URBAN DESIGN REVIEW PANEL
TERMS OF REFERENCE AND MEETING PROTOCOL
April 5th, 2024

1. Purpose

- The Urban Design Review Panel (UDRP) serves as an independent advisory body that offers professional design recommendations to the Planning and Development Services Department and combines the different perspectives of architects, urban designers, planners and landscape architects on major development applications and public projects. The Panel provides a well-rounded design assessment and ensures that development and public projects integrate objectives that support the Official Plan's urban design excellence policy directions and contribute to a strong sense of place and a well-designed community.
- Brampton is experiencing a high rate of growth and more urban and complex forms of development. An increasing proportion of growth is projected through infill and redevelopment in designated intensification areas for the City to achieve its long-term growth forecasts. High quality urban design plays a key role in ensuring that intensification and infill developments can be achieved in an appropriate manner.
- The UDRP will help the City of Brampton in implementing the 2040 Vision by help moving it towards being a city "by design" where design excellence is led by the City to ensure that public interests are a prime factor in all approvals and other decisions. It will help in achieving design excellence on new, complex and major projects, bringing in added value and professional expertise, complementing the City's design review process.
- In addition, the UDRP will broaden public awareness about the importance of improving the quality of design in Brampton and develop an effective and collaborative working relationship with the development industry.

2. Scope

- The UDRP evaluates selected development applications in design priority areas:

  - Urban Centres

    (including Urban Growth Centres and primary Major Transit Station Areas),

  - Town Centres,

  - Urban Growth Centre (Downtown and Queen Street Boulevard), and/or

  - Along Primary Urban Boulevards.

- Within design priority areas, the UDRP evaluates applications with significant public realm impacts as a result of their location, scale, form or architectural quality which could include:

  - residential and office applications (e.g., apartments and office buildings),

  - institutional applications (e.g. schools, places of worship),

  - mixed-use development applications (development that includes any combination of residential, retail, office and institutional uses),

  - transit-oriented developments (mix of commercial, residential, office and entertainment centred around or near a transit hub),

  - important parks, and/or

  - significant streetscapes.

- In addition, the UDRP also evaluates major Civic Infrastructure and Capital projects, setting the stage for urban design excellence supported by public realm policies from the Official Plan, continuing to build the design excellence culture within the city, and attracting private sector investments that match the City's public realm investments.
- The UDRP includes pre-application consultations for rezoning applications and site plan control applications. It also includes Official Plan Amendment, Block Plan Amendment, Plans of Subdivision, special City related studies, plans and guidelines.
- The Commissioner of Planning, Building and Growth Management has the discretionary authority to waive or require projects to be brought to the UDRP for review.
- In general, staff will work co-operatively with applicants to encourage eligible development applicants to attend the UDRP. Staff may incorporate the UDRP's recommendations, as appropriate, into staff reports for Council's consideration in the making of their decisions on an application.

3. Urban Design Review Panel Membership

- The UDRP consists of up to nine experienced professionals including:

  - architects (full member with OAA or equivalent is required),

  - landscape architects (full member with OALA or equivalent is required),

  - urban designers / planners with architectural / landscape architectural design background (full member with OPPI, OAA, or OALA or equivalent is required),

  - a transportation and traffic professional,

- a sustainability professional,

- a member from Peel Public Health Office, and

- a professionally recognized heritage conservation specialist to act as an adjunct member of the Panel when heritage-related issues arise.

- Panel members will be appointed for a four (4) year term. However, the terms of Panel members will be staggered to ensure an orderly transition of new members. The terms may be extended depending on the composition of the Panel membership at the City's discretion.
- Non-attendance of panel members at more than three (3) consecutive meetings may be considered grounds for voluntary termination and replacement.
- The Panel members are non-paid positions. Traveling expenses to Panel meetings will be covered by the City. The City will host an annual lunch meeting as a symbol of the City's appreciation of each Panel member's commitment and contribution.
- Each Panel member will advise City staff of any conflict of interest at minimum 2 weeks prior to a project review.

