

**EXTRACT FROM COUNCIL MEETING MINUTES OF JANUARY 28, 2014**

**7 DESIGN REVIEW PANEL: PILOT PROJECT EVALUATION**  
**FILE 25.5.1**  
**ALL WARDS**

- 1) That the recommendation contained in the following report of the Commissioner of Planning and Director of Development Planning, dated January 14, 2014, be approved; and
- 2) That members of the Design Review Panel be informed that Council views their advisory work as key to improving the quality of architectural design in the City of Vaughan and that Council appreciates their efforts in this regard.

The Commissioner of Planning and Director of Development Planning in consultation with the Commissioner of Engineering and Public Works and the Commissioner of Community Services recommend:

1. THAT the Design Review Panel BE APPROVED as a component of the City's development approvals process on a permanent basis in accordance with the "*Design Review Panel Terms of Reference and Protocol*" appended to this report as Attachment #1.
2. THAT the Design Review Panel process includes public capital projects with significant public realm impacts in accordance with the "*Public Capital Project Thresholds*" appended to this report as Attachment #2.
3. THAT City Departments and external public agencies that conduct capital projects, include early consultation with the Design Review Panel as part of undertaking those projects.

The Design Review Panel (DRP) contributes to the goals and objectives within *Green Directions Vaughan*, the City's Community Sustainability and Environmental Master Plan, specifically:

Goal 1: To significantly reduce our use of natural resources and the amount of waste we generate.

*Objective 1.3: “To support enhanced standards of stormwater management at the City and work with others to care for Vaughan’s watersheds”*

Goal 2: To ensure sustainable development and redevelopment.

*Objective 2.2: “To develop Vaughan as a City with maximum greenspace and an urban form that supports our expected population growth”*

*Objective 2.3: “To create a City with sustainable built form”*

Goal 3: To ensure that getting around in Vaughan is easy and has a low environmental impact.  
Objective 3.1: "To develop and sustain a network of sidewalks, paths and trails that supports all modes of non-vehicular transportation"

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*Objective 3.2: “To develop and sustain a network of roads that supports efficient and accessible public and private transit”*

Goal 4: To create a vibrant community for citizens, businesses and visitors.

*Objective 4.1: “To foster a city with strong social cohesion, an engaging arts scene, and a clear sense of its culture and heritage”*

*Objective 4.2: “To ensure that the City of Vaughan attracts businesses and investment that will result in well-paying jobs for Vaughan citizens, a sustainable tax base, and continuing prosperity into the 21<sup>st</sup> century”*

Goal 5: To be a leader on sustainability issues.

*Objective 5.1: “To share sustainable best practices and ideas between and among municipal staff and the community”*

*Objective 5.2: “To continue the City’s role in advocacy and information sharing on environmental issues”*

#### **Economic Impact**

There is no additional funding required as a result of the recommendations from this report. The DRP jury members provide their time on a volunteer basis, however, funding is necessary for administrative support, materials and travelling expenses of the panel members. The long term yearly funding associated with the administration of the DRP is funded through development charges and has been included in the City of Vaughan’s 2013 Development Charge Background Study. The Development Planning Department’s Council approved 2013 Capital Budget includes funding for years 2013 to 2016. However, a Capital Budget request will be required to be made for 2017 and beyond. The additional consultation for public projects including Capital Environmental Assessments (EAs) may require additional funding from the Committee to be determined on a project to project basis.

#### **Communications Plan**

A DRP web-page has been added to the City of Vaughan public web-site, outlining its purpose, meeting protocol, meeting schedule, appointment of members, and meeting minutes. Details of each meeting, including agenda and meeting location, is advertised on the City’s web-site in advance of each meeting.

#### **Purpose**

The purpose of this report is to provide the Committee of the Whole with an evaluation of the City’s Design Review Panel (DRP) Pilot Project, and recommendations respecting its continuation beyond the 2-year pilot period.

