

## Design Review Committee

- 4 (1) There is hereby created the Design Review Committee.

### Composition of the Committee

- (2) The Committee shall consist of not more than 12 members, who shall be appointed by Council in accordance with the following:
- (a) residents of the Municipality who have applied to Council to act as members;
  - (b) with the exception noted in clause (d), only those applicants with professional expertise in the fields of architecture, landscape architecture, urban design, city planning, structural engineering or a similar field shall be eligible as members of the Committee;
  - (c) where possible, the Committee shall be comprised of 4 architects, 2 landscape architects, 1 city planner or urban designer, 1 structural engineer, 1 professional at large from the above referenced professions, and 3 residents at large;
  - (d) where possible, at least one member with professional expertise in architecture should be an accredited professional in sustainable building design and construction.;
  - (e) with the exception of the resident at large member, members of the Committee must hold a professional degree in their respective fields;
  - (f) members of the Committee shall be appointed by Council for a period of two years with the exception of the original appointments by Council where five of the members shall be appointed for a period of one year;
  - (g) a member of the Committee shall be eligible for re-appointment;
  - (h) a member of the Committee who is absent from three consecutive meetings of the Committee without cause shall be deemed to have resigned from the Committee; and
  - (i) should a vacancy occur on the Committee, for any reasons other than the expiration of the term of a member, Council shall, within 30 days of notification of a vacancy, appoint a person to fill the vacancy, and the person so appointed shall hold office for the remainder of the term of the member in whose place he or she was appointed.

## **Meetings**

- (3) The Committee shall meet once each month, which may be in the evening, or hold additional meetings at the request of the majority of the Committee members.
- (4) A quorum of the Committee is four (4) members.
- (5) Where the Chair and Vice-Chair are absent from a meeting the Committee shall elect an Acting Chair for that meeting.
- (6) The procedure of the Committee shall be governed, where not inconsistent with the *Halifax Regional Municipality Charter* or this By-law, by Administrative Order No. 1 Respecting the Procedures of the Council.
- (7) Meetings of the Committee are open to the public.

## **Chair and Vice-Chair**

- (8) The Committee shall, at its first meeting and annually thereafter, elect from the members, a Chair and a Vice-Chair for the ensuing year.
- (9) The Chair shall represent the Committee at Council or a committee of Council.
- (10) The Chair shall act as spokesperson for the Committee.
- (11) The duties of the Chair, in whole or in part, may be shared with or delegated to the Vice-Chair in order to carry out the role and responsibilities of the Committee.

## **Committee Role**

- (12) The Committee shall review:
  - (a) site plan approval applications as per subsections (13) and (14) of section 5 of this By-law; and
  - (b) wind impact assessments as per Schedule S-2 of this By-law.
- (13) The Committee shall:
  - (a) approve, approve with conditions, or deny an application for substantive site plan approval consistent with the requirements of the Design Manual;
  - (a) seek and consider the advice of the Heritage Advisory Committee on site plan applications on registered heritage properties or abutting registered

heritage properties, and on applications within heritage conservation districts;

- (a) advise the Development Officer on matters pertaining to bonus zoning in relation to substantive site plan approvals; and
- (a) advise Council on potential amendments to regulation and policy to carry out the role and responsibilities of the Committee or to further the intent of this By-law as may be required from time to time.

#### **Remuneration of Committee Members**

- (14) Each member of the Committee may receive an honorarium at a rate set by Council for each application for which he/she has actively participated in the decision to either approve or refuse. Each member of the Committee may also be reimbursed for any necessary expenses incurred while engaged in official duties, provided such expenses are approved by the Chief Administrative Officer in advance.

#### **Appeal of Committee Decision**

- (15) A decision by the Committee to approve, approve with conditions, or deny a substantive site plan approval may be appealed to Council in accordance with the *Halifax Regional Municipality Charter*.