4. Selection Criteria for the UDRP members

The selection criteria for the UDRP members include, but are not limited to, the following:

- Full membership for a minimum of ten (10) years in at least one of the following professional associations:

  - Ontario Association of Architects (OAA)

  - Ontario Association of Landscape Architects (OALA)

  - Canadian Society of Landscape Architects (CSLA)

  - Canadian Institute of Planners (CIP)

  - Ontario Professional Planners Institute (OPPI)

  - Royal Architectural Institute of Canada (RAIC)

  - Professional Engineers Ontario (PEO)

  - Canadian Association of Heritage Professionals (CAHP)

- A demonstrated high level of expertise and knowledge in their particular field of architecture, urban design, landscape architecture, planning, transportation engineering and heritage conservation relevant to the City of Brampton.

- Experience in design review and peer review for a variety of project scales and types including residential, commercial, institutional, mixed use, transit-oriented developments and public space design.
- Fair knowledge of the composition and character of the City of Brampton and the Region that enables the member to make a positive contribution towards improving Brampton's built environment.
- The ability to work in a multi-disciplinary design review team.
- Only one member of any particular firm may be allowed to sit on the Panel at the same time.
- Preference is given to candidates with demonstrable professional experience in the GTHA and beyond. Locally represented expertise regarding the City of Brampton is preferred.
- City Council members and City of Brampton employees are not eligible for appointment to the UDRP membership.
- The Panel members are selected by senior City staff, with the Commissioner of Planning and Development Services.
- The Panel composition should reflect the diversity of Brampton including gender, race, and age.

5. Meeting Schedule

- The UDRP holds meetings on one scheduled day monthly (last Tuesday of each month) virtually from 9:30am-1:45pm, with exception for July and August when no UDRP meetings are routinely scheduled. Each meeting is up to approximately four hours and fifteen minutes long and three projects at maximum. If more than three projects are proposed to be reviewed, the priority is given based on a first-come-first-serve fashion; the extra application(s) will be reviewed in the following month's meeting.
- Under specific or urgent circumstances, the meeting can be expanded into two days upon approval by the panel chair and when quorum can be achieved on both days.
- Special meeting of the UDRP may be called to discuss particular proposals or issues if needed.

6. Review Considerations

- The Panel's review comments will have regard for Brampton 2040 Vision and Council approved policies including the Official Plan, Secondary Plans, Zoning bylaws and Urban Design Guidelines. The Panel will be guided by City staff interpretation and comments of policies in the design review of specific sites and projects. The Panel will analyze the strengths and weaknesses of a project and point out areas of concern that need to be resolved with regard to an appropriate contextual response, good fit and transition. Please see section 11 for more information about the design related principles that the UDRP uphold in their review.

- The role of the UDRP is strictly an advisory body and makes recommendations only. It does not have authority to approve or refuse projects or make policy decisions.

7. Integration with the Development Approvals Process

- The review process is integrated into the existing development approval process. Development Services and Design staff will liaise with the applicants to ensure that applications are scheduled for review at the appropriate time when the applicants can meet the submission requirement on time.
- Projects subject to the Urban Design Review Panel process will be reviewed: at the pre-application / consultation stage during the initial functional design of the project, to afford the possibilities of significant changes, if advised by the Design Review Panel.

8. Meeting Protocol & Procedure

Prior to the meeting

- The Planner together with the Urban Designer are to inform the applicant of the materials requirements as noted in the Terms of Reference and the deadlines for submitting these materials.
- The applicant is required to prepare a formal Presentation Package (see section 9) and submit it to the Coordinator of the UDRP, a minimum of three weeks prior to the scheduled meeting. Proponents are required to submit materials that are fully representative of all relevant aspects of the design, and should be professionally prepared, concise, legible, and inclusive of all aspects of the design.
- Urban Design staff will have one (1) week to work with the applicant to review and revise the presentation packages for quality control.
- Urban Design Staff can choose to remove or add items from time to time and may dismiss/postpone a project from the agenda if they deem it incomplete.
- The agenda for each UDRP meeting will be emailed to UDRP members along with applicant presentation packages in a pdf format, a minimum of two (2) weeks prior to each meeting.
- Significant revisions to applicant presentation packages will not be accepted or considered by UDRP after the agenda has been circulated.
- Minor changes and deletion of content to the applicant presentation packages will be accepted until one (1) week prior to the meeting.
- Upon receipt of the agenda, UDRP members are required to disclose any conflicts of interest to the Urban Design Manager and the Coordinator of the UDRP prior to the project review. The member should decline to participate in the review and remove themselves from the meetings. The conflict of interest may be financial and/or personal interests, as well as any kind of active involvement that influence the review decision and should be recorded in the meeting minutes.