#### **Background and Analysis**

The initial meeting of the DRP was on October 27, 2011. An interim staff report on the “Design Review Panel Pilot Project” was presented to the Committee of the Whole meeting of February 5, 2013 (Item 9, Report No. 5). This report was subsequently adopted by Council on February 19, 2013, thereby providing the following direction to Staff:

*“That staff report back at the end of the 2 year pilot period with recommendations on the feasibility to incorporate the Design Review Panel into the City’s development approvals process on a permanent basis.”*

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Accordingly, this report, together with the “Design Review Panel Terms of Reference and Protocol”, and “Public Capital Project Thresholds”, which are appended to this report as Attachments #1 and #2, have been prepared in response to this direction.

#### What is a Design Review Panel ?

Generally Design Review Panels (DRPs) are comprised of volunteer design professionals, including architects, landscape architects, urban designers and planners. They provide professional, objective advice aimed at improving matters of design that affect the public realm, which includes buildings, streets, parks and open spaces. In doing so, DRPs can help raise standards of development, encourage designers to avoid compromising on quality, and help make new development compatible with its surroundings. As such, the design review process is a powerful addition to the development approvals process. In recognition of this, DRPs have become increasingly common in Ontario cities in recent years and are now used by the cities of Toronto, Ottawa, Mississauga, Hamilton, Brampton, Kitchener, London, Oshawa, and Waterloo. A DRP is currently being considered by the City of Markham.

#### A Design Review Panel for the City of Vaughan

On October 27, 2011, the City of Vaughan's DRP was initiated as a 2 year Pilot Project. The DRP was set up as an advisory body to City staff, and does not have statutory decision-making powers. The Panel reviews both private development and high profile public capital projects, and provides design advice to Staff for consideration relating to these proposals. Advice is based on publicly approved design criteria, such as the urban design policies in the City's Official Plan and approved Secondary Plans. For private development applications, the Panel's advice is incorporated into planning reports related to an application for consideration by City Council. Design advice for public projects, including new Parks in the City's designated intensification areas is provided to the lead City Department or external public agency, and City Planning Staff, which is used to further advance that project's design.

The process of design review takes place as an additional stream of consultation within the existing framework and timeframe of development review. Procedures for the DRP were developed through an analysis of best practices and were further refined throughout the 2 year pilot project period.

The feasibility of incorporating the DRP within the development assessment process on a permanent basis can be determined through evaluation of the key goals of the Pilot Project, and an analysis of comments received during stakeholder consultations with representation from the Development and Design Industry who have participated during the 2 year Pilot Period.

#### Evaluation of Design Review Panel Pilot Project Goals

The goals of the DRP Pilot Project were outlined in the Terms of Reference presented in a Staff report to the Committee of the Whole meeting of September 13, 2011, and subsequently adopted by Council on September 27, 2011. An evaluation of the key goals from this report is as follows:

##### a) Ensure Design Excellence in New Buildings and Public Spaces

City Planning Staff has observed that of the 42 projects shown on Attachment #3 of this report that have been reviewed since the inception of the DRP Pilot Project, the jury panel felt that 19 (45%) of these projects were of sufficient quality that they could proceed without major changes being required to them. However, the panel identified areas of concern with the remaining 23 (55%) of the projects, which they felt were significant enough to require a major redesign of the project. Planning Staff is of the opinion that the

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DRP Pilot Project initiative has been successful in securing the submission of better designs within the City's urban intensification areas. The results confirm that the City's DRP Pilot Project is sending a clear message to the development community about the City of Vaughan's commitment for design excellence in the public realm.

b) Supports Creative Design Within a Regulatory Framework

The DRP Pilot Project has been successful in achieving design creativity, variety and quality within the emerging built form, by stressing the importance of quality construction and finishing materials in addition to creativity when evaluating a development application. This is specifically emphasized when individual development applications are evaluated in accordance with the specific Urban Design policies for the Vaughan Metropolitan Centre and other urban intensification areas such as the Steeles Avenue West Corridor, Yonge Street Corridor, Carrville District Centre, Centre Street, and Highway 7 Corridor, as well as, the City's four designated Heritage Districts.

c) Develop and Test Procedures and Protocol

Operating the DRP in a pilot format has provided Staff with sufficient flexibility to test a variety of meeting procedures and protocol. The DRP Terms of Reference and Protocol shown on Attachment #1, includes refinements that are identified in the next two sections of the report that were made in response to recent post-pilot feedback from stakeholder consultations and Staff observations. Planning Staff is satisfied that the process has been sufficiently tested and refined to the degree that it can now be successfully integrated into the approvals system on a permanent basis.

