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<b>SUBJECT</b>	Advisory Urban Design Panel Terms of Reference - Revisions
<b>SUBMITTED TO</b>	Governance Committee
<b>MEETING DATE</b>	June 9, 2021
<b>SESSION CLASSIFICATION</b>	Recommended session criteria from Board Meetings Policy: OPEN
<b>REQUEST</b>	Action requested - Recommendation to Board for approval IT IS HEREBY RESOLVED that the Governance Committee recommends that the Board of Governors approve proposed revisions to the Advisory Urban Design Panel Terms of Reference as set out in Appendix 1.
<b>LEAD EXECUTIVE</b>	Robin Ciceri, Vice-President External Relations
<b>SUPPORTED BY</b>	Michael White, Associate Vice-President Campus & Community Planning

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#### PRIOR SUBMISSIONS

The subject matter of this submission has been considered previously by the Governance Committee on the following occasion:

1. [November 26, 2018](#) (OPEN) Revisions to the AUDP Terms of Reference, as follows:  
The addition of a second landscape architect bringing the total number of panel members to eight (8).

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#### EXECUTIVE SUMMARY

In July 2002, the Board of Governors established the Advisory Urban Design Panel (AUDP) to provide key advice in the development permit processes that are applied to all major capital projects on campus. The UBC Board of Governors Terms of Reference for the AUDP requires members be appointed by the Board, and comprised of three architects nominated by the Architectural Institute of British Columbia (AIBC), two landscape architects nominated by the British Columbia Society of Landscape Architects (BCSLA), one representative from the development industry, one UBC faculty member and one UBC staff member.

Under the current Terms of Reference (December 2018):

- “The Chair shall have the power to make a decision in the event of a tie vote.” (Section 5)
- “Members are appointed by the UBC Board of Governors for a term of two years. A member may be reappointed for a second term of two years, but no member shall serve more than four consecutive years.” (Section 7)

Campus and Community Planning recommends the following revisions:

- Removal of “The Chair shall have the power to make a decision in event of a tie vote” (Section 5) to align with Robert’s Rules of Order whereby a majority vote is required to pass a motion.
- Inclusion of a one-year term option whereby members are appointed by the UBC Board of Governors for a term of one or two years. A member may be reappointed for additional terms, but no member shall serve more than four consecutive years. (Section 7)
- Grammatical changes to Section 7 title for clarity.

## RATIONALE AND BENEFITS

Staff have sometimes been challenged to recruit panel members and have received feedback that a term of one year could provide flexibility to attract and retain members. Staff make this recommendation with the intent of maximizing the length of members' terms when candidates are able, while maintaining a good rotation schedule amongst the members' appointments.

The proposed revisions to the Advisory Urban Design Panel's Terms of Reference are provided in Appendices 1.

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## APPENDICES

1. Proposed revisions to the Advisory Urban Design Panel Terms of Reference, December 2018

# UBC Advisory Urban Design Panel

## Terms of Reference

Revised ~~December 2018~~ June 2021

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### 1. Overview

Design review is increasingly an important component of local governance providing a community with the opportunity to examine the design of projects as they affect the form and character of the community. Design review ensures that there is consistency and uniformity in approach and suitability in building and site design.

Typically, design review is undertaken on behalf of local government by means of an Advisory Design Panel. The Advisory Design Panel receives its authority through terms of reference, including a formalized procedure, adopted by the governing body of the municipality. That mandate usually involves the review of preliminary site and building design, associated comments on the site plan, proposed landscape treatment, and building form and character as each relates to the contextual experience of the site.

Within this context, The University of British Columbia has established an Advisory Urban Design Panel (AUDP) to assist its public development process for both institutional and non-institutional uses on Point Grey Campus.

The University will review all proposed projects for compliance with a number of University land use, planning and design policies for all lands under its jurisdiction.

The development approval process for both institutional and non-institutional projects is documented in UBC Policy 92: Land Use and Permitting.

### 2. Mandate of the Panel

The Advisory Urban Design Panel is an advisory body created by the University and will advise the University and its officials and the Board of Governors with respect to institutional projects, and will advise the Development Permit Board with respect to non-institutional developments. The AUDP will provide advice relating to building and on-site development works including specifically, building design and landscaping.

The Chair of the AUDP will provide Campus and Community Planning with the Panel's considerations and resolutions on all matters brought before it.

The role of the Panel will include reviewing a development's relationship to the public streets and spaces, as well as neighbouring development, within the context of the Board of Governors' established *Planning Principles*, the *Vancouver Campus Plan*, *Land Use Plan* and appropriate *Neighbourhood Plans*.

