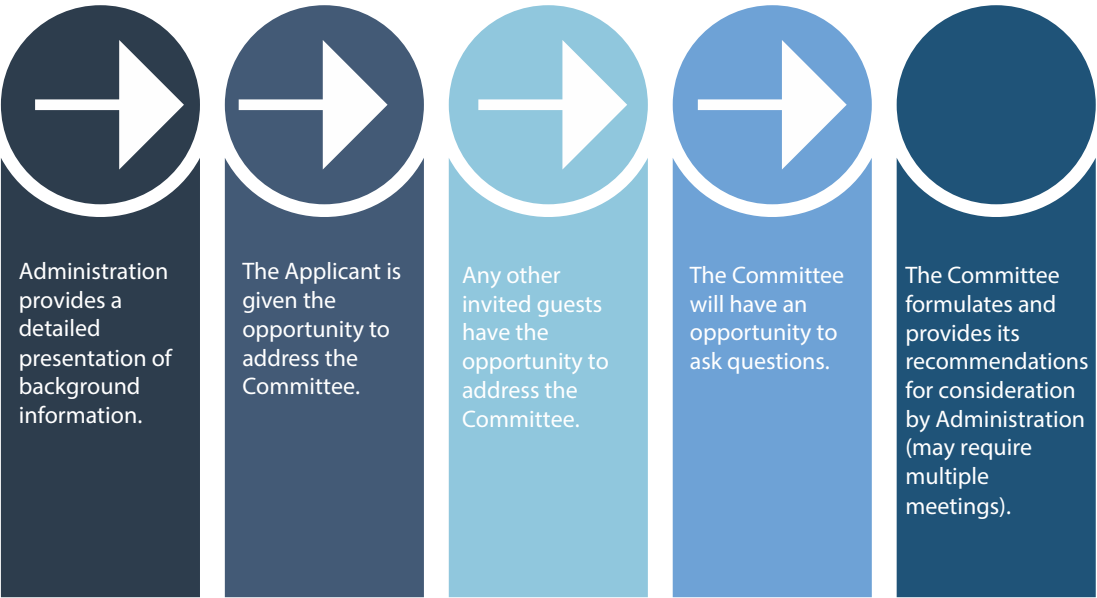
Term Ends: _____
(Date)

Committee Process

Prior to the Meeting



During the Meeting



Following the Meeting

Review Process

The Committee will give advice and recommendations to City Administration based on the following as it relates to the applicable section(s) of the Zoning Bylaw:

- the potential physical and aesthetic impacts of a proposed development application to improve the quality of the design. This may include consideration of:
 - compatibility of design with natural and man made surroundings, both on site and off site.
 - quality and appropriateness of exterior building materials and finishes, lighting and signage.
 - appropriateness of the total site development package from a design perspective, which may include but is not limited to landscaping, parking, vehicular and pedestrian access, internal circulation and preservation of natural amenities.

The panel is strictly an **advisory body** and makes recommendations. It does not have the authority to approve or refuse projects or make policy decisions, or recommendations on land use.

Application Submission Requirements

The submission package is prepared by the applicant and must include:

- Completed application form and application fees.
- Supporting information explaining how the proposed development meets the applicable section(s) of the Zoning Bylaw. A list of required materials will be provided to the applicant during the pre-consultation phase of the project.
- Administration or the Committee may request additional information to support the application.

All material is to be submitted to the Heritage and Design Coordinator in **electronic format**: PDF format (11x17 inch size) on a CD or USB stick.