

The Mississauga Urban Design Advisory

Terms of Reference

1.0 Purpose of Mississauga Urban Design Advisory Panel:

The Mississauga Urban Design Advisory Panel (“Advisory Panel”) acts as an independent urban design advisory body to the Planning and Building Department.

The Advisory Panel is strictly an advisory body and makes recommendations only. It does not have the authority to approve or refuse projects or make policy decisions.

2.0 Duties:

2.1 To give advice and make recommendations to the Planning and Building Department on the potential physical and aesthetic impact of proposed buildings, structures, landscapes, streetscapes, parks and infrastructure projects in the community, including an evaluation of its relationship to the site and its surroundings.

2.2 To give professional advice to the Planning and Building Department regarding any proposed policy or guidelines affecting the community’s physical environment.

2.3 To ensure that the efforts to improve the quality of design through the reviews of the Advisory Panel are achieved in the context of an effective and timely process.

3.0 Scope of Work:

- All development, streetscape, parks and infrastructure projects in the City Centre.
- All major development applications in the following areas*:
 - City Centre;
 - Hurontario Street;
 - Streetsville - Queen Street;
 - Port Credit – Lakeshore Road and Hurontario Street;
 - Clarkson – Lakeshore Road;
 - Cooksville – Dundas Street and Hurontario Street;

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- selected high profile employment uses on significant transportation corridors;
 - developments at entrances into the City
 - Malton District
 - Lakeview District
- All major mixed use and high density residential development applications*.

* *The Commissioner of Planning and Building or in his/her absence the Director of the Development and Design Division has the discretionary powers to waive projects from the review of the Advisory Panel, if the project is not deemed to have significant community impact.*

4.0 Advisory Panel Membership:

- 4.1 The Advisory Panel will be comprised of not less than five (5) members. At least three (3) architects, one (1) landscape architect and one (1) other individual from a different discipline are needed for quorum.
- 4.2 The panel members will be selected by the Planning and Building Department from a pool of available designers for each meeting, based on their availability, potential conflict of interests and the scope of the project being evaluated.
- 4.3 The panel members are to be non-paid positions. Meals and travelling expenses will be covered by the City.
- 4.4 No member shall be appointed to the Advisory Panel, if they are employees of the City of Mississauga.
- 4.5 The panel members may be required to sign a confidentiality agreement in regards to presentation material forwarded to them as outlined in section 7.0 of the Terms of Reference.

5.0 Operation of the Advisory Panel:

- 5.1 The Director of the Development and Design Division will be responsible for the operation of the Advisory Panel.

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- 5.2 Meeting Schedule:
- Monthly meetings, as required.
- 5.3 The members of the Advisory Panel shall appoint, from their members, a Chairperson for each meeting.
- 5.4 The role of the chairperson is to preside over the discussions to ensure that matters brought forward before the Advisory Panel are fairly considered.
- 5.5 Any lobbying of the Advisory Panel members by the applicants is strictly prohibited. All conflicts of interest by the members of the Advisory Panel must be declared before the start of the meeting and remove themselves from any discussion of the item.
- 5.6 The Planning and Building Department will ensure that the proceedings of the meeting are properly recorded to the satisfaction of the chairperson.
- 5.7 Minutes of the meetings and the recording of the Panel Recommendations will be the responsibility of the Planning and Building Department.
- 5.8 Individual Advisory Panel Members should not be identified in the minutes, but specific comments can be recorded without attribution.
- 5.9 The Minutes will be reviewed by the Chair prior to being distributed to the Advisory Panel Members, relevant staff and the Applicant in final form.
- 5.10 Minutes will be sent to the Advisory Panel Members, Staff and the Applicant as soon as possible after the meeting, in order to provide staff and the applicant timely written summaries of the review.
- 5.11 Advisory Panel Members will be asked to approve the minutes at the next Advisory Panel Meeting and will have the opportunity to comment on the minutes at that time.

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- 5.12 Applicants will not have the opportunity or ability to request any changes to the minutes.

6.0 Meeting Procedure

- 6.1 Staff of the Planning and Building Department will make a brief presentation ten (10) minutes maximum of the project outlining its context, background, scope, related by-laws, design policies or guidelines and to reiterate the design concerns which they would like the advisory panel to address.

In addition, the Planning and Building Department will outline any Urban Design related aspects of the project which they would like the Advisory Panel to address.

- 6.2 The applicant is then given an opportunity for a brief presentation, ten (10) minutes maximum, of the project. Audio visual equipment would be available should applicant chose to make a power point presentation.
- 6.3 The Advisory Panel then reviews the presentation material, followed by a discussion on the merits of the design of the project.

Please note that the applicant **will not participate** during the Advisory Panel discussions unless requested by the chairperson. However, Advisory Panel members may ask questions of the project team on any aspect of their development proposal.

With the guidance of the chairperson, the Advisory Panel will formulate their recommendations for the project at the end of the Advisory Panel Meeting. If the Advisory Panel feels that more information is required, the project will be deferred to a later date.

- 6.4 The chairperson will ask the applicant for a brief response to the recommendations, if any.
- 6.5 Following the meeting, the Planning and Building Department will undertake a review of the recommendations and determine the appropriate actions to be taken by the applicant.

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6.6 The Planning and Building Department will advise the Advisory Panel on the actions taken, as a result of their recommendations, prior to the following Advisory Panel meeting.

7.0 Presentation Material:

7.1 The presentation material for projects to be reviewed must be submitted not less than **three (3) weeks in advance of the meeting.**

7.2 The presentation material should provide enough detail to be understood by the Advisory Panel members. This should include the following:

- Key plan;
- Coloured copies of the site plan, building elevat Appendix 1-Page 5
landscape plans;
- Photographs of the surrounding streetscape and adjacent lands;
- Coloured renderings, digital perspectives or a physical massing model showing the proposed development and its relationship to the adjacent lands;
- Floor plans for all ground related floors;
- Building elevations and materials;
- A brief project description;
- A letter from the design consultants addressing the merits of the proposed design recognizing: the design policies contained in the Official Plan and any applicable planning policies and urban design guideline documents and the surrounding building context.

7.3 All presentation material should be mounted on panels of no more than 0.9m x 1.2 m (3' x 4') in size.

In addition, twenty (20)** reduced copies of the presentation material in a bound booklet form of no more than 28 cm X 43 cm (11" x 17" landscape format) shall also be provided by the applicant to the Planning and Building Department.

7.4 The applicant may choose to prepare a PowerPoint Presentation with the above information to further explain the proposed application at the Advisory Panel Meeting.

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- 7.5 Meeting agendas along with copies of the presentation material and the Planning and Building Department information will be forwarded to the Advisory Panel members and the applicant, not less than **two (2) weeks in advance of the meeting.**

***depending on the magnitude of the project more copies may be required.*

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