



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

Advisory Design Panels Meeting Matrix

*For more information, visit the jurisdiction website (those applicable are hyperlinked).

**Note that most meeting end times depend on how many projects need to be reviewed at the meeting.

Jurisdiction*	Meeting Schedule	Start Time**	Additional Information
District of Chilliwack	Meetings called on an “as needed” basis. Minimum 5 days notice given.	tbc	Free parking and light snacks/refreshments provided.
City of Delta	Panelists to mutually agree on dates	tbc	
City of Duncan	4 th Monday of each month (as required)	2:30 p.m.	
Township of Esquimalt	2 nd Wednesday of each month	3 p.m.	Free parking.
City of Langley	2 nd Wednesday of the month	tbc	
City of Maple Ridge	3 rd Wednesday of each month, except August and December	4 p.m.	Dinner is provided.
City of Nanaimo	2 nd and 4 th Thursday of each month	5 p.m.	Food provided if meeting has more than two projects to discuss. Free parking across the street. Meetings are usually 2 hours but more complex projects could lead to longer meetings.

City of New Westminster	4 th Tuesday of each month	3 p.m.	Free parking and refreshments (sandwiches, coffee/pop, veggies, cookies) provided.
City of North Vancouver	3 rd Wednesday of each month	5 p.m.	Dinner and refreshments provided. Free parking available after 5:30 p.m. in the staff parking lot.
City of North Vancouver – Heritage	2 nd Tuesday of each month	5:30 p.m.	Dinner and refreshments provided. Free parking available after 5:30 p.m. in the staff parking lot.
District of North Vancouver	2 nd Thursday of each month	Evening. Usually last 3 hours or longer.	Free parking. Dinner is provided.
District of Oak Bay	1 st Tuesday of each month	8:45 a.m.	
City of Parksville	2 nd Thursday of each month	2 – 4 p.m.	Coffee and water provided. Free parking.
City of Pitt Meadows	2 nd Wednesday of each month (meeting cancelled if no agenda items)	2 p.m.	Free parking and snacks provided.
City of Port Moody	3 rd Thursday of each month	7 p.m.	
City of Richmond	Meetings are twice a month, usually on the 1 st and 3 rd Wednesday of the month.	4 – 7 p.m.	Light refreshments provided. Free parking.
District of Saanich	1 st and 3 rd Wednesdays of each month (usually only meet once a month or less)	3 – 5 p.m.	Free parking. Coffee and water provided.

District of Squamish	3 rd Thursday of each month.	2 p.m., sometimes earlier depending on number of projects.	Try to not let meetings go past 5 p.m. Parking permits provided and travel reimbursement for members coming from Vancouver/Whistler. Snacks and refreshments provided. Lunch if the meeting is longer.
City of Surrey	Every other Thursday	5 p.m.	Sometimes meetings are cancelled due to no items. Usually no more than 12 meetings a year.
University Endowment Lands	2 nd Tuesday of each month (cancelled if no projects for discussion)	4 p.m.	Free parking.
University of British Columbia	1 st Thursday of each month (except August)	4 p.m.	Snacks and refreshments provided. Dinner provided at longer meetings. Pre-paid parking voucher provided.
City of Vancouver – Urban Design Panel	Every 2 weeks on a Wednesday. Special meetings convened when necessary	4 p.m.	Free two-hour parking between 8:30 a.m. – 5 p.m. No time limit outside those hours. Food provided.
City of Vancouver – First Shaughnessy	Every three weeks on a Thursday. No meetings in August. Additional meetings may be scheduled as needed.	4 p.m.	Free two-hour parking between 8:30 a.m. – 5 p.m. No time limit outside those hours. Food provided.
City of Vancouver - Chinatown	2 nd Thursday of each month (no meetings in August)	5:30 p.m. at the Chinese Cultural Centre	Food provided.

City of Vancouver – Gastown	3 rd Wednesday of each month	4 p.m. at the Woodward’s Heritage Building	Food provided.
City of Victoria	4 th Wednesday of each month.	12 p.m.	Lunch is provided. Free parking.
District of West Vancouver	3 rd Thursday of each month, except August	4:30 p.m.	Light dinner or snacks provided depending on length of agenda. Free parking.
Municipality of Whistler	3 rd Wednesday of each month	Meetings end at 4:30 p.m. Start time depends on number of items on agenda.	Travel reimbursement at the end of the year. Free parking. Lunch and snacks provided depending on time of meeting.
City of White Rock	Meets on an as-needed basis. Typically on Tuesdays. Usually no more than two times in one month. Usually average one meeting every two months.	3:30 p.m.	Free parking.