

The Mississauga Urban Design Advisory Panel

Terms of Reference and Protocol

1.0 Purpose of the Mississauga Urban Design Advisory Panel:

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

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-

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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;
- Pedestrian Wind Comfort and Safety Study;
- Signed copy by proponent of the Acknowledgement, Undertaking & Waiver form;
- 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 twelve (12)** reduced copies of the presentation material in a stapled 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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