

# Practice Guideline: Advisory Design Panels (ADPs)

February 2021

## ! IMPORTANT:

The AIBC transitioned to the Professional Governance Act effective February 10, 2023. **This document has not yet been updated to reflect the new legislation and updated Bylaws.** Although there may be outdated terms and references in this document, note that the **general concepts and requirements remain the same**. If you have any concerns or questions, please contact [practiceadvice@aibc.ca](mailto:practiceadvice@aibc.ca). For more information about the transition, go to [aibc.ca/PGA](https://aibc.ca/PGA).

## 1.0 Introduction

- 1.1 The Advisory Design Panel (ADP) Practice Guideline was developed to supplement the regulatory information contained in [Council Rules 7: Advisory Design Panels](#) (“Council Rules 7”) and [Bulletin 65: Advisory Design Panels: Standards for Procedure and Conduct](#) (“Bulletin 65”). This Practice Guideline contains procedural and administrative information, and as such a thorough understanding of Council Rules 7 and Bulletin 65 is recommended. This document replaces the ADP Frequently Asked Questions.

### Purpose of an Advisory Design Panel

- 1.2 ADPs exist to provide impartial, professional advice on any proposal affecting a community’s physical environment. Architects participating on ADPs are dedicated to advising local governments and other authorities, (hereafter referred to as “jurisdictions” in this document), on design, urban planning and zoning matters, in order to help them arrive at the best decisions possible in the public interest. Further details will be outlined in each jurisdiction’s ADP terms of reference.
- 1.3 See [Appendix](#) for an example of the life cycle of an effective ADP meeting.

### Regulatory Authority

- 1.4 Several documents regulate the duties and responsibilities of Architects AIBC and Retired Architects AIBC serving as volunteer members of ADPs. They are shown below in hierarchical order.
- [Architects Act](#)
  - [AIBC Bylaws](#)
  - [Code of Ethics and Professional Conduct](#)
  - [Council Rules 7: Advisory Design Panels](#)
  - [Council Policy](#)

- [Bulletin 65: Advisory Design Panels: Standards for Procedure and Conduct](#)

#### AIBC Design Panel Committee

- 1.5 The AIBC Design Panel Committee (“DPC”) supports the AIBC in promoting the appropriate use of ADPs in the public interest. The committee reviews ADP applications and recommends nominations on behalf of the AIBC for appointment.

## 2.0 ADP Nomination Procedures

- 2.1 The administrative procedures outlined below apply to Architects AIBC and Retired Architects AIBC making an application to the AIBC to serve as ‘architect-members’ on an ADP. The AIBC nominates architects to sit on ADPs when local government requires an architect per local bylaw or terms of reference. Only those who have been nominated by the AIBC are eligible to serve as ‘architect-members’ of ADPs.

#### Eligibility

- 2.2 All Architects AIBC are eligible to apply to serve as ‘architect-members’ of ADPs regardless of years of experience. The AIBC works to maintain a breadth of experience on ADPs to provide high quality, objective, and independent advice, in the public interest.
- 2.3 Only in exceptional circumstances, such as when no Architects AIBC are available and with the consent of the local government, may a Retired Architect AIBC serve as an ‘architect-member’ of an ADP. In such circumstances a Retired Architect AIBC can follow the steps below to apply.
- 2.4 Other AIBC registrants (intern architects, architectural technologists, honorary members and temporary licensees) are not eligible for nomination by the AIBC to sit as ‘architect-members’ of an ADP. Associates (Retired Architects AIBC, Intern Architects AIBC, and Architectural Technologists AIBC) are eligible and encouraged, as are Architects AIBC, to become appointed to ADP ‘at large’ positions (e.g. as a community advocate), without providing an application to the AIBC. However, such nominations are not the business of the AIBC and those interested should contact the specific jurisdiction for relevant information.

