



Corporate Report

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PDC JUN 25 2012

DATE: June 5, 2012

TO: Chair and Members of Planning and Development Committee
Meeting Date: June 25, 2012

FROM: Edward R. Sajecki
Commissioner of Planning and Building

SUBJECT: **Mississauga Urban Design Advisory Panel - Revised Terms of Reference and Protocol**

RECOMMENDATION:

1. That the Report dated June 5, 2012 from the Commissioner of Planning and Building entitled "Mississauga Urban Design Advisory Panel - Revised Terms of Reference and Protocol", be received for information.
2. That the Mississauga Urban Design Advisory Panel continue to operate under the direction of the Commissioner of Planning and Building, in accordance with the Revised Terms of Reference.

**REPORT
HIGHLIGHTS:**

- The Terms of Reference and Protocol have been revised to strengthen the Panel's review process in a manner not to influence land use decisions.
- The documents have also been revised to provide better clarity in the Panel review process.

BACKGROUND: On October 12, 2011, City Council adopted Resolution 0239-2011 (see Appendix 1), which directed the Planning and Building Department to revisit the Terms of Reference for the Mississauga Urban Design Advisory Panel and bring a report to a future Planning and Development Committee meeting with recommendations.

The Mississauga Urban Design Panel - Pilot Project was formed on May 29, 2007 and was continued on a permanent basis with Council approval March 1, 2010.

COMMENTS:

Purpose of the Mississauga Urban Design Advisory Panel (MUDAP)

The Mississauga Urban Design Advisory Panel acts as an independent urban design advisory body to the Planning and Building Department. The Panel gives advice and makes recommendations to the Planning and Building Department on the potential physical, spatial and aesthetic impact of proposed projects. The Panel is strictly an advisory body and makes recommendations to staff only. It does not have the authority to approve or refuse projects or make policy decisions.

Through detailed review of projects, the Panel members have made numerous improvements to proposals and have encouraged a higher design standard for future projects.

Concerns Expressed by City Council

City Council has expressed concerns with the role of the Panel in influencing policy and land-use decisions. Of particular concern were the Panel's comments from the minutes of a Panel meeting that were quoted in an Ontario Municipal Board (OMB) decision for an Official Plan and Rezoning application (see Appendix 1).

Revisions to Terms of Reference for the Mississauga Urban Design Advisory Panel

The two previous documents, Terms of Reference (2007), see Appendix 2, and Panel Meeting Protocol (2007), see Appendix 3, have been combined into one document – Revised Terms of Reference and Protocol (see Appendix 4). The new document will reflect the changes noted below and provide housekeeping amendments to add more clarity to meeting procedures, better define the submission requirements, reflect the changes to the new Mississauga Official Plan and provide accurate terminology.

1. Issue:

Projects are usually brought to the Panel early in the design phase so as to have greater influence on the design. However, some proposals with official plan policy or land use issues were brought to the Panel for urban design review, while the policy issues were still under consideration and in these instances were premature.

Recommendations:

If there are major policy or land use issues associated with an application, the Planning and Building Department will not bring the matter before the Panel.

The Planning and Building Department will ensure that the Panel is focused on urban design matters in a manner not to influence land use decisions.

Meeting agendas will be sent to the Ward Councillor's office for any proposal in their Ward.

2. Issue:

With each proposal, the Planning and Building Department poses questions to the panel to assist with directing the panel's review and design response. These questions, in some instances, were vague and created an unfocused dialogue.

Recommendations:

City staff will compose more focused questions for the Panel based on urban design issues that they are seeking advice on.

3. Issue:

During Panel deliberations, the proponent is present for the discussion. Sometimes the views of an individual panel member may not be the same as the final advice from the Panel. This could be contentious if the applicant were to use these individual views against the collective advice of the Panel to the Planning and Building Department.

Recommendations:

In-camera sessions without the applicant present will be utilized to ensure open discussions remain between the Panel and Planning and Building Department staff.

