



Urban Design Review Panel Terms of Reference

1. Background

- The City of Brampton is initiating an Urban Design Review Panel (UDRP) on a pilot basis for two years starting March 2018, following the endorsement of the proposal by the Planning and Development Committee in December 2017.
- The UDRP will serve as an independent advisory body that offers professional design recommendations to the Planning and Development Services Department and combine the different perspectives of architects, urban designers, planners and landscape architects on major development applications and public projects. The panel will provide a well-rounded design assessment and ensure that development and public projects contribute to a strong sense of place and to a well-designed community.
- Since 2002, with the establishment of an Urban Design section in the Planning Department, Brampton has taken significant steps to achieve good urban design in public and private projects throughout the city. The City has a strong desire to increase the quality of life, attract better businesses and create a stronger sense of place. It is acknowledged that good urban design is pivotal in achieving these goals.
- The initiation of a pilot project for an UDRP will be another great tool to improve the quality of design in this thriving city.
- Brampton is also 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 proposed UDRP 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.

2. Scope of Work

- The UDRP will evaluate select development applications in design priority areas, such as Central Area, Mobility Hubs, major station areas and designated intensification corridors. The forms of development subject to UDRP review will focus on major high-density and mixed-use development, large institutional uses, transit-oriented developments, important parks and key streetscape applications, as well as major public projects.
- The panel review will include pre-application consultations for Site Plans, rezoning applications and Site Plan applications, and may include at a later date Official Plan Amendment, Block Plan Amendment applications, Plans of Subdivision, Guidelines and Special Projects.
- The Commissioner of Planning and Development Services has the discretionary authority to waive or require projects to be brought to the UDRP for review.

3. Urban Design Review Panel Membership

- It is intended that the UDRP shall consist of seven experienced design professionals including three architects, two landscape architects, two urban designers/planners with architectural design background. Full membership in their respective professional bodies, such as Ontario Association of Architects (OAA), Ontario Association of Landscape Architects (OALA), Ontario Professional Planners Institute (OPPI), Canadian Institute of Planners (CIP), Royal Architectural Institute of Canada (RAIC), and Canadian Society of Landscape Architects (CSLA) will be required.
- The UDRP members will be appointed for the two-year term for the pilot project. The terms will be revisited once the process becomes permanent.
- Members of the UDRP will select a Chair and Vice Chair at the first meeting. The role of the Chair is to provide a verbal summary of the advice and commentary for each agenda item.
- Each panel member will advise City staff of any conflict of interest prior to a project review.
- If a member of the UDRP is absent for three consecutive meetings without any prior notification, they may cease to be a member of the panel.

- The panel members are to be non-paid positions. The panel members will be compensated for their travelling expense within the Greater Toronto and Hamilton Area.

4. Selection Criteria

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

- Full membership for a minimum of 10 years in at least one of the following professional associations:
 - Ontario Association of Architects (OAA)
 - Ontario Association of Landscape Architects (OALA)
 - Canadian Institute of Planners (CIP)
 - Ontario Professional Planners Institute (OPPI)
 - Royal Architectural Institute of Canada (RAIC)
 - Canadian Society of Landscape Architects (CSLA)
- A demonstrated high level of expertise and knowledge in their particular field of architecture, urban design, landscape architecture, and planning 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 will be given to candidates with demonstrable professional experience in the GTHA and beyond, and not limited to the City of Brampton.
- City Council members and City of Brampton employees are not eligible for appointment to the UDRP membership.
- The panel members will be selected by senior City staff, with the Commissioner of Planning and Development Services having the final decision.

5. Meeting Schedule

- The UDRP will hold meetings on one scheduled day (*last Tuesday of each month*) at Brampton City Hall, from 9:30am-1:30pm. Each meeting will be approximately four hours long, with maximum three projects reviewed per meeting.
- Meetings dates are determined and may be referred by the panel as per the attached Schedule 'A'.
- Special meeting of the UDRP may be called to deal with particular proposals or issues if needed.
- The UDRP Chair may be invited to attend one Council meeting at the end of the two-year pilot project to provide an opportunity for discussion of relevant planning and design issues.

