



DESIGN REVIEW PANEL TERMS OF REFERENCE AND PROTOCOL

1.0 Purpose of the City of Vaughan Design Review Panel

- 1.1 The City of Vaughan Design Review Panel (“Panel”) is strictly an advisory body and makes recommendations only. It does not have authority to approve or refuse projects or make policy decisions. The Panel is not intended to replace the development approval process, or the role of City Council. It provides an additional stream of consultation to enhance the City’s development approval process.

2.0 Duties of the Panel

- 2.1 To give independent design advice and make recommendations to staff, the applicant, and their consultants on all development applications within the Vaughan Metropolitan Centre, and other areas in the City where higher density development is taking place, including in designated Heritage Districts and/or where Secondary Plans are either in place or are being formulated.
- 2.2 To give design advice on the potential physical and aesthetic impact of proposed significant buildings, structures, public art, landscapes, streetscapes, parks and infrastructure projects on the community public realm, including an evaluation of its relationship to the site and its surroundings.
- 2.3 To promote the understanding of design quality, and ensure the efforts to improve the quality of the design through the reviews of the Design Review Panel are achieved with an effective working relationship with the development industry.

3.0 Scope of Work

- 3.1 The Design Review Panel will evaluate development applications and major high profile public capital projects brought forward to it, and provide professional advice to City staff, on matters of design that affect the public realm, including the design of proposed buildings, site plans, structures, site selection for public art, parks and open spaces and associated streetscapes in order to promote and uphold standards of design excellence.
- 3.2 The Deputy City Manager, Planning and Growth Management or his/her designate has the discretionary authority to waive or accept projects for the review of the Panel.

4.0 Design Review Panel Membership

- 4.1 The Design Review Panel will be comprised of architects, landscape architects, urban designers, a transportation engineer and a public art consultant. To establish quorum during the meetings, the Panel should not have less than seven (7) members.
- 4.2 The City will issue a request for expression of interest for Panel members and will include criteria to ensure an appropriate mix of professionals with appropriate expertise.

- 4.3 City staff will nominate Panel members from expressions of interest to ensure appropriate Panel membership mix, and make recommendations for approval by City Council.
- 4.4 Panel members will be appointed for a two 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.
- 4.5 The Panel members are to be non-paid positions. Traveling expenses to Panel meetings will be covered by the City. The City's Development Planning Department will host an annual dinner meeting as a symbol of the City's appreciation of each Panel member's commitment and contribution.
- 4.6 Each member of the Panel has the duty to advise City staff and the chair of any conflict of interest prior to a project review. If a conflict of interest arises, the Panel member shall decline to participate in the project review and remove themselves from the meeting. A conflict of interest is defined as any Panel member having a financial, personal or business interest in the project (e.g. retained as a consultant for the same project), or where multiple interests, one of which could influence, corrupt or exploit a decision, or where the appearance of a conflict exists. Any declared conflicts will be recorded in the minutes.
- 4.7 A Panel member shall cease to be a member of the Design Review Panel if absent from three (3) consecutive meetings without prior authorization from the City's Panel Co-ordinator.

5.0 Panel Nomination Criteria

- 5.1 Design Review Panel members shall be highly qualified design professionals who are well respected among their peers, and have membership in one of the following professional design associations:
 - a) Ontario Association of Architects (OAA)
 - b) Ontario Association of Landscape Architects (OALA)
 - c) Ontario Professional Planners Institute (OPPI)
 - d) Professional Engineers of Ontario (PEO)
- 5.2 Each Panel member shall have a minimum 15 years of practice in their respective professional field.
- 5.3 No member shall be appointed to the Panel, if they are employees of the City of Vaughan.
- 5.4 The Panel shall have a wide range of relevant professional experience including:
 - a) High quality design in the fields of architecture, landscape architecture, urban design, planning, transportation engineering and public art;
 - b) Mix of local and international practice;
 - c) Mix of project scales;
 - d) Mix of project types (commercial, residential, institutional, parks and public space design);
 - e) Knowledge and practice of sustainable design; and,

- f) Professional research and academic involvement.

6.0 Meeting Schedule

- 6.1 The Design Review Panel is scheduled to meet the last Thursday of every month on the dates shown in the Schedule of Meetings. The meetings will start at 9:00AM at Vaughan City Hall, 2141 Major Mackenzie Drive, Committee Room #243, and the meeting schedule will be monitored by staff and adjusted, if required.
- 6.2 A maximum of three (3) projects will be scheduled for each meeting date to allow for appropriate time for members to evaluate the presentation material, and discuss and formulate their recommendations on each project.
- 6.3 Every fourth (4th) Design Review Panel meeting is scheduled as a Panel discussion to review and adjust the meeting rules and protocol as required.
- 6.4 The Design Review Panel members will nominate a Chair and Vice-Chair for a period of two (2) years.