Only the recommendations from the Panel on the questions posed by City staff will be brought forward to the open discussion with the applicant.

4. Issue:

The minutes capture all the comments and discussions of the meeting. Sometimes, the minutes do not fully respond to the posed questions. This can be contentious, as the applicant could use the minutes against the City for the benefit of their application.

The minutes become more important in any legal proceedings including the Ontario Municipal Board, as the applicant cannot secure the attendance of any members of the Panel for such proceedings. Prior to the Panel meetings, the City requests the applicant to sign a waiver letter to ensure that they do not seek the Panel members attendance at such proceedings.

Recommendation:

The minutes of the meeting will only record the Panel's recommendations and their comments based on the specific questions posed by City staff.

5. Issue:

The Terms of Reference should address the new intensification policies in the new Mississauga Official Plan.

Recommendations:

The project locations that the Panel will review have been revised to reflect the structure in the new Mississauga Official Plan. The areas include the Downtown, Major Nodes, Community Nodes, Corporate Centres, Intensification Corridors, Major Transit Stations and Special Purpose Areas. The areas listed above represent locations for intensification and major development growth in the City.

The following phrase will be added to the Terms of Reference so as to include projects that may be outside these areas but warrant a review by the Panel. "The Commissioner of Planning and Building or in his/her absence the Director of the Development and Design Division has the discretionary power to waive or select projects for the Panel to review".

6. Issue:

There was no provision in the Terms of Reference for the term length for Panel member appointments.

Recommendation:

The revisions include clarity on the term length for Panel member appointments. As a housekeeping matter, a section providing conflict of interest guidelines, has also been added.

FINANCIAL IMPACT: The 2012 Planning and Building Department Operating Budget identifies \$5,000.00 for incidentals to operate the Mississauga Urban Design Advisory Panel.

CONCLUSION: The Planning and Building Department has had a great deal of success in reviewing development proposals with the Mississauga Urban Design Advisory Panel and have found that they have positively influenced urban design in the City. The proposed revisions to the Terms of Reference are intended to address City Council concerns and enhance the Panel meeting procedure and protocol.

ATTACHMENTS:

- Appendix 1: Council Resolution 0239-2011
- Appendix 2: Terms of Reference (2007)
- Appendix 3: Panel Meeting Protocol (2007)
- Appendix 4: Revised Terms of Reference and Protocol

Edward R. Sajecki
Commissioner of Planning and Building

Prepared By: Edward Nicolucci, Urban Designer

**Mississauga Urban Design Advisory Panel -
Revised Terms of Reference and Protocol**

File: MG.11.URB

Council Resolution 0239-2011

Moved by: J. Tovey, Seconded by: P. Mullin

WHEREAS the City of Mississauga has established an Urban Design Advisory Panel of well respected and knowledgeable professionals in planning, design, architecture, landscape architecture and transportation;

AND WHEREAS the Urban Design Advisory Panel's Terms of Reference delegate to them the responsibility to provide comment only, to Planning and Building Department staff on planning applications;

AND WHEREAS development applications not approved or in line with Mississauga's Official Plan are presented to the Urban Design Advisory Panel for comment;

AND WHEREAS the recent Ontario Municipal Board Decision on the Satellite property in Ward 2 considered comments from the Urban Design Advisory Panel in their final decision,

AND WHEREAS those comments were one factor in the Ontario Municipal Boards findings against the City of Mississauga;

AND WHEREAS it must be considered that future Ontario Municipal Board hearings may consider comments by the Urban Design Advisory Panel in rendering their decision;

NOW THEREFORE BE IT RESOLVED, that the Planning and Building Department be directed to revisit the Terms of Reference for the Mississauga Urban Design Advisory Panel and bring a report to a future Planning and Development Committee meeting with recommendations.

Carried

The Mississauga Urban Design Advisory Panel

Terms of Reference (2007)

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;
 - selected high profile employment uses on significant transportation corridors;

The Mississauga Urban Design Advisory Panel

- developments at entrances into the City
- 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.
- 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.