The Panel is a group of volunteers who, through their professional association (where appropriate), have agreed to advise the University. Their recommendations are advisory and non-binding. Through their advice to the Development Permit Board and the Board of Governors, the Panel is a vital part of the regulatory development review process at the University.

### **3. Purpose of the Panel**

The Advisory Urban Design Panel will ensure that the best interests of the University and its stewardship mandate, as reflected in the plans and procedures of the University, are fully addressed by future proposed buildings on all University lands. The Panel will act in a manner consistent with other municipal advisory design panels, but more particularly as described in these Terms of Reference.

The intent of the Panel is not to judge the design, but rather to articulate the design issues to be addressed. The Advisory Urban Design Panel shall be supported by staff in Campus and Community Planning.

### **4. Composition of the Panel**

The Advisory Urban Design Panel is comprised of eight (8) voting members as follows:

- 4.1 Three (3) professional Architects
- 4.2 Two (2) professional Landscape Architects
- 4.3 One (1) representative from the Development Industry
- 4.4 Two (2) members of UBC faculty and staff
- 4.5 At least two of the five architects and landscape architect members shall have demonstrated excellence in environmental design and green buildings or sustainable landscapes.

### **5. The Chair**

The Panel shall elect annually from among its members a Chair and, to serve in cases where the Chair cannot be present, a Vice-Chair. The Chair must be a registered Architect.

The Chair, or in the absence thereof, the Vice-Chair, shall preside at all meetings of the Panel. If neither is able to be present, the Panel shall by resolution elect one of its members to act as Chair for that meeting.

The Chair shall be a voting member of the Panel. ~~The Chair shall have the power to make a decision in the event of a tie.~~

### **6. Qualifications for Appointment**

The members of the Panel must be persons who are:

- 6.1 Residents within the Greater Vancouver Regional District;
- 6.2 Qualified in one of the fields outlined within the section entitled "Composition of the Panel"; and
- 6.3 Not a member of the Board of Governors or member of the Board of Directors of UBC Properties Trust.

In making appointments to the Panel, the Board of Governors will seek to appoint persons who are knowledgeable in matters of design and aesthetic judgement by virtue of training, education, and/or experience, possessing qualities of impartiality and broad

judgment and, where at all possible, will have good knowledge of the UBC community and its needs.

## **7. Terms of Appointment to [the Panel](#)**

Campus and Community Planning recommends nominations to the Panel for approval. Three members shall be appointed from nominations received from the Architectural Institute of British Columbia (AIBC), two members shall be landscape architects appointed from nominations received from the British Columbia Society of Landscape Architects (BCSLA). One member shall represent the development industry, one member shall be UBC staff and one member shall be UBC faculty.

Members are appointed by the UBC Board of Governors for a term of [one or](#) two years. A member may be reappointed for [additional terms](#)~~a second term of two years~~, but no member shall serve more than four consecutive years. A person appointed to fill a vacancy shall serve for the remainder of the unexpired term. All members shall hold office until their successor is appointed.

Any member, who fails to attend three consecutive meetings of the Panel without leave of the Panel, shall cease to be a member and the appointment shall be automatically terminated.

## **8. Staff Support for the Panel**

University staff members attending as support will have voice in the debate when recognized by the Chair of the Panel, but will have no vote. A staff member's role is to present a summary of the submission, but not to present opinions, either his/hers or others.

Services will be provided by the Campus and Community Planning to record and transcribe the Panel meetings, contact members, make appointments and prepare correspondence.

The necessary annual budget for the Panel shall be incorporated into the Campus and Community Planning budget:

- Meeting expenses; and
- Reasonable and necessary expenses that arise directly out of the performance of the Panel members' duties.

The University Architect shall assist the Panel in its deliberations.

## **9. Duties of the Panel**

The Advisory Urban Design Panel shall consider and deliberate on matters referred to it by Campus and Community Planning. In these cases, recommendations shall be made in writing to Campus and Community Planning.

Such review by the Panel shall be based on the following considerations within the context of the *UBC Planning Principles*:

- 9.1 The relationship of the building or buildings to one another, to the site and to other development in the immediate vicinity;

- 9.2 The impact upon the subject property and upon both natural and man-made elements (rock outcrops, steep slopes, ravines, watercourses, soil and trees, existing buildings and structures, etc);
- 9.3 The mass or bulk and scale of the building(s);
- 9.4 Architectural or design consistency;
- 9.5 The role and quality of landscape architecture;
- 9.6 The impact in design terms, upon adjacent development(s);
- 9.7 Type and quality of exterior finishing and colours to be employed, in the context of broader issues or conflicts with established principles or guidelines;
- 9.8 The exterior equipment and urban space;
- 9.9 Crime prevention through environmental design;
- 9.10 Signs, street furniture and lighting;
- 9.11 Heritage aspects;
- 9.12 Physical access;
- 9.13 Design response to the pedestrian environment, and
- 9.14 Design response to the site and building environmental and social performance (e.g. energy performance, biodiversity, human well-being, climate adaptability, rainwater management, durability, etc.).