7.0 Meeting Protocol

- 7.1 The Agenda for each Design Review Panel meeting will be couriered to Panel members together with the complete presentation packages, one (1) week prior to each meeting.
- 7.2 Each project will be allocated 1 hour and 10 minutes on the Agenda with the following time restrictions:
 - a) Staff Project Presentation to Panel (General Planning context overview and Urban Design Questions for Panel) – 5 minutes;
 - b) Applicant Project Presentation to Panel (Design Objectives) – 15 minutes;
 - c) Question and Answer Period through the Chair;
 - d) Remaining Time – Informal discussion and formulate recommendations to Chair.
- 7.3 At the beginning of each meeting, the Design Review Panel Chair will request all Design Review Panel members to Disclose Interest for any projects on the meeting Agenda.
- 7.4 Projects where the design work being presented will form part of a future competitive public tender, including access to information prior to the release of a tender, which may jeopardize the competitive process contemplated for an RFP (Request for Proposal) will be held in-camera.
- 7.5 The minutes of each meeting, and recording of the Design Review Panel recommendations will be performed by the Urban Design staff from the City's Development Planning Department.
- 7.6 The Design Review Panel will provide a clear consensus to staff on Key Aspects Needing Improvement for each presentation, followed with Related Commentary.
- 7.7 Projects that have significant public realm impacts or are contentious and may end up at the Local Planning Appeal Tribunal (LPAT) should not go before the Design Review

Panel; however, if they do, the particular situation or possibility of an LPAT appeal should be disclosed to Panel members.

- 7.8 The Design Review Panel does not discuss height or density for projects.
- 7.9 Individual Panel members will not be identified in the minutes; however, individual specific comments will be recorded without attribution.
- 7.10 The meeting minutes will be reviewed by the Manager of Urban Design and Chair prior to distribution to the Panel members and applicant in their final form.
- 7.11 The Panel members will be asked to approve the minutes of the previous meeting, at the next scheduled Design Review meeting and will have an opportunity to comment on the minutes at that time.
- 7.12 Applicants will not have the opportunity or ability to request any changes to the minutes without agreement of 2/3 quorum of the Design Review Panel and Manager of Urban Design.

8.0 Project Review Timing

- 8.1 During the development process for complex projects, design issues usually are not resolved at the pre-consultation stage, and many remain to be resolved once a formal application has been submitted, and projects subject to the Design Review Panel process will be reviewed twice as follows:
 - a) First / Schematic Review – The first review will be scheduled at the pre-consultation stage during the initial functional design of the project, to afford the possibilities of significant changes, if advised by the Design Review Panel.
 - b) Second / Final Review – The second review will be scheduled following revisions having been made, and is intended to contribute to the detailed design process of the project.

9.0 Meeting Procedure

- 9.1 The Design Review Panel meetings will be open to the public, City Councillors and appropriate City staff to attend as required. The Development Planner and Urban Designer responsible for the project will make a brief presentation to provide the Panel members with an understanding of the general planning overview and present the urban design questions that staff would like the panel to address.
- 9.2 The role of the Design Review Panel is strictly an advisory body and makes recommendations only. It does not have authority to approve or refuse projects or make policy decisions. It is an independent design advisory body to the Development Planning Department, and is not intended to replace the development planning process, or the role of Council.
- 9.3 Development Planning Department staff will liaise with the applicant to ensure that applications are scheduled for review at the appropriate time; ideally, the first review occurs early in the process during schematic design (pre-consultation), with the second

review taking place after refinements to the application have been made at detailed design.

- 9.4 The applicant and their design consultant will be given an opportunity to make a brief presentation to explain the project design objectives and how it responds to the City's policies.
- 9.5 Following the staff and applicant presentation, the Design Review Panel will have the opportunity to ask questions of the design team on any aspect of their design proposal.
- 9.6 The Design Review Panel will review the presentation material, followed by a discussion on the merits of the design of the project. The Panel will formulate their recommendations for the project through the Chairperson, at the end of the Design Review Panel meeting.
- 9.7 The Design Review Panel's comments will be based on Council approved land use and urban design policies. The role of the Panel is to help staff interpret the policy for specific sites and projects, and define areas of concern that need to be resolved respecting the design of proposed developments.
- 9.8 Following the meeting, the Commissioner of Planning or his/her designate(s) will undertake a review of the recommendations and determine the appropriate actions to be taken by the Applicant.
- 9.9 The Manager of Urban Design and Cultural Heritage will advise the Design Review Panel on actions taken, as a result of the Panel's recommendation, prior to the next scheduled Design Review Panel meeting.

10.0 Presentation Materials

- 10.1 A digital presentation materials package for the Design Review Panel review must be submitted by the applicant not less than three (3) weeks prior to the scheduled meeting date. Urban Design staff will review the presentation package for quality control.
- 10.2 Twenty-three (23) hard copies of the presentation material package in a bound booklet form at a 11" x 17" landscape format and one (1) CD labelled with project name and address containing presentation materials shall be submitted by the applicant to the Development Planning Department not less than two (2) weeks prior to the scheduled meeting date.. All drawings should be clear and legible, including labels and spot elevations.
- 10.3 The applicant will prepare a Power Point Presentation of the presentation materials to further describe the proposal to the Panel members at the scheduled Design Review Panel meeting. Additionally, the applicant may decide to prepare the presentation materials mounted on panels not greater than 90cm x 120cm (3' x 4') in size to display at the meeting.
- 10.4 Meeting agendas along with copies of the presentation material and Development Planning Department information will be forwarded to the Design Review Panel members and the applicant, not less than one (1) week in advance of the scheduled meeting.