#### Stakeholder Evaluation and Consultation

A comprehensive monitoring program was initiated throughout the 2 year pilot period to determine how the DRP was being received by the stakeholders in the development and design industry. Results from this initiative were generally positive and recommendations from stakeholders input are summarized as follows:

a) Survey Questionnaire of Designers, Developers and Agents

A September 2013 survey questionnaire was provided to users of the DRP process, including 13 development firms and 14 design firms to gauge the impact of the DRP upon their work program. A total of 12 surveys were returned, which was not sufficient enough to allow representative statistical analysis due to the relatively low sample size. Despite this, the survey responses were mostly positive and provided input on the presentation process, and in this regard, were useful in providing Staff with the recommendations needed to make refinements to the process by concentrating the Staff presentation to specific urban design questions and planning context only.

Based on the recommendations from the survey input, Staff has made some refinements to the Terms of Reference and Protocol appended to this report as Attachment #1. These refinements include time restrictions (1 hour and 10 minutes) allocated to each project, and restricting Staff presentation to urban design and planning context matters only, with a maximum 5 minute time allowance. These recommended changes will eliminate possible presentation duplication, and allow the necessary DRP deliberations to occur in a timely manner.

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##### b) Development and Design Industry Consultation and Evaluation

A consultation meeting was held on September 30, 2013 with the development and design industry through the BILD York Chapter (Building Industry and Land Development Association). There was good discussion between City Planning Commission Staff, and members of the development and design industry on the DRP Pilot Project process, which resulted in the general feedback from the stakeholders being largely positive.

Constructive input and recommendations from this stakeholder group has resulted in several changes to the Terms of Reference and Protocol appended to this report as Attachment #1. These revisions are specific at seeking the Panel's advice as early as possible in the development review process during the schematic design phase of a project, and improving dialogue between members of the DRP, City Staff and the proponent teams by allowing offline discussion if the proponent feels deliberations are being influenced by a misunderstanding of information.

##### c) Consultation with City Departments and Agencies on Public Capital Projects

The DRP reviewed two significant public capital projects over the 2 year pilot period, which included the Vaughan City Hall Resource Library and York Region Rapid Transit VIVAnext H2 Highway #7 VMC rapid transit station. Both projects were very well presented to the DRP by the respective design consultants, and resulted in constructive design advice by the Panel. The feedback received from the participating City Departments and agencies (Buildings and Facilities, Vaughan Library Board, York Region Rapid Transit and VIVAnext) was very positive, and the Design Review Panel's design advice resulted in their respective consultants making positive refinements to their designs.

However, an issue raised by Staff from the Vaughan Library Board with respect to responding to design issues raised by the DRP in later stages of the design process, once budget evaluations are finalized, can be problematic due to the negative financial impact on the approved budgets. As a result, early consultation with the DRP to obtain design input will help to avoid project delays and cost overruns. In addition, the Commissioner of Community Services has requested that any DRP consideration of Parks be limited to proposed Parks only within intensification areas.

#### Proposed Recommendations

Given the generally positive results of the Pilot Project, it is recommended that the DRP continue to operate as an advisory component of the City's development review process on a permanent basis. However, the Pilot Project has also shown that some refinements to the review format are necessary in order to implement this recommendation in an effective manner. These refinements and recommendations are discussed below.

