



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 design and technical advice on matters referred by the UEL Manager in accordance with Section 4.1(b) of the UEL Official Community Plan (“OCP”) with community members focused especially on the best interests of the neighbourhood and wider community, while architects, landscape architects and engineers serving on the Panel bring forward their professional expertise.

2.0 Meetings

Shall be in accordance with Section 4.1(b) of the OCP 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 Section 4.1(b) of the OCP.

4.0 Composition of the Panel

Shall be in accordance with Section 4.1(b) of the OCP.

5.0 Chair, Vice-Chair and Secretary

Shall be in accordance with Section 4.1(b) of the OCP.

6.0 Remuneration

Service on the Panel is voluntary and shall be without compensation. Professional Panel members will be reimbursed for disbursements necessary for the business of the Panel that have been approved in advance by the UEL Manager in accordance with Section 4.1(b) of the OCP.

7.0 Qualifications for Appointment

Shall be in accordance with Section 4.1(b) of the OCP.

8.0 Ceasing to be a Panelist

Shall be in accordance with Section 4.1(b) of the OCP.

9.0 Expulsion of Panelists

Shall be in accordance with Section 4.1(b) of the OCP.

10.0 Rules of Procedure

10.1 Regular Meetings

Shall be in accordance with Section 4.1(b) of the OCP. The Panel shall meet monthly, as required, on the second Tuesday of each month. Meetings shall be held either in the UEL Public Works meeting room, located at 5495 Chancellor Boulevard, or by

videoconference or teleconference (including over the Internet) so long as all persons participating can hear each other at the same time.

10.2 Special Meetings

The Panel shall meet for a special meeting at the request of the UEL Manager within 10 business days of receiving notice from the UEL 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 an application that has been referred to the Panel 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 delivered 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 delivered by mail, courier, or electronically 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.

11.0 Conduct of Meeting

11.1 All participants involved in this panel are expected to adhere to a high standard of professional conduct throughout its duration, demonstrating ethical behavior, respect, and accountability towards one another and any interested parties involved.

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

- (a) Call to Order
- (b) Confirm Quorum – Community members shall be counted in quorum only for proposals within their respective neighbourhood(s).
- (c) Introductions
- (d) Adoption of the Agenda
- (e) Adoption of the Minutes of the Previous Advisory Design Panel Meeting
- (f) Application Review
 - i. UEL staff introduce the application
 - ii. Applicant and/or applicant's representative(s) briefly presents the design concept and rationale
 - iii. The Panel and UEL staff may ask clarification questions
 - iv. Meeting closed to all persons other than the applicant and/or applicant's representative(s), Panel, and UEL staff.
 - v. The Panel discusses and deliberates on the application
 - vi. The Panel prepares and votes on its recommendations to the UEL Manager
 - vii. Meeting opened up to all persons
- (g) Meeting Adjournment

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

- 11.3 Community members attending meetings for proposals not within their neighbourhood are welcome to observe but are not permitted to participate in the Application Review as outlined in Section 11.2(f), above.
- 11.4 All recommendations 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 member will be formally recorded at the request of that member.
- 11.5 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.
- 11.6 Professional members of the Panel will be guided by their respective professional codes of conduct.
- 11.7 Any members of the Panel contacted by an applicant will refer the applicant to the UEL Administration.
- 11.8 For the whole time that the Panel is considering an application, the applicant for that application is entitled to attend and to be heard.
- (a) No persons other than the applicant and/or applicant's representative(s), 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.
- (b) No persons other than the applicant and/or applicant's representative(s), Panel, or UEL staff, shall be present for the closed meeting deliberations.
- 11.9 Minutes shall be taken of all meetings of the Panel.

Minutes shall:

- (a) record those present
- (b) record a synopsis of:
- presentation(s) made by applicant(s)
 - questions by panelists
 - UEL staff comments
 - comments by panelists about the application
 - key points considered
 - Panel recommendations (by resolution), and comments to the UEL Manager
 - any dissenting views, per 11.4, 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 subject to correction and proposed for adoption at the next meeting of the Panel or, at the discretion of the Chair, may be adopted via electronic transmission (e.g., email).
- (f) be distributed in the form of the relevant excerpt to each applicant.
- (g) be posted onto the UEL website following adoption.

- 12.0 Revisions to the Terms of Reference
Shall be in accordance with Section 4.1(b) of the OCP.