The Mississauga Urban Design Advisory Panel

- 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.
 - 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.

The Mississauga Urban Design Advisory Panel

- 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 may 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.
- 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 elevation plans and 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;

The Mississauga Urban Design Advisory Panel

- 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.

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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The Mississauga Urban Design Advisory Panel

Panel Meeting Protocol (2007)

Prior to the meeting

1. The Planner is to inform the applicant of the material requirements as noted Terms of Reference and the deadlines the information is required to the City in order for the applicant to make that designated panel meeting.
2. The Planner on file, together with the area manager and relevant involved staff (Urban Designer, Landscape Architect) will pose 1-3 questions regarding the application which they want the applicant to address and which they would like the Mississauga Urban Design Advisory Panel (MUDAP) to provide a peer review on.
3. A letter written by the coordinator of the MUDAP will be sent to the Panel Members outlining a brief summary of the proposal, the questions outlined in item (2), the information material provided by the applicant, and an agenda at least two (2) weekends prior to the panel date and cc'd to the applicant.
4. The Planner on the file is to contact the applicant at least two (2) days prior to the MUDAP meeting to ensure that the applicant is aware of the questions that have been proposed to them and to ensure that the applicant can confine their comments to ten (10) minutes maximum. The applicant is to be aware that all Panel Members have reviewed and received the information that the applicant prepared. No new information should be brought forward. This presentation should simply outline the main attributes of the proposal.

Please note that if a member of the applicants team is a member of MUDAP and has declared a conflict of interest, that member should not do the presentation to the Panel.

At the meeting

(Please note that all meetings will be recorded for accuracy of the MUDAP minutes)

5. The Panel Members will review the minutes from the previous meeting which have been e-mailed to them. Any comments on the minutes will be recorded and addressed in the minutes for the next meeting.
6. The applicant will be requested to enter the room to join the panel meeting. The applicant will have five (5) minutes to set up any equipment/boards they intend to use to aid in their presentation.

7. The planner coordinating the application will make a maximum ten (10) minute presentation on the context of the area. This will include the general location of the proposal, surrounding uses/buildings the Official Plan designations, zoning, design guidelines/control documents, etc. The Planner may also include any history of the site, former applications, and relevant public information. The Planner will then go over the questions to be addressed by the Panel Members. Other staff may be required to make a presentation on the context as it relates to the specific guidelines, etc. within the ten (10) minute timeframe.
8. The applicant will then make a ten (10) minute presentation on the information that was submitted to MUDAP for their review. This presentation is to highlight key aspects of the proposal and to address the questions that have been asked by the City.
9. MUDAP will then have a short period of questions for clarification in which staff, the moderator, or the applicant may be requested to respond to.
10. Once MUDAP has clarified all issues the applicant will be asked to leave for a short ten (10) minute *in camera* session to provide the Panel time to consolidate comments and formulate a direction. Only the Panel Members will be permitted to speak during this portion of the meeting unless requested to by MUDAP members.
11. MUDAP will then openly discuss the application with the applicant present. No one other than the panel may speak during this session unless requested to by MUDAP members.
12. The applicant will then be asked to rejoin the MUDAP meeting to receive the recommendations. The recommendations should take no more than ten (10) – fifteen (15) minutes. Each Panel Member will be given the opportunity to speak and then the Chair will summarize the comments discussed in camera.
13. MUDAP will then provide direction to the applicant on if they need to return to the Panel for a further review.
14. The meeting will then be adjourned.

After the Meeting

15. Staff will send a copy of the minutes to the Chair (or their designate) of MUDAP for their review and to ensure accuracy. Once the Chair (or their designate) has approved the minutes, the minutes, will be sent out to all other MUDAP members, to staff and to the applicant in Draft form to be approved at the next panel meeting.

The Mississauga Urban Design Advisory Panel

Terms of Reference and Protocol

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The 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 on 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 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 proposed development in the following areas*:
 - Downtown;
 - Major Nodes;
 - Community Nodes;
 - Corporate Centres;
 - Intensification Corridors;
 - Major Transit Stations;
 - Special Purpose Areas.