##### a) Panel Professional Expertise

A major factor in the success of the DRP Pilot Project can be attributed to the mix of professions, and their wide range of relevant professional experience and expertise. Due to this success, Staff is proposing to retain the existing number (14), and mix of professions on the Panel. However, in response to feedback from the consultation process, Staff is also proposing to include a professional Transportation Engineer to serve on the Panel. Further details relating to Panel membership are included in the "Terms of Reference and Protocol" appended to this report as Attachment #1.

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b) Public Projects

Based on the positive comments received from the stakeholders for the two public projects presented to the DRP during the 2 year pilot period, it is recommended that the threshold for qualifying public capital projects be expanded to capture high profile projects, as determined by the Commissioner of Planning or his/her designate in consultation with the affected department Commissioner or external public agency, that contain a significant visual and physical impact upon the public realm. However, Parks proposed in greenfield areas, and public infrastructure projects that contain minimal long-term visual impacts to the public realm such as road construction, servicing projects, minor renovations to public buildings, park retrofits and maintenance projects are excluded from the process. Full details of proposed thresholds for qualifying public projects are outlined in Attachment #2 of this report.

c) City Projects

The DRP review process will vary for City projects depending on the specific project and public process. Public projects such as transit stations or other government agency buildings subject to site plan review will typically be reviewed by DRP at least twice during the design stage of the project, while City projects not subject to the Site Plan process would be viewed only once at an early stage of the design process. In many cases, the City proceeds based on Staff comments to apply for a building permit following consultation meetings with the affected communities and the public. In these cases, the advisory input of the DRP will be provided to the Manager of Urban Design, and the Project Team within the Commission of Community Services or Commission of Engineering and Public Works for consideration at the preliminary design stage of the project, where possible. It is imperative that all efforts to obtain DRP design input early in the project design stage be achieved, in order to avoid project scheduling delays and cost overruns.

d) Development Applications

Experience from the DRP Pilot Project has shown that the design review process is most beneficial in areas that are experiencing pressure to address issues of high-rise or mixed-use development, architectural quality, built form relationship to the public realm streetscape, contextual fit, and where the challenges of integrating new urban development into established suburban neighbourhoods and heritage districts are common. Based on this information, it is recommended that the DRP focus on all development applications in the Vaughan Metropolitan Centre and other areas in the City where higher density development is taking place and where Secondary Plans are either in place or are being formulated.

e) Panel Membership

It is recommended that DRP members continue to serve on a voluntary unpaid basis. In lieu of remuneration, the City's Planning Commission will host an annual dinner meeting as a symbol of the City's appreciation of each Panel member's commitment. In accordance with City policies, the Panel members are reimbursed for traveling expenses while conducting Panel-related activities, such as attending monthly meetings scheduled for the last Thursday morning of each month. It is estimated that the costs associated with these recommendations are marginal, and can be accommodated in the Planning Commission's current DRP administration budget with no additional funding required.

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##### **f) Monitoring**

The City Planning Commission will continue to monitor the DRP process, consult with participating stakeholders, and may introduce in the future further refinements to the post-pilot format in response to feedback and suggestions from the stakeholders as the DRP process evolves. Similar to refinements made throughout the pilot period, any additional refinements would be made in consultation with the respective stakeholders, and would be introduced and adopted during regular meetings of the DRP. The proposed post-pilot DRP Terms of Reference and Protocol are outlined in Attachment #1 of this report.

##### **Relationship to Vaughan Vision 2020/Strategic Plan**

This report is consistent with the priorities set forth in Vaughan Vision 2020, particularly “Plan and Manage Growth & Economic Well Being”.

##### **Regional Implications**

N/A

##### **Conclusion**

The Design Review Panel (DRP) Pilot Project was a proposal to test the feasibility of establishing a permanent DRP that reviews private development applications and public capital projects such as the Vaughan City Hall Resource Library and VIVAnext Highway #7 VMC rapid transit station over a period of two years. Implementing the DRP in this format provided sufficient opportunity to test the initiative, consult with and respond to stakeholder concerns, and refine the process of integration into the development application assessment process. Consultation with stakeholders has shown that the DRP review process is seen as being generally a positive addition to the development approvals process. No major objections to the process were provided by stakeholders throughout the pilot period. Subsequently, this report recommends continuation of the DRP subject to minor procedural refinements, increased expansion to provide input on major public capital projects at early stages of the planning process, and continued monitoring of the program to allow for new and emerging sustainable design initiatives in the building industry. Should the Committee concur, the recommendations in this report can be adopted.

