



Kerri Killen

<b>TO:</b>	<b>CHAIR AND MEMBERS – PLANNING AND ENVIRONMENT COMMITTEE</b>
<b>FROM:</b>	<b>J.M. FLEMING DIRECTOR OF LAND USE PLANNING AND CITY PLANNER</b>
<b>SUBJECT:</b>	<b>MEMBER COMPOSITION FOR THE URBAN DESIGN PEER REVIEW PANEL MEETING ON MONDAY NOVEMBER 26, 2012</b>

**RECOMMENDATION**

That, on the recommendation of the Director of Land Use Planning and City Planner, Civic Administration **BE DIRECTED** to revise the Terms of Reference for the Urban Design Peer Review Panel to update the composition of the Panel members to include the following positions: three (3) Architects and three (3) other professionals that influence the design of the built environment and are registered in their field; these fields include, in order of preference, Landscape Architecture, Urban Design, Planning or other professional fields that influence the design of the built environment.

**BACKGROUND**

On March 6, 2008, Planning Committee approved the Terms of Reference for the Urban Design Peer Review Panel. The Terms of Reference outlined the composition of the Panel with the following positions: three (3) Architects, one (1) Landscape Architect, one (1) Urban Design Planner and one (1) LEED Accredited Professional. The terms of reference also staggered the terms of Panel appointees to balance the Panel's representation between a desire for consistency of operation while allowing for a variety perspectives. The Terms of Reference indicates Panel members are to be approved by Council upon the recommendation of administration.

Panel members serve a two (2) year term from the date of their appointment and shall not sit for two consecutive terms. In 2013, the expiry of these term limits will apply to three (3) panellists that include one (1) Urban Designer, one (1) Architect and one (1) LEED Accredited Professional.

To ensure continual improvement, staff review the Panel's operation and professional composition regularly. The upcoming term turnover of the aforementioned Panel positions provides the opportunity to review the composition of the Panel appointees and update the selection criteria of the Panel positions.

The Urban Design Peer Review Panel composition was initially selected based on a review of similar Panels established in other cities. The intention was to create a Panel composition that offered a balance between architects and other design professionals; this led to the requirement for three (3) positions that were expressly for architects and three (3) positions that were intended to be held by other design professionals. Within the latter category was the requirement for a LEED Accredited Professional; however, LEED Accreditation can be obtained by any number of professionals.

Within the past four years of the operation of the Urban Design Peer Review Panel, the LEED Accredited Professional position has consistently been held by an architect. This has created a Panel that has been primarily composed of architects, which is contradictory to the original



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intention of a balanced representation on the Panel. For this reason, staff recommends that the LEED Accredited Professional position be replaced with a position associated with a specific profession, rather than an accreditation, in order to avoid the opportunity for a fourth architect to hold a position on the Panel.

In addition, there has generally been a low applicant response to the LEED Accredited Professional position, the Urban Design Planner position, and the Landscape Architect position. To address this concern, staff recommends revising the required positions to allow a greater variety of professionals to apply and hold positions on the Panel.

The revised Panel member composition should retain the three (3) Architect positions and alter the remaining positions to include three (3) other professionals that influence the design of the built environment and are registered in their field; these fields include, in order of preference, Landscape Architecture, Urban Design, Planning or other professional fields that influence the design of the built environment.

A forthcoming report will provide an update on other aspects of the Terms of Reference.

<b>PREPARED BY:</b>	<b>SUBMITTED BY:</b>
<b>KERRI KILLEN URBAN DESIGN TECHNICIAN</b>	<b>JAMES YANCHULA, MCIP, RPP MANAGER – COMMUNITY PLANNING AND DESIGN</b>
<b>RECOMMENDED BY:</b>	
<b>JOHN M FLEMING, MCIP, RPP DIRECTOR – LAND USE PLANNING</b>	

November 17, 2012  
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