Campus and Community Planning may require the Panel to conduct a further review of the building design.

The Panel will express its recommendations in terms of either “Support” or “Non-Support”, supplemented by comments about the project.

## **10. Open Meetings and Quorum of the Panel**

A quorum of the Panel shall be a majority of its members.

Proceedings of the Advisory Urban Design Panel shall be open to members of the University community.

The applicant or authorized agent may present the proposal (within an appropriate time limit) to the Panel. The Panel, through the Chair, may discuss the proposal with the applicant; seek clarification and initiate dialogue to enhance understanding of the submission or the requirements of the Panel. Where possible, meetings should reflect a collegial open discussion between the Panel and applicant.

After the presentation, the applicant or authorized agent shall be present to hear the deliberations of the Panel on the application, and will have the opportunity to comment on the discussion prior to the final recommendations from the Chair.

The Panel shall review all staff submissions in open session.

## **11. Conflicts of Interest**

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 Campus and Community Planning.

## **12. Meeting Procedure and Rules of Order**

The Panel meetings, whether they are in two stages or in one comprehensive stage, as determined by Campus and Community Planning will be conducted in the following manner:

- The applicant shall be advised when the proposal will be considered by the Panel.
- Materials shall be forwarded to Campus and Community Planning ten days in advance of a respective meeting for consideration in review. Should the applicant not meet these criteria, then the project shall be deferred to the next meeting of the Panel.
- Materials presented to the Panel at the meetings should include models or other contextual materials where possible.
- Campus and Community Planning shall introduce the project to the Panel (referring to its location, context, background, scope and response to established policies, principles, neighbourhood plans and design guidelines).
- The applicant shall be given the opportunity to clarify any aspects of the development plan to the Panel (however, no presentation is required of the applicant).
- The Panel members shall review the project material and provide comments and observation, not to “judge” the design, but rather to articulate the issues to be addressed.
- The Chair shall summarize the comments of the Panel and initiate a dialogue between Panel members and the applicant, where such a dialogue is believed by the Chair to enhance understanding of the proposal.
- The Panel shall determine “Support” or “Non-Support” for the project, unless it is concluded that further information is required to be presented, in which case the Panel defers its decision.
- Minutes of the meeting are distributed to the applicant and all relevant University staff and approving authorities.
- If the University staff position differs from the recommendations of the Panel, that differing position also shall be presented to the approving authority.

Unless otherwise specified in these Terms of Reference, Robert’s Rules of Order shall govern all points of procedure during the progress of a meeting of the Panel.

## APPENDIX A - Principles for Physical Planning at UBC

Eight key principles are the foundation for developing and evaluating proposed physical changes within all of the University lands. Together with the Official Community Plan and the memorandum of Understanding between the University and the GVRD, they are the fundamental guides for the University administration, Board of Governors, the broader community and all those who make decisions about the physical form, character and image of the University. They form the basis of UBC's development permit process.

Through these planning principles, UBC will develop academic facilities and the residential, commercial, and community elements required to realize the goals of the University.

The eight principles are grouped into three broad themes:

### **UBC: A Vibrant and Integrated Community**

The 1,000 acres owned by UBC will be planned, developed and administered as an integrated and vibrant community. The lands cannot be fragmented or split between jurisdictions. The following specific principles provide further detail:

*Principle 1: The University Lands – As One*

*Principle 2: The Community – Vibrant and Ever-Changing*

### **UBC: A Unique Place**

The University Lands must be planned, developed and administered with a commitment to a unique and memorable identity for all who learn, work, live and visit here. The following specific principle provides further detail:

*Principle 3: The Experience – A Place to Remember*

### **UBC: A Regional and Global Leader**

The University Lands must be planned, developed and administered in the knowledge that UBC is one of British Columbia's most valued resources. Whatever physical changes occur here will have influence and impact far beyond our own lands. The following specific principles provide further detail:

*Principle 4: The Environment – Incredible Riches*

*Principle 5: The Endowment – A Legacy Retained*

*Principle 6: The Perspective – A World Beyond*

*Principle 7: The Opportunity – Global Leadership in a Changing World*

*Principle 8: The Process – Open and Integrated*

These planning principles were adopted by the Board of Governors in July 1999 after a process of extensive community involvement. The Planning Principles are integral to the achievement of the University's mission and are formal policy of the University. They will be the standard, or "screen" by which all development — large or small, new or renovated — is measured.

Legend
<a href="#">Insertion</a>
<a href="#">Deletion</a>