##### **Attachments**

1. Design Review Panel Terms of Reference and Protocol
2. Public Capital Projects Thresholds
3. Design Review Panel Projects Reviewed

##### **Report prepared by:**

Rob Bayley, Manager of Urban Design, ext. 8254

(A copy of the attachments referred to in the foregoing have been forwarded to each Member of Council and a copy thereof is also on file in the office of the City Clerk.)

## **COMMITTEE OF THE WHOLE JANUARY 14, 2014**

### **DESIGN REVIEW PANEL: PILOT PROJECT EVALUATION**

#### **FILE 25.5.1**

#### **ALL WARDS**

#### **Recommendation**

The Commissioner of Planning and Director of Development Planning in consultation with the Commissioner of Engineering and Public Works and the Commissioner of Community Services recommend:

1. THAT the Design Review Panel BE APPROVED as a component of the City's development approvals process on a permanent basis in accordance with the *"Design Review Panel Terms of Reference and Protocol"* appended to this report as Attachment #1.
2. THAT the Design Review Panel process include public capital projects with significant public realm impacts in accordance with the *"Public Capital Project Thresholds"* appended to this report as Attachment #2.
3. THAT City Departments and external public agencies that conduct capital projects, include early consultation with the Design Review Panel as part of undertaking those projects.

#### **Contribution to Sustainability**

The Design Review Panel (DRP) contributes to the goals and objectives within *Green Directions Vaughan*, the City's Community Sustainability and Environmental Master Plan, specifically:

Goal 1: To significantly reduce our use of natural resources and the amount of waste we generate.

*Objective 1.3: "To support enhanced standards of stormwater management at the City and work with others to care for Vaughan's watersheds"*

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### **Economic Impact**

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### **Background and Analysis**

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The feasibility of incorporating the DRP within the development assessment process on a permanent basis can be determined through evaluation of the key goals of the Pilot Project, and an analysis of comments received during stakeholder consultations with representation from the Development and Design Industry who have participated during the 2 year Pilot Period.

#### Evaluation of Design Review Panel Pilot Project Goals

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Proposed Recommendations

Given the generally positive results of the Pilot Project, it is recommended that the DRP continue to operate as an advisory component of the City's development review process on a permanent basis. However, the Pilot Project has also shown that some refinements to the review format are necessary in order to implement this recommendation in an effective manner. These refinements and recommendations are discussed below.

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c) City Projects

The DRP review process will vary for City projects depending on the specific project and public process. Public projects such as transit stations or other government agency

buildings subject to site plan review will typically be reviewed by DRP at least twice during the design stage of the project, while City projects not subject to the Site Plan process would be viewed only once at an early stage of the design process. In many cases, the City proceeds based on Staff comments to apply for a building permit following consultation meetings with the affected communities and the public. In these cases, the advisory input of the DRP will be provided to the Manager of Urban Design, and the Project Team within the Commission of Community Services or Commission of Engineering and Public Works for consideration at the preliminary design stage of the project, where possible. It is imperative that all efforts to obtain DRP design input early in the project design stage be achieved, in order to avoid project scheduling delays and cost overruns.

d) Development Applications

Experience from the DRP Pilot Project has shown that the design review process is most beneficial in areas that are experiencing pressure to address issues of high-rise or mixed-use development, architectural quality, built form relationship to the public realm streetscape, contextual fit, and where the challenges of integrating new urban development into established suburban neighbourhoods and heritage districts are common. Based on this information, it is recommended that the DRP focus on all development applications in the Vaughan Metropolitan Centre and other areas in the City where higher density development is taking place and where Secondary Plans are either in place or are being formulated.