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- All major mixed use and high density residential development proposal/application.*

* *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 or accept projects for the review of the Panel.*

4.0 Advisory Panel Membership:

- 4.1 The Panel will be comprised of architects, landscape architects, urban designers and a transportation engineer. To establish quorum during the meetings, the Panel should not have less than five (5) members, at least three (3) architects, one (1) landscape architect and one (1) other individual from a different discipline.
- 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 Panel members will be appointed for a two year term. The terms of the Panel members will be staggered to ensure an orderly transition of the new members. The terms maybe extended depending on the composition of the Panel membership.
- 4.4 The Panel members are to be non-paid positions. Meals and travelling expenses will be covered by the City.
- 4.5 No member shall be appointed to the Panel, if they are employees of the City of Mississauga.
- 4.6 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 Presentation Material.
- 4.7 Each Panel member has the duty to advise the Panel Coordinator and the Chair of any conflict of interest prior to a project review. If a conflict of interest arises, the Panel member shall decline to participate in the project review and remove themselves from the meeting. A conflict of interest is defined as any Panel member having a financial, personal or business interest in the project (e.g.

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retained as a consultant for the same project), or where multiple interests, one of which could influence, corrupt or exploit a decision, or where the appearance of a conflict exists. Any declared conflicts will be recorded in the minutes.

- 4.8 A member shall cease to be a member of Panel if absent from three successive meetings without authorization from the Panel Coordinator.

5.0 Operation of the Advisory Panel:

- 5.1 The Director of the Development and Design Division as Panel Coordinator will be responsible for the operation of the Panel.
- 5.2 Meeting Schedule:
- Monthly meetings, as required.
- 5.3 The members of the Panel shall appoint a Chair from their members. An alternate Chair will be appointed in the event the Chair is absent.
- 5.4 The role of the Chair is to preside over the discussions to ensure that matters brought forward before the Panel are fairly considered.
- 5.5 Any lobbying of the Panel members by the proponents is strictly prohibited. All conflicts of interest by the Panel members must be declared before the start of the meeting and remove themselves from any discussion of the item.
- 5.6 The Panel meetings will be recorded to assist City staff and the Chair in accurately documenting the meeting minutes. Once the meetings minutes have been approved by the Panel the recording will be destroyed.
- 5.7 Individual Panel members should not be identified in the minutes, but specific comments can be recorded without attribution.
- 5.8 The draft meeting minutes will be prepared by City staff and then sent to the Panel Chair to ensure accuracy and 'draft approval'.

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- 5.9 Once the Chair has 'draft approved' the minutes, they will be sent to the other Panel members either via e-mail or as part of a material submission for the next meeting.
- 5.10 The 'draft approved' minutes will be reviewed and approved by the Panel members at either the next Panel meeting or via email correspondence.
- 5.11 Comments on the 'draft approved' minutes will be recorded and addressed in the revised minutes for the next meeting or via email confirmation. Once approved by the Panel members they will be deemed 'final minutes'.
- 5.12 The 'final' minutes will be sent to the proponents and City staff. Proponents will not have the opportunity or ability to request any changes to the minutes. The final minutes reflect the recommendations and comments of the Panel and provide advice to City staff and the proponent.

6.0 Meeting Procedure:

- 6.1 In order to hold a designated Panel meeting, City staff will inform the proponent of the presentation material requirements (as noted in section 7.0) and the deadlines for the required information to be received by the City.
- 6.2 The proponent will courier or send via email, a copy of their computer presentation (i.e. PDF, PPT format) to the City 2 days in advance of the Panel meeting. The proponent's computer presentation will be loaded onto the City's computer projection/equipment. It is unacceptable to receive a revised computer presentation or to provide additional equipment on the day of the meeting.
- 6.3 City staff, together with the area manager will pose 1 to 3 specific questions regarding the project which they would like the Panel to review and provide advice.
- 6.4 A letter written by the Panel coordinator (or designate) will be sent to the Panel members outlining a brief summary of the proposal, the questions outlined in item section 6.3, the presentation material provided by the proponent (section 7.0), and an agenda, at least

