



Standing Committee Report to Senate

Date of Senate Meeting: October 29, 2013

Committee Name: Queen's University Planning Committee

Date of Meeting(s): September 9, 2013

Discussion:

1. Campus Master Plan (CMP)

The Committee received a presentation regarding the timeline, consultation and current work, and a review of the draft materials from the second campus open house.

2. Library and Archives Master Plan (LAMP): Interim report

Members were informed that the issues driving the plan include: collection space capacity; aging infrastructure and risk to collections; accessibility issues in the Douglas Library (Engineering and Science Library) and Kathleen Ryan Hall where Archives is housed. Other proposed changes include renovations to the Douglas Library, the redevelopment of Kathleen Ryan Hall, storing Collections and Archives materials off campus; and, the overall reduction of the Libraries space footprint and repurposing existing space by accommodating new learning needs.

3. Campus Planning Advisory Committee

The QUPC adopted the Terms of Reference for the Campus Planning Advisory Committee (CPAC) attached as Appendix A to this report.

4. Updates

- a) 2014-15 budget development process (A. Harrison)
- b) External Review of Capital Project Planning and Construction (A. Harrison, C. Davis)
- c) Strategic Mandate Agreement discussions (D. Woolf, A. Harrison)
- d) Strategic Enrolment Management: Overview of the consultative process (A. Harrison, L. Daneshmend)

Sincerely,

Daniel Woolf, Chair of the Queen's University Planning Committee

Members: T. Abramsky, D. Bakhurst, M. Brunner, D. Detomasi, A. Harrison, , B. Palk, E. Speal, T. Thomas K. Woodhouse

Appendix A

Campus Planning Advisory Committee

Mandate and Terms of Reference

September 2013

Mandate

The Campus Planning Advisory Committee (CPAC) reports through the Provost to the Queen's University Planning Committee (QUPC). CPAC provides ongoing management of capital project planning, as well as landscape/grounds and outdoor art project planning, which ensures these projects adhere to campus planning policy. CPAC ensures that the QUPC is frequently informed of the progress in the planning of Major Capital Projects and that this planning is appropriately guided by the Campus Master Plan, Architectural Control Guidelines and Landscape Design Guidelines as approved by the Board of Trustees.

Terms of Reference

The Committee shall:

1. Regularly monitor, review and make recommendations to the Provost and QUPC concerning broad planning issues and priorities related to the Campus Master Plan as a key component of an integrated strategic planning framework.
2. Ensure communication and consultation with the Queen's community (faculty, staff, students, alumni and trustees), and the City of Kingston community, including our hospital partners, when planning for all capital projects.
3. Regularly review and monitor campus planning and development activity in the context of the Campus Master Plan; review capital project plans for adherence to the overall planning principles and strategies; ensure appropriate consultation with, and make recommendations to, QUPC for amendments to the Campus Master Plan, Architectural Control Guidelines and Landscape Design Guidelines as necessary and relevant.

For the purposes of this mandate, major capital projects shall be defined as those projects falling within the scope of a process, as approved by the Board of Trustees, for the approval of major capital projects. Capital projects shall be defined as those projects which generally adhere to the definition of a major capital project by where the total value of the project falls below the threshold established in the process, as approved by the Board of Trustees, for the approval of major capital projects.

4. Report regularly to support ongoing accountability, through the Provost, to the QUPC.
5. Ensure communication and profile for the Campus Master Plan as a living document and a critical component of the University's integrated strategic planning framework.
6. Oversee implementation of the Board of Trustees approved Major Capital Project Approvals Process up to the point of making a recommendation to QUPC through the Provost.
7. Review proposals for all capital project approvals and ensure the following prior to final project approval:
 - a. The capital project supports the strategic and foundational plans of the University; and,
 - b. The capital project is consistent with the Campus Master Plan and its supporting Architectural Control and Design Guidelines and Landscape Design Guidelines or, where there are minor variances, to propose approval of these variances to QUPC.
8. Review and provide advice to the administration on the procurement process for project architects in support of the planning and design of all capital projects and to recommend the appointment of architects to the Provost in respect of capital projects and to QUPC in respect of major capital projects.

9. Bring recommendations to the Provost regarding the siting, massing, architectural renderings, buildings schematics and other final exterior designs of capital projects which are wholly consistent with the Campus Master Plan, the Architectural Control and Design Guidelines and the Landscape Design Guidelines.

10. Bring recommendations to QUPC, through the Provost, regarding the siting, massing, architectural renderings, buildings schematics and other final exterior designs of:

a. Capital projects which contain minor variances (as defined) from the Campus Master Plan, the Architectural Control and Design Guidelines and /or the Landscape Design Guidelines;

b. Major capital projects which are wholly consistent with or contain minor variances (as defined) from the Campus Master Plan, the Architectural Control and Design Guidelines and /or the Landscape Design Guidelines; and

c. Capital projects, major or otherwise, to QUPC where these contain non-minor variances (as defined) from the Campus Master Plan, the Architectural Control and Design Guidelines or Landscape Design Guidelines, should such variances be viewed as being in the best interests of the University, after appropriate consultation.

11. Advise the Associate Vice Principal(Facilities) on matters regarding campus grounds development and outdoor art projects and issues involving major public spaces or which have a public impact such as projects that will affect or change the appearance, configuration or use of campus grounds and grounds-related facilities including:

a. Conformance of such projects to the Campus Master Plan and its supporting Architectural Control and Design Guidelines and Landscape Design Guidelines;

b. Responding to campus grounds issues and to suggest new projects to further implementation of the campus plan; and

c. Providing a balance between the needs and priorities of campus user groups and the overall functional and aesthetic considerations as laid out in the Campus Master Plan and its supporting Architectural Control and Design Guidelines and Landscape Design Guidelines.

Grounds projects within the purview of the Campus Planning Advisory Committee include, but are not limited to:

a. New projects and construction, including walkways, vehicle access, parking and open space including sports and recreation related facilities;

b. Alterations and renovations to existing grounds, including walkways, vehicle access, parking and open space including sports and recreation facilities;

c. Maintenance projects that have a potential impact on grounds including walkways, vehicle access, parking and open space including sports and recreation related facilities;

d. The quality of landscaping and grounds in general, including the planning, design, and maintenance of landscaping and grounds.

The responsibility of the Committee with respect to grounds further extends to:

a. Issues related to safety and accessibility on campus grounds;

b. The lighting of campus grounds and exterior of buildings; and,

c. Exterior site furniture and exterior signage.

12. Establish or dissolve standing or special purpose subcommittees from time to time.

13. Provide oversight to the Outdoor Art Advisory Committee as a standing subcommittee to the Campus Planning Advisory Committee.

Composition

Membership will be approved by QUPC on the recommendation of the Provost.

Appointed:

- 1 Dean
- 3 Faculty and 2 Staff Members, one of whom shall be a Senate appointee to the QUPC
- 2 Students, one to be recommended by the AMS, one to be recommended by the SGPS

Ex-Officio:

- Chair, Provost delegate
- Associate Vice-Principal (Facilities)
- Vice-Principal (Research) delegate
- Vice-Principal (Advancement) delegate
- Executive Director, Planning and Budget
- Sustainability Manager
- A member of the Equity Office with training in accessibility in the built environment as recommended by the Director of that Office
- Not more than four external or internal parties who may have demonstrated experience in one or more of the following areas: Real Estate Development, Urban Planning, Construction, Engineering, Architectural Design and Project Management , Urban Design, Landscape Design and Heritage