- 10.5 The presentation materials package shall contain the following minimum information as outlined in the matrix below. At its sole discretion the City may require additional information be provided by the applicant.

Presentation Materials Packages should be maximum 30 pages double-sided and are to include project title, a table of content, page numbers, graphic scale, north arrow, labels and key dimensions such as setbacks and facing distances, as appropriate to the stage of design. All drawings must be legible for Panel members to read.

Presentation Materials Package Matrix

Document	First/ Schematic Review Digital Package	Second/ Detailed Design Review Digital Package	Required Hard Copy Package
Project Summary Sheet including a graphic or written summary of the Design Concept (max 1 page)	✓	✓	✓
Site Statistics	✓	✓	✓
Context Plan	✓	✓	✓
Context Analysis (max 4 pages)			
Photographs which illustrate existing site conditions and surrounding contextual considerations (max 2 pages)	✓	✓	
Summary of response to issues identified from the First Review, including previous submission (plans and elevations) for a side by side comparison.		✓	✓
Include alternate Design Concepts considered, if applicable.	✓		
Summary of approach to environmental sustainability. Energy model, if available.	✓	✓	
Site Plan	✓	✓	✓
Landscape Plan (conceptual stage)	✓		✓
Landscape Plan (layout and planting)		✓	✓
Underground parking Plans and limit of parking indicated on the Site Plan and Landscape Plan	✓	✓	
Grading Plan at an appropriate scale to be legible	✓	✓	✓

Typical Floor Plans	✓	✓	
Tree Inventory / Tree Preservation & Removals Plan as appropriate	✓	✓	
Site Sections (keyed to plans)	✓	✓	✓
Elevations / Colour Rendered Elevations	✓	✓	
Building Elevation Materials		✓	
Ground Floor Plan (with proposed uses labelled)	✓	✓	✓
Project Phasing Drawings, if applicable	✓	✓	
Public Art Strategy / Proposal	✓	✓	
Digital perspectives or a massing model depicting the proposed development and its relationship to surrounding lands	✓	✓	
Height Analysis of the surrounding context for high-rise building proposals	✓	✓	
Sun/ shadow analysis for high-rise buildings	✓	✓	
Preliminary pedestrian-level wind study (desktop model analysis) for high-rise buildings	✓		
Detail modelled pedestrian-level wind study for high-rise buildings		✓	
One digital copy with project name and address containing presentation materials		✓	✓
Twenty-three copies of the presentation material package in a bound booklet form		✓	✓

11.0 Monitoring

- 11.1 A significant aspect of the Design Review Panel is the continual refinement of the Panels process and evaluation of its function. Accordingly, Development Planning Department staff will monitor the Design Review Panel's function by collecting feedback from Panel members, Applicants and professional design consultants whose projects have been reviewed and to evaluate any necessary changes that may be needed to the procedures, from time to time.

12.0 Conflict of Interest

12.1 Each member of the Design Review Panel has the duty to advise of any conflict of interest with respect to all projects being reviewed by the Panel. In this regard, the Municipal Conflict of Interest Act as adopted for the purposes of the Design Review Panel will apply and the Panel member shall decline to participate in the review of that project in conflict, specifically:

- Where a member, either on his or her own behalf or while acting for, by, with or through another, has any pecuniary interest, direct or indirect, in any matter and is present at a meeting at which the matter is the subject of consideration, the member,
 - (a) shall, prior to any consideration of the matter at the meeting, disclose the interest and the general nature thereof;
 - (b) shall not take part in the discussion of any question in respect of the matter; and,
 - (c) shall not attempt in any way whether before, during or after the meeting to influence the discussion on the application.
- Where the meeting is not open to the public, the member shall forthwith leave the meeting or the part of the meeting during which the matter is under consideration. R.S.O. 1990, c. M.50, s. 5 (2).
- Where the interest of a member has not been disclosed by reason of the member's absence from the meeting, the member shall disclose the interest at the first meeting of the Design Review Panel, as the case may be, attended by the member after the meeting referred to in subsection (1). R.S.O. 1990, c. M.50, s. 5 (3).
- Every declaration of interest and the general nature thereof made under section 5 shall, be recorded in the minutes of the meeting by the secretary of the Design Review Panel, as the case may be. R.S.O. 1990, c. M.50, s. 6 (1).

12.2 Each member of the Design Review Panel will be asked to sign an agenda form to confirm there is no Conflict of Interest prior to the commencement of a meeting. The sign-off form must be presented to the Manager of Urban Design at the beginning of the meeting.