

University Endowment Lands ADVISORY DESIGN PANEL

TERMS OF REFERENCE

The following are the Terms of Reference for the University Endowment Lands (UEL) Advisory Design Panel, herein referred to as the "Panel".

1.0 Function of the Panel

To provide advice, recommendations and comments to the Manager in accordance with Policy 4.1 (b) of the UEL Official Community Plan and Section 55 of the UEL Community Advisory Council (CAC) Bylaw.

2.0 Meetings

Shall be in accordance with Section 63 of the UEL Community Advisory Council (CAC) Bylaw, and shall be conducted in accordance with the rules of procedure and conduct of meetings outlined in sections 10.0 and 11.0, below.

3.0 Quorum

Shall be in accordance with Policy 4.1 (b) of the UEL Official Community Plan and Section 64 of the UEL Community Advisory Council (CAC) Bylaw.

4.0 Composition of the Panel

Shall be in accordance with Policy 4.1 (b) of the UEL Official Community Plan and Sections 54, 57 and 58 of the UEL Community Advisory Council (CAC) Bylaw, as follows: 7 Professional Members and two residents elected from each of the 4 area neighbourhoods (Neighbourhood Members). Neighbourhood members participate in the ADP review process only for proposals within their own neighbourhood.

5.0 Chair, Vice-Chair and Secretary

Shall be in accordance with Policy 4.1 (b) of the UEL Official Community Plan and Section 62 of the UEL Community Advisory Council (CAC) Bylaw.

6.0 Remuneration

Shall be in accordance with Policy 4.1 (b) of the UEL Official Community Plan and Section 61 of the UEL Community Advisory Council (CAC) Bylaw, members shall serve without remuneration, but they may be paid reasonable and necessary expenses.

7.0 Qualifications for Appointment

Shall be in accordance with Policy 4.1 (b) of the UEL Official Community Plan and Sections 56, 57 and 58 of the UEL Community Advisory Council (CAC) Bylaw.

8.0 Ceasing to be a Panellist

Shall be in accordance with Section 59 of the UEL Community Advisory Council (CAC) Bylaw.

9.0 Expulsion of Panellists

Shall be in accordance with Section 60 of the UEL Community Advisory Council (CAC) Bylaw.

10.0 Rules of Procedure

10.1 Regular Meetings

The Panel shall meet monthly, as required, on the first Tuesday of each month. Meetings shall be held in the UEL Public Works lunchroom, located at 5495 Chancellor Boulevard, unless another time, date or place is fixed by the Manager at the previous meeting or by special notice.

10.2 Special Meetings

The Panel shall meet for a special meeting at the request of the Manager within 10 business days of receiving notice from the Manager of the request for such meeting.

10.3 Notice to Members

Notice of a meeting, together with the Agenda and available staff reports for the meeting, shall be delivered to each member 5 to 10 calendar days prior to the meeting. Notices may be delivered by mail, courier or electronically.

10.4 Notice to Applicants

An applicant for development permit, amendment to a development permit or a variance shall be notified in writing of the date, time and location of the panel meeting 5 to 8 days prior to the meeting at which the matter will be considered by the panel. . Notices may be delivered by mail, courier or electronically.

10.5 Notice to the Public

(a) The meeting agenda shall be mailed to those who have submitted written comments during the public review period specified for the application to be considered by the panel at the meeting. This notice will be mailed by the Wednesday prior to the meeting at which the matter will be considered by the panel.

(b) Best efforts will be made to post meeting agendas to the UEL website by the Friday prior to the meeting.

10.6 Quorum

Shall be in accordance with Policy 4.1 (b) of the UEL Official Community Plan and Section 64 of the UEL Community Advisory Council (CAC) Bylaw.

11.0 Conduct of Meeting

11.1 The order of business shall be as set out in the Agenda generally as follows:

- (a) Call to Order
- (c) Introductions
- (b) Adoption of the Agenda
- (d) Development Permit Application Review

- i) staff introduce the application
 - ii) applicant/representative briefly presents the design concept and rationale
 - iii) the Panel and staff may ask questions of clarification
 - iv) Neighbourhood Panellists present neighbourhood context and any feedback they have received
 - v) Meeting closed to all persons other than the applicant, applicant's consultant/representative and UEL staff
 - vi) the Panel discusses the application
 - vii) the Panel prepares its recommendations to the Manager
 - viii) Applicant, applicant's consultant/representative leave the meeting
- (e) Adoption of the Minutes of the Previous Advisory Design Panel Meeting
- (f) Meeting Adjournment

Order of business can be changed by resolution of ADP members present.

11.1 All decisions of the Panel shall be made by resolution and by a majority vote of all members present. In the case of a tie vote, the resolution will be deemed to have been defeated. Dissenting views of any panellist will be formally recorded at the request of that panellist.

11.2 The members shall make known any involvement they may have in an application being reviewed by the Panel, or any other close relationship that might be deemed or appear to constitute a conflict of interest. The member shall withdraw from the meeting for that matter before the panel.

Members of the Panel will be guided by their respective professional codes of conduct.

Any members of the Panel contacted by applicants will refer them to the Manager, UEL Administration.

- 11.3 (a) For the whole time that the Panel is considering a development permit application or variance, the applicant for the development permit or variance is entitled to attend and be heard.
- (b) No persons other than the applicant, applicant's consultants/representatives, or UEL staff shall be given permission to make a presentation at the meeting, except under special circumstances agreed to by the applicant and the UEL Manager.
- (c) No persons other than the applicant, applicant's consultants/representatives, or UEL staff shall be present for Panel deliberations.

11.4 Minutes shall be taken of all meeting of the Panel.

Minutes shall:

- (a) record those present and those absent
- (b) record a synopsis of:

- review of the proposed development by the applicant
 - questions by panellists
 - planning department comments
 - comments by panellists about the proposed development
 - summary of neighbourhood feedback by Neighbourhood panellists
 - a brief summary of key points considered
 - a brief recommendation, or comments, to the Manager
 - Any dissenting views, as per 11.1, above.
- (c) be reviewed and signed by the Chair and the Recording Secretary
- (d) be distributed to members of the Panel prior to the next meeting of the Panel
- (e) be distributed in the form of the relevant excerpt to each applicant and/or agenda
- (f) be subject to correction at the next meeting of the Panel.
- (g) be posted onto the UEL website following approval.

Approved by the Community Advisory Council April 7, 2010.