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- two (2) weeks prior to the Panel meeting and copied to the proponent and the Ward Councillor.
- 6.5 City staff will contact the proponent at least two (2) days prior to the Panel meeting to ensure that the proponent is aware of the question(s). If requested, the proponent will sign and provide the City a copy of the 'Acknowledgement, Undertaking and Wavier' agreement letter.
 - 6.6 The proponent will be invited into the meeting room by City staff. The proponent will have five (5) minutes to set up any equipment/boards they intend to use to aid in their presentation. As stated in section 6.2, the proponent's computer presentation will be loaded onto the City's computer projection/equipment.
 - 6.7 Following introductions and any explanatory instructions by the Chair, City staff will make a brief presentation to a maximum of ten (10) minutes. City staff may outline the projects context, background and scope and highlight related planning and urban design, policies and/or guidelines.
 - 6.8 In addition, City staff will ask the Panel to address the specific question(s) and outline any urban design related aspects of the project which they would like the Panel to review and provide advice on.
 - 6.9 At the conclusion of the City staff's presentation, the Panel may ask for 'Questions of Clarifications' to City staff.
 - 6.10 The proponent will be limited to a ten (10) minute maximum presentation. In an effort to be brief, the proponent should expect that the Panel members have received and reviewed the material information. No new information should be brought forward after the material submission has been received. The presentation should simply outline the main attributes of the proposal.
 - 6.11 At the conclusion of the proponent's presentation, the Panel may ask for 'Questions of Clarifications' to the proponents.
 - 6.12 The proponent will be asked to leave the meeting room and stand-by until requested to return. Panel members will deliberate in an In-

The Mississauga Urban Design Advisory Panel

camera (closed door) session to make their final recommendations and comments.

- 6.13 During the In-camera session, the Chair will ask each Panel member to speak and give their comments based on the merits of the project and to give advice on the specific question(s). The Chair will collectively formulate the various comments and build consensus to develop a few succinct final recommendations and comments for the project.
- 6.14 City staff will ask the proponent to return to the meeting room when the Panel members have concluded the In-camera session. Only the Chair may ask the proponent additional questions or for a brief response to any of the Panel recommendations or comments.
- 6.15 One of the Panel recommendations could be that the proponent return to a future Panel meeting with the recommendations and comments addressed.
- 6.16 Following any additional thoughts, the Chair will state that the meeting is adjourned and/or begin the next project review that will proceed in the same manner.
- 6.17 The final minutes will be distributed to City staff and the proponents.
- 6.18 The Planning and Building Department should advise the Panel on the actions taken, as of a result of their recommendations and comments at the next Panel meeting.

7.0 Presentation Material:

- 7.1 Project presentation material 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 Panel members. This should include the minimum following information:
 - A brief description and statistics of the project;
 - Letter addressing the merits of the project in matters related to planning, urban design, policies, guidelines, etc.;
 - Address;
 - Key Plan and Context Plan;

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- Contextual/character area, images and information;
- Conceptual master plan;
- Site plan drawing; Ground and floor plan drawings;
- Conceptual landscape drawings;
- Building elevations drawings;
- Perspective renderings;
- Cross-section drawings;
- Sun/shadow standards study;
- Signed copy by proponent of the Acknowledgement, Undertaking & Waiver form (if required);
- Sketch-Up model (if possible).

7.3 The presentation material should be prepared for a computer and projection system/equipment (i.e. PDF or PPT format). As an alternative or in addition to computer presentation, presentation material could be mounted on panels of no more than 0.9 m x 1.2 m (3' x 4') in size.

7.4 The proponent shall prepare twenty five (25)** reduced copies of the presentation material in a bound landscape format booklet of no more than 28 cm X 43 cm (11" x 17") in size.

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

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