At the meeting

- The UDRP meetings shall be attended by the applicant and/or representative/agent (maximum 4 presenters, in which must include the project architect/ designer and the landscape architect. There is no limit on attendees who are not presenting), the Panel, City planning and urban design staff, and where needed, other relevant City staff.
- UDRP meetings may be opened to the public for observation only. However, there shall be no written or verbal submissions by any individuals other than staff and the proponents. Others will have an opportunity to make written and verbal submissions during the standard application process for OPA or ZBA.
- Quorum is achieved when four panel members are present in the UDRP meeting.
- If quorum is not achieved in the first 15 minutes of the meeting, the agenda will be postponed to a date determined by the Manager of Urban Design or a delegate.
- Each project will be given approximately one hour and fifteen minutes on the UDRP agenda as per the following;

  - The assigned Development Planner and Urban Designer will provide a brief planning and urban design overview of the proposal and present design questions that staff would like the panel to address. For downtown areas, the Development Planner and Urban Designer will also consult with Downtown Revitalization group in preparation of the design questions.

  - The designer of the application will have a presentation of their project to describe the proposal to the panel members.

  - UDRP members may ask questions to the applicant for clarity on any aspects of their project.

  - UDRP will review the presentation package and provide comments and recommendations on the project.

  - The Chair will summarize UDRP comments and provide its advice.

  - The Panel will make every effort to reach consensus to determine its position on the project at the end of each review. The Panel may vote to determine its position; the position relates only to the design issues discussed during the review and is not connected to the City's development approvals process. Panel positions include "endorse" and "further review recommended". The Panel may also make recommendations to the City in the form of a vote of "Support", "Non-Support", or "Conditional Support" on the overall quality of the proposal.

  - At the end of the discussion, the applicant will have the opportunity to ask questions for clarity and to acknowledge the Panel's comments.

- UDRP members shall not have any involvement with the Local Planning Appeal Tribunal (LPAT) or other public hearings related to the projects reviewed by the panel and against the City of Brampton.
- The meeting will be recorded for information and reference for the City staff only.
- The minutes of all the meetings will be recorded by the coordinator of the UDRP. All comments and recommendations will be recorded in the minutes without specific reference to individual UDRP members.

After the meeting

- The meeting minutes will be reviewed by the Chair of Panel, Urban Designer on file, Planner on file, and Urban Design Manager prior to distribution.
- Within twelve (12) business days of the UDRP meeting, the Coordinator of the UDRP on behalf of the City will distribute the minutes to the UDRP members and related City staff to review for errors and omissions.
- The final minutes shall be formally approved by Panel members present during the review. Approvals of minutes could be done via emails. Within three (3) business days of distribution of the UDRP minutes for review, if no further comments are received, the minutes will be considered as final.
- Following the meeting, the assigned Development Planner and Urban Designer will undertake a review of the recommendations and determine the appropriate actions to be taken by the Applicant. Urban Design staff will attach the minutes as an Appendix to the Urban Designer's comments.