#### Application Process

- 2.5 All architects wishing to volunteer as an ‘architect-member’ on an ADP must apply directly to the AIBC, by completing and submitting the [ADP Application](#) form, along with a recent CV, outlining relevant experience.
- 2.6 Architects may apply at any time for any municipality listed on the application form on which they are interested in serving.
- 2.7 Municipalities with upcoming appointments are advertised on the AIBC [website](#). More information about the meeting schedule of each available panel is contained in the [Design Panel Meeting Matrix](#).

- 2.8 Once an application has been received and the membership status has been confirmed, the applicant's name will be added to the roster of architects available for nomination. Applications are valid for two years. All architects who apply to serve will be considered for nomination.
- 2.9 Applicants who remain interested in serving on an ADP after the expiration of the two-year period are encouraged to reapply.

#### **Nomination Process**

- 2.10 When a nomination request is received from a jurisdiction, the AIBC contacts the representative responsible for its ADP to obtain the following information:
- Current membership of ADPs;
  - Number of architect positions becoming vacant requiring nominations;
  - Duration of ADP appointments;
  - Frequency and length of ADP meetings;
  - Types of projects usually reviewed; and
  - Special considerations.
- 2.11 The AIBC will review the applications and provide a list of nominees from which the jurisdiction will make a selection. Applicant suitability is determined by several factors including but not limited to:
- Jurisdiction's specific expressed needs
  - Architect's range of professional experience
  - Previous panel experience
  - Familiarity with jurisdiction
- 2.12 The AIBC provides nominations to a jurisdiction, it has no other involvement in the selection process. The appointment decisions are made by the jurisdiction and not every nomination will result in an appointment. The jurisdiction will notify the selected nominees of their appointment, in writing, including term start and end dates.
- 2.13 Architects who were nominated but not appointed remain on the roster for nomination to other panels. If not appointed within two years of initial application, those architects are encouraged to reapply and submit a new application.

### **3.0 ADP Operations**

## Impact

- 3.1 An ADP's comments are considered as professional advice when the local authorities decide on planning issues. An ADP is not an authoritative or decision-making body, but it may raise issues that the local authority uses when deciding whether or not to support an application.

## ADP Scope

- 3.2 The following design criteria are examples of what might be reasonably be considered for review by applicants and members of an ADP when the community has specific regulatory policies in place for neighbourhood character or building types. Not everything needs to be considered. Additional criteria may be proposed by the jurisdiction. The scope and nature of the criteria used for comment may be directed by the planning department relating to the special circumstances of the project and its site.

- Project Analysis
  - Objectives
  - Program
  - Design philosophy
  - Sustainability initiatives
- City Context
  - Effect on view
  - Contribution(s) to the public realm
- Neighbourhood Context
  - Effect on adjacent buildings and streets
  - Effect on land use
  - Effect on quality of life issues such as privacy and safety
  - Pedestrian and vehicular systems
- Site Context
  - Environmental issues
  - Topography
  - Daylight and shadows
  - Climate and microclimate response
- Building Design
  - Materials
  - Building mass

- Roof forms
- Façade articulation and fenestration
- Building character
- Building systems

#### Role of the ADP Chair

- 3.3 The ADP chair is selected per the panel's Terms of Reference and is often an architect. The chair controls the conduct of the meeting and should ensure that discussion is relevant and appropriate. The chair should also provide guidance to the panel members if/when the discussion exceeds the scope of what should be discussed during a design review. Otherwise, an architect who chairs a meeting has the same roles and responsibilities as the other architects on the ADP.
- 3.4 It is recommended that new ADP chairs familiarize themselves with Robert's Rules of Order.

#### Commentary

- 3.5 Meaningful comment is contingent on all the pertinent issues being clearly addressed by both applicant and municipal staff. [Bulletin 65: Advisory Design Panels – Standards for Procedure and Conduct](#) outlines recommended procedures to facilitate meaningful review. It is the responsibility of the municipality to provide timely minutes to all members of the ADP as well as the applicant. A summary of all comments presented should be provided to the applicant at the conclusion of the meeting, and the minutes should be prepared accordingly.
- 3.6 Comments should remain objective and relate to the context of the community's physical environment and refrain from expressing personal opinions of the "style" that has been selected. Panel members should consider their comments 'on the record' and ensure they are professional and not subjective. The ADP is seeking the professional opinion of architects, it is not seeking subjective opinions on what they like, dislike, or prefer.

