
Date: July 21, 2020

Subject: Terms of Reference

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 to staff 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 review development proposals to ensure the goals of the Official Plan and other City policies are met within the context of urban design.
 - 2.3 To give professional advice to the Planning and Building Department regarding any proposed policy or guidelines affecting the community’s physical environment.
 - 2.4 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.
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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.
- All major mixed use and high density residential development applications.

*The Commissioner of Planning and Building or in their 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 four (4) members, at least one (1) or more architect and one (1) or more other 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 three (3) 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 will be required to sign a confidentiality agreement in regards to presentation material forwarded to them as outlined in Section 7.0 Information Package and Presentation Requirements.
- 4.7 Each Panel member has the duty to advise the Panel Coordinator 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 (ie. 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 will delegate responsibility to an Urban Design Staff Member as Panel Coordinator who will be responsible for the operation of the Panel.
- 5.2 Mississauga Urban Design Advisory Panel (MUDAP) meetings will be mandatory for a complete application when identified during a Development Application Review Committee (DARC) meeting or Pre-application Meeting (PAM). The requirement will be deemed complete when the meeting is attended by the applicant unless an exception is granted by the Director of Development and Design.
- 5.3 Meeting Schedule: Meetings and submission deadlines will be posted to the Mississauga Urban Design Advisory Panel website. The meetings will take place monthly on an as needed basis with a break during the summer and winter holiday seasons.

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- 5.4 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.
 - 5.5 The role of the Chair is to preside over the discussions to ensure that matters brought forward before the Panel are fairly considered.
 - 5.6 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.
 - 5.7 Panel reviews will be confidential and will be advisory exclusively to Planning and Building Staff. Panelists will make their recommendations with the applicant in the room. The applicant may observe panel deliberations but cannot ask questions or make recommendations.
 - 5.8 Panel's comments will be based on Council-approved Official Plan policy and associated policies of the City. The Panel's comments will range from an acknowledgement of the positive design qualities of a proposal, to suggestions that encourage a design which better complies with Official Plan Policy and relevant guidelines. At the discretion of Planning & Building Staff, recommendations found to be in conflict with approved Official Plan Policy or Guidelines may be dismissed.
 - 5.9 The Panel meetings will be recorded to assist City staff and the Chair in accurately documenting the meeting minutes. The recording will be retained by the City according to Mississauga's records retention policies.
 - 5.10 Individual Panel members should not be identified in the minutes, but specific comments can be recorded without attribution.
 - 5.11 The draft meeting minutes will be prepared by City staff and then sent to the Panel Chair to ensure accuracy and 'draft approval'.
 - 5.12 Once the Chair has 'draft approved' the minutes, they will be sent to the other Panel members via e-mail for review and 'final approval'.
 - 5.13 The 'draft approved' minutes will be reviewed and approved by the Panel members via email correspondence.
 - 5.14 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. The communication will summarize the Panel's comments with respect to the proposed development in relation to the Official Plan and applicable City policies.

6.0 Meeting Procedure:

- 6.1 In order to hold a 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. The Information Package requirements, list of applicant attendees and presenter(s), and signed waiver form must be received by the submission deadline or the project will be cancelled.
- 6.2 The proponent will send via email, a copy of their computer presentation (i.e. PDF, PPT format) to the City one (1) week in advance of the Panel meeting. The proponent's

computer presentation will be loaded onto the City's computer projection/equipment on the day of the Panel meeting.

* Note the presentation should not cover context, by-laws, and OP policies, as this will be covered in the staff presentation. No new drawings may be placed in the presentation. All information should be in the panel documents.

- 6.3 A letter written by the Panel coordinator (or designate) will be sent to the Panel members outlining a brief summary of the proposal, the presentation material provided by the proponent (Section 7.0), and an agenda, at least two (2) weeks prior to the Panel meeting and copied to the proponent.
- 6.4 The proponent will sign and provide the City a copy of the 'Acknowledgement, Undertaking and Wavier' agreement letter.
- 6.5 The proponent will be invited into the meeting room by City staff. The panel chair will introduce themselves and ask the panellists to introduce themselves. As stated in section 6.2, the proponent's computer presentation will be pre-loaded onto the City's computer projection/equipment.
- 6.6 The document 'Chair Protocol' will be followed by the Chair for the meeting format. 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 will outline the projects context, background and scope and highlight related planning and urban design, policies and/or guidelines.
- 6.7 Following the staff presentation the proponent will make 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.**
- 6.8 At the conclusion of the proponent's presentation, the Panel may ask for 'Questions of Clarifications' to both staff and the proponents and make 'Recommendations' in a round table format. The applicant must not ask the Panel questions or make recommendations.
- 6.10 After the round table the Chair may ask the proponent additional questions or for a brief response to any of the Panel recommendations or comments. Panel members may speak if requested by the chair.
- 6.11 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.
- 6.12 The final minutes will be distributed to City staff and the proponents via email.
- 6.13 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 Information Package and Presentation Requirements:

- 7.1 The Information Package must be submitted not less than three (3) weeks in advance of the meeting.
- 7.2 *The Information Package must provide enough detail for the project to be understood by the Panel members. This should include the minimum following information:
- Address, page numbers, name of the project, consultants, and applicants
 - 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.;
 - Key Plan and Context Plan;
 - 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).

*In addition to the material listed above an Information Package Requirement letter will be provided with other submission requirements that must be completed.

- 7.4 The proponent shall prepare one (1) digital PDF and eight (8) hard copies of the Information Package 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.
- 7.3 An abbreviated Presentation must be prepared for a computer and projection system/equipment (PDF or PPT format). The Presentation cannot contain any new drawings or information that was not contained in the Information Package and must be provided at least one (1) week in advance of the Panel meeting or the project will be cancelled.