e) Panel Membership

It is recommended that DRP members continue to serve on a voluntary unpaid basis. In lieu of remuneration, the City's Planning Commission will host an annual dinner meeting as a symbol of the City's appreciation of each Panel member's commitment. In accordance with City policies, the Panel members are reimbursed for traveling expenses while conducting Panel-related activities, such as attending monthly meetings scheduled for the last Thursday morning of each month. It is estimated that the costs associated with these recommendations are marginal, and can be accommodated in the Planning Commission's current DRP administration budget with no additional funding required.

f) Monitoring

The City Planning Commission will continue to monitor the DRP process, consult with participating stakeholders, and may introduce in the future further refinements to the post-pilot format in response to feedback and suggestions from the stakeholders as the DRP process evolves. Similar to refinements made throughout the pilot period, any additional refinements would be made in consultation with the respective stakeholders, and would be introduced and adopted during regular meetings of the DRP. The proposed post-pilot DRP Terms of Reference and Protocol are outlined in Attachment #1 of this report.

**Relationship to Vaughan Vision 2020/Strategic Plan**

This report is consistent with the priorities set forth in Vaughan Vision 2020, particularly "Plan and Manage Growth & Economic Well Being".

**Regional Implications**

N/A

## **Conclusion**

The Design Review Panel (DRP) Pilot Project was a proposal to test the feasibility of establishing a permanent DRP that reviews private development applications and public capital projects such as the Vaughan City Hall Resource Library and VIVAnext Highway #7 VMC rapid transit station over a period of two years. Implementing the DRP in this format provided sufficient opportunity to test the initiative, consult with and respond to stakeholder concerns, and refine the process of integration into the development application assessment process. Consultation with stakeholders has shown that the DRP review process is seen as being generally a positive addition to the development approvals process. No major objections to the process were provided by stakeholders throughout the pilot period. Subsequently, this report recommends continuation of the DRP subject to minor procedural refinements, increased expansion to provide input on major public capital projects at early stages of the planning process, and continued monitoring of the program to allow for new and emerging sustainable design initiatives in the building industry. Should the Committee concur, the recommendations in this report can be adopted.

## **Attachments**

1. Design Review Panel Terms of Reference and Protocol
2. Public Capital Projects Thresholds
3. Design Review Panel Projects Reviewed

## **Report prepared by:**

Rob Bayley, Manager of Urban Design, ext. 8254

Respectfully submitted,

JOHN MACKENZIE  
Commissioner of Planning

GRANT UYEYAMA  
Director of Development Planning

/CM

## **ATTACHMENT #1**

### **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, and 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, 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, parks and open spaces and associated streetscapes in order to promote and uphold standards of design excellence.
- 3.2 The Commissioner of Planning 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 and a transportation engineer. To establish quorum during the meetings, the Panel should not have less than seven (7) members, at least three (3) architects, two (2) landscape architects, one (1) urban designer and one (1) other individual from a different discipline.

- 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 Planning Commission 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 and transportation engineering;
  - 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 (4<sup>th</sup>) 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 Ontario Municipal Board (OMB) should not go before the Design Review Panel; however, if they do, the particular situation or possibility of an OMB 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 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 The 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.
- 10.2 The presentation materials package shall contain the following minimum information:
- Key Plan;
  - Colour copies of the site plan, building elevations and landscape plan;
  - Design approach to environmental sustainability;
  - Photographs of surrounding lands and streetscape;
  - Coloured renderings, digital perspectives or a physical massing model depicting the proposed development and its relationship to surrounding lands;
  - Building elevations and materials used;
  - Floor plans of ground floors;
  - Brief project description and overview.
  - One CD labelled with project name and address containing presentation materials.

- 10.3 All presentation material shall be mounted on panels not greater than 90cm x 120cm (3' x 4') in size. In addition, twenty (20) copies of the presentation material package in a bound booklet form being no larger than 28cm x 43cm (11' x 17' landscape format) shall be submitted by the Applicant to the Development Planning Department.
- 10.4 The Applicant may decide to include a Power Point Presentation with the above information to further describe the proposal to the Panel members at the scheduled Design Review Panel meeting.
- 10.5 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.