UDRP Protocol and Procedure Chart

Period	Deadlines	Key Activities
Prior	Monday Week 0	UDRP Coordinator send package requirements to applicant. Applicant has 2 weeks to work on package.
	Tuesday Week 2	Applicant to send complete package to UDRP Coordinator
	Thursday Week 2	UDRP Coordinator review package with Urban Designer & Development Planner. Urban Designer & Development Planner provide comments to applicant.
	Monday Week 3	Applicant & staff provide UDRP Coordinator the final package.
	Tuesday Week 3	UDRP Coordinator finalize package and share with Panel: 1) staff presentation 2) applicant presentation 3) agenda 4) meeting invitation
At	Tuesday Week 5	Panel Review Meeting
After	Friday Week 6	UDRP Coordinator to compile meeting minutes
	Monday Week 7	Development Planner and Urban Designer review
	Tuesday Week 7	UDRP Coordinator send meeting minute to panel members
	Friday Week 7	Panel chair to send the approved meeting minute to UDRP Coordinator
	Monday Week 8	Urban Design Manager to review the approved meeting minutes.
	Tuesday Week 8	UDRP Coordinator send approved meeting minutes to: 1) Applicant 2) Urban Designer, Development Planner 3) Urban Design Manager and Development Manager

9. Presentation Materials

Digital Presentation Document (required)

- The Presentation should be prepared in a PDF or PPT format and batched into a single file, not exceeding 20MB. Due to email size limitations, only files under 10MB may be submitted via email. Should the size of the submission exceed 10MB, it is the applicant's responsibility to ensure that it is successfully delivered to the Coordinator of the UDRP via a file sharing system (e.g. FTP server, Dropbox, WeTransfer) by the submission deadline.
- The Presentation should provide enough details to be understood by the UDRP members and to include project title, page numbers, graphic scale, north arrow, labels and key dimensions such as setbacks and facing distances, as appropriate to the stage of design.
- The Presentation should include the following at minimum:

	Required Material	Description
1.	Project Summary	A very brief and concise description of the proposal including graphics and written summary.
2.	Context Plan	The proposed development (site plan and 3D concept) in relation to surrounding buildings, roadways, open spaces, natural features and key destinations. The Context Plan should give a clear indication of the proposal in the context of the immediate neighbourhood within a 100m radius (a larger radius may be requested for larger/more complex projects).
3.	Images of existing site conditions	Images which illustrate existing site conditions and surrounding contexts. Include a map pinpointing (with numbers) where each photo is taken and correspond these numbers with the site photos. Arrows illustrating the direction the photo is taken is also useful.
4.	Site Plan	Shows all site features including building outlines above and below grade, vehicular and pedestrian connections, parking, utilities etc.

5.	Landscape Plan	Layout plan showing location of lighting, furnishings, materials, signage, etc., Grading plan showing existing and proposed, Planting plan that includes planting list, Cross-sectional drawings particularly demonstrating relationship to adjacent sites and/or public realm, and Illustration of materials and colors to be used.
6.	Architectural Elevations	Coloured with dimensions and materials clearly labeled.
7.	Floor and Roof Plans	Proposed uses with dimensions clearly defined on all plans.
8.	Renderings of the proposed building(s) within the site context	Coloured with different views including street level and birds eye views. Existing and future planned context should be included when appropriate.
9.	Sun/Shadow Analysis	Required for mid or high-rise buildings. A Sun/Shadow Study as per the City's Terms of Reference.
10.	Summary of Heritage Impact Assessment (*if applicable)*	A study to determine the impacts to known and potential heritage resources within a defined area proposed for future development, if any.
11.	Sustainability	An explanation of the sustainability measures taken.
12.	Cover letter* and summary of response	Summary of response to issues identified from the First Review, including previous submission (plans and elevations) for a side by side comparison. *Only for applications coming for a resubmission

- Please note that presentations required for applications coming for the first review may include fewer submission materials than any resubmission. Any resubmission requirements are at the discretion of the Urban Designer and Development Planner on file.

10. Monitoring

A significant aspect of the Urban Design Review Panel Project is the continual refinement of the Panel's process and evaluation of its function. Urban Design staff will continue to monitor the UDRP process and introduce further refinements as required, or in response to feedback and suggestions from panel members and stakeholders.

Director(s) Approval			
Director(s) name/Title	**Department**	**Date Approved**	**Signature**
Allan Parsons	PB&GM /DS&D	2024/04/11	