#### Returning Projects

- 3.7 In the case that a project is asked to return to the advisory design panel for further review, the scope of subsequent reviews should be limited to the items identified as problematic during the project's first appearance.
- 3.8 All panelists should be familiar with the summary of the previous review and the focus of the subsequent review should be limited to the items indicated as needing improvement in the first summary.

## 4.0 Administrative Functions

### Term Lengths

- 4.1 Architects AIBC shall serve no more than two years on an ADP unless approval has been obtained from the AIBC for an additional two years. A period of no less than four years shall elapse between service on a particular ADP and reappointment to the same panel.
- 4.2 If the jurisdiction would like to extend or renew an architect's term beyond two years, the architect must re-apply for this position through the AIBC. There is no automatic renewal, even when the jurisdiction would request or prefer this option. Extensions to appointment length are granted only in special circumstances and with the written permission of the AIBC. Architects should contact the AIBC and notify them of their continued interest in serving and advise the jurisdiction of the process. The AIBC would then formally notify the jurisdiction with a recommendation to accept the reappointment or provide them with a selection of new qualified nominees.
- 4.3 Architects AIBC who step down mid-way through their appointment must notify the ADP directly so that another architect member can be appointed.

### Retiring Architects

- 4.4 Architects AIBC who retire mid-way through their appointment term must notify the ADP directly so that another architect member can be appointed. Alternately, the Retired Architect AIBC may seek confirmation of approval from the jurisdiction to complete their appointed term. In either circumstance, the AIBC must be notified.

### Learning Units (LUs) for Voluntary Service

- 4.5 Architects who volunteer on an ADP are eligible to earn one (1) Non-core LU, per panel, per 12-month period.
- 4.6 These LUs must be self-reported to the AIBC in accordance with [Bulletin 80: Mandatory Continuing Education System \(CES\)](#).