6. Meeting Protocol & Procedure

- The UDRP meeting will be exclusively attended by the panel members, applicants and their design consultants, as well as relevant City staff to provide administration for all matters.
- Applicant presentation packages for the UDRP will be submitted to the attention of the Urban Design Coordinator, a minimum of three weeks prior to the scheduled meeting.
- The agenda for each UDRP meeting will be emailed to UDRP members along with applicant presentation packages in pdf format, a minimum of two weeks prior to each meeting.
- Revisions to applicant presentation packages will not be accepted or considered by UDRP after the agenda has been circulated.
- Upon receipt of the agenda, UDRP members are required to disclose any conflicts of interest to the Senior Manager, Urban Design and the Urban Design Coordinator 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.
- UDRP members shall not have any involvement with Ontario Municipal Board (OMB) or other public hearings related to the projects reviewed by the panel and against the City of Brampton.

- The minutes of all UDRP meetings will be recorded by the Urban Design Coordinator. All comments and recommendations will be recorded in the minutes without specific reference to individual UDRP members.
- The meeting minutes will be reviewed by the Director, Planning and Development Services and Senior Manager, Urban Design and other senior staff members prior to distribution.
- Within two weeks of the UDRP meeting, the Urban Design Coordinator on behalf of the City will distribute the minutes to the applicant, UDRP members and related City staff to review for errors and omissions.
- Within one week of distribution of the UDRP minutes for review, if no further comments are received, the minutes will be considered as final.
- Each project will be given approximately one hour on the UDRP agenda as per the following;
 - The assigned Development Planner and Urban Designer will provide a brief planning overview of the proposal and present design questions that staff would like the panel to address.
 - The project 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.
 - At the end of the discussion, the Chair will summarize UDRP comments and provide its advice.
- Quorum is achieved when four panel members are present in the UDRP meeting.
- If quorum is not achieved in the first 25 minutes of the meeting, the agenda will be postponed to a date determined by the Senior Manager of Urban Design or a delegate.

7. Presentation Materials

- Ten hard copies of the presentation material package in a bound booklet form in 11x17 inch landscape format.
- All materials are to be submitted in PDF 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 Urban

Design Coordinator via a file sharing system (e.g. FTP server, Dropbox, WeTransfer) by the submission deadline.

- Submission materials shall be complete, professionally prepared, legible, clear, to a common metric scale and accurately represent all the design aspects of the project in question.
- The presentation materials for the UDRP shall contain the followings:

	Required Material	Description
1	Project Summary	Description of the proposal including graphics or written summary
2	Context Plan	The footprint of the proposed development in relation to surrounding buildings, roadways, open spaces, natural features and key destinations. It 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	Description of UD Concept	Description of the site specific design principles and objectives and their conformity to City Wide Development Design Guidelines.
4	Site Plan	Shows all site features including building outlines above and below grade, vehicular and pedestrian connections, parking, utilities etc.
5	Landscape Plan	Shows all landscape features and streetscape details
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
9	Sun Shadow Analysis	Required for high-rise buildings
10	Summary of Heritage Impact Assessment <i>(if applicable)</i>	A study to determine the impacts to known and potential heritage resources within a defined area proposed for future development, if any.
11	Summary of Environmental Impact Assessment <i>(if applicable)</i>	A study to assess the likely environmental impacts of a proposal and identifying options to minimise environmental damages, if any.
12.	Sustainability	An explanation of any sustainability measures taken.

- Urban Design staff will review the presentation packages for quality control.
- The applicant will prepare a Power Point presentation for the scheduled UDRP meeting, and may have presentation panels to further describe the project. The presentation must be submitted at the same time as the submission package.

Schedule A

Dates for Urban Design Review Panel-2018

Location: Brampton City Hall, 2 Wellington Street West, Brampton, ON L6Y 4R2

Time: 9:30am-1:30pm (with lunch break from 12-12:30pm)

Date	Meeting	Meeting Room
March 27th	Inaugural meeting	TBD
April 24th	Regular meeting	TBD
May 29th	Regular meeting	TBD
June 26th	Regular meeting	TBD
July 24th	Tentative, depending on everybody's availability	TBD
August 28th	Tentative, depending on everybody's availability	TBD
September 25th	Regular meeting	TBD
October 30th	Regular meeting	TBD
November 27th	Regular meeting	TBD
December 18th	Tentative depending on everybody's availability	TBD

Parking- Underground parking at City Hall. Please collect your ticket while entering the premises. Please coordinate with the Urban Design Coordinator for your complimentary parking pass for the scheduled day.