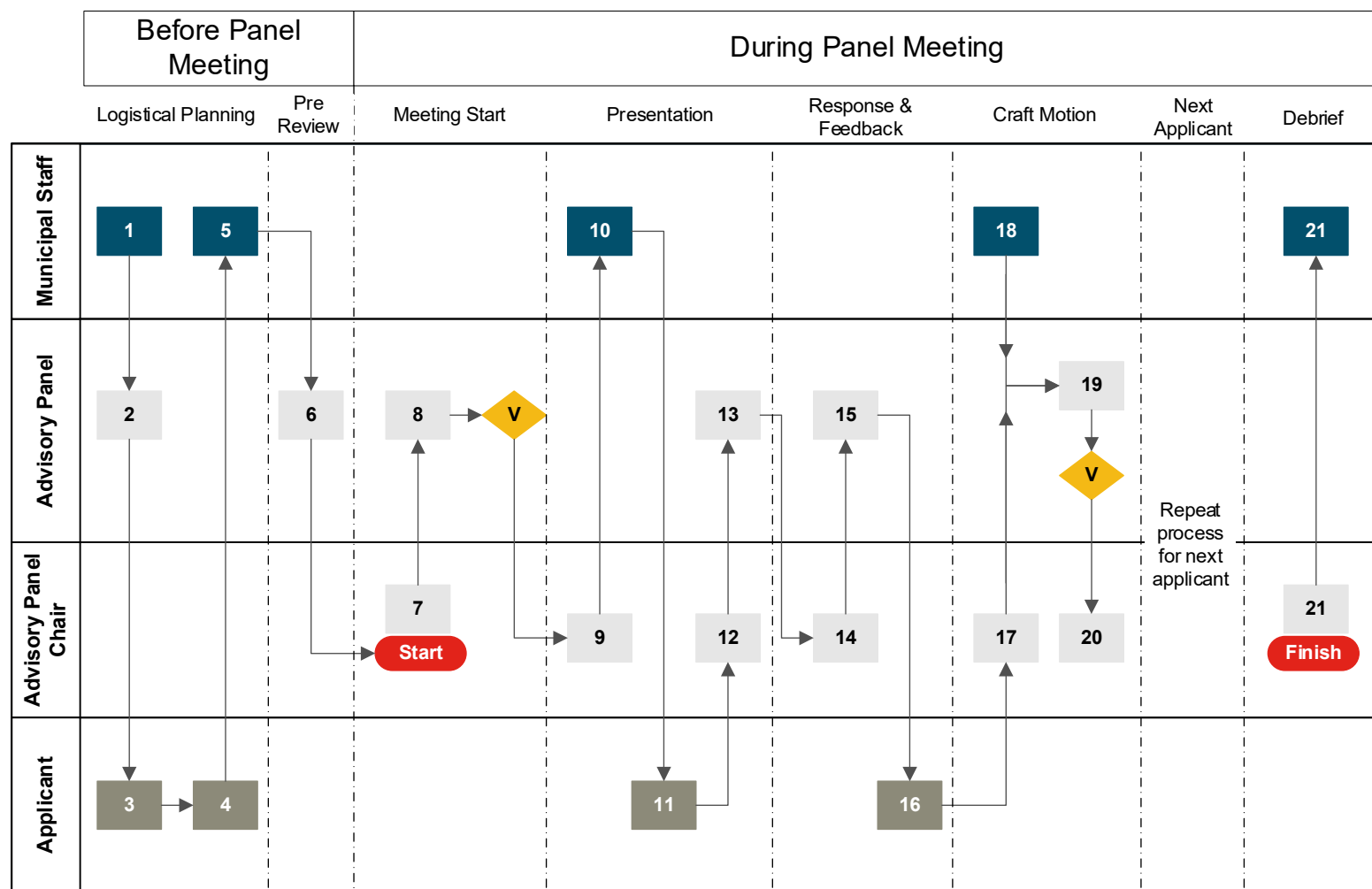
### AIBC Contact Information

- 4.7 Questions relating to ADPs can be sent to [designpanels@aibc.ca](mailto:designpanels@aibc.ca).

## **Practice Guideline Amendment History (2021)**

2021: February 10. ADP Frequently Asked Questions (FAQs) converted to a Practice Guideline. New graphic template applied. Additional guidance and clarity provided for Architects AIBC and Retired Architects AIBC, under special circumstances, serving on ADPs.

*The AIBC does not provide legal, accounting or insurance advice and expressly disclaims any responsibility for any errors or omissions with respect to legal, accounting or insurance matters that may be contained herein. Readers of AIBC documents are advised to consult their own legal, accounting or insurance representatives to obtain suitable professional advice in those regards.*





## Legend

1. Create agenda and select projects for review
2. Confirm date with panel members and confirm quorum
3. Applicant to confirm attendance. Prepare pre-panel package of information.
4. Release pre-panel package to municipal staff.
5. Release pre-panel package to panel members (minimum 7 days prior to meeting).
6. Panel members review applicant packages.
7. Chair call to order and reviews previous minutes and current agenda.
8. Panel members review and approve previous minutes.
9. Chair opens agenda and invites applicant to panel presentation.
10. Staff outline planning context and define what aspects panel needs to review.
11. Applicant clarifies staff comments and presents relevant aspects of the project.
12. Chair requests questions from panel members to clarify issues raised by the applicant presentation.
13. Questions to applicant from panel members.
14. Chair invites comments from panel members.
15. Comments from panel members.
16. The applicant is invited to make their final comments
17. Chair summarizes comments and seeks agreement from panel members. Calls for motion of support, non-support or support with conditions. Crafts conditions and commentary to applicant as part of motion. Call for vote.
18. Staff to clarify any unclear conditions prior to vote.
19. Panel members vote.
20. Chair confirms vote tally and thanks the applicants. Repeat process for next applicant.
21. Finish