#### **11.0 Monitoring**

- 11.1 A significant aspect of the Design Review Panel Pilot Project 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.

## **ATTACHMENT #2**

### **DESIGN REVIEW PANEL PUBLIC CAPITAL PROJECT THRESHOLDS**

Public capital projects with a significant visual and physical impact upon the City's public realm will be reviewed by the Design Review Panel as determined by the Commissioner of Planning or his/her designate, in consultation with the affected department Commissioner or external public agency. Initial consultation with the Panel should take place early on in the process (e.g. at the pre-application stage for development, and prior to the problem definition part of the project that will inform preparation of the "notice of commencement" phase for Environmental Assessments). Early consultation will help to define or refine the problem statement and project definition, which may then help to define project budgets early for Council consideration. Qualified projects may include, but not be limited to, the following:

**1) City-wide Thresholds:**

- (a) New publicly-owned buildings that require the review of drawings (e.g. fire halls, community centres, libraries and transit buildings such as bus terminals);
- (b) Environmental Assessments for major infrastructure projects (e.g. prominent bridges, transit hubs, light rail initiatives and pedestrianization schemes);
- (c) Projects that are contiguous with environmentally sensitive areas (ESAs);
- (d) Streetscape rehabilitation/reconstruction projects when adjacent to public streets or open space lands;
- (e) New policies that contain public realm implications, such as urban design guidelines or other policies with City-wide implications.

**2) Thresholds within an "Urban Centre or District"**

- (a) Special streetscape design projects for both arterial and collector roads (e.g. Yonge Street, VMC);
  - (b) New Parks, Urban Squares and open spaces within an urban context.
- \* Urban Centres or Districts: Vaughan Metropolitan Centre, Steeles West, Yonge Street/Steeles Corridor, Carrville District Centre, Vaughan Mills, Centre Street Corridor, Woodbridge Centre, Concord Centre and Promenade Mall.

**3) Exclusions from the Design Review Process:**

Public capital projects subject to the following conditions are excluded from the Design Review Panel process:

- (a) Maintenance and state of good repair infrastructure projects that have minimal visual and physical impact upon the public realm, as determined by the Commissioner of Planning or his/her designate in consultation with the affected department Commissioner or external public agency;
- (b) City projects that are subject to design competitions, and already have a built-in process of high level design or peer review;
- (c) City projects that do not have a long term impact on the public realm (e.g. less than 4 years);
- (d) City Parks in a greenfield environment.

## ATTACHMENT NO. 3

### Design Review Panel Projects Reviewed

No.	Date	Project	Developer	Review No.
1	October 27, 2011	2900 Regional Road 7	ExpoCity, Cortel Group	1
2	November 24, 2011	Highway 7 + Interchange Way	Easton Development	1
3		7777 Weston Road	Liberty Development Corp	1
4		Rutherford Market Place	FCHT Holdings Inc.	1
5	December 15, 2011	Bathurst + Beverley Glen	Liberty Development Corp	1
6		Highway 7 + Wigwoss Drive	2190647 Ontario Inc.	1
7	January 26, 2012	Highway 7 + Jane Street	ZZEN Group + Midvale Estates	1
8		Centre Steet + New Westminster Drive	Cityzen Development Group	1
9	February 23, 2012	Highway 7 + Wigwoss Drive	2190647 Ontario Inc.	2
10		Rose Garden City at Highway 7 + Centre Street	Liberty Development Corp	1
11		Bathurst + Beverley Glen	BAIF Developments Ltd	1
12	March 29, 2012	Highway 7 + Maplecrete	Liberty Development Corp	1
13		Weston Road + Retreat Boulevard	Ozner Corporation South, Lormel Homes	1
14	April 26, 2012	3600 Rutherford Road	West Rutherford Properties, Lormel Homes	1
15		Bathurst + Beverley Glen	Liberty Development Corp	2
16	May 31, 2012	Highway 7 + Interchange Way	Easton Development	2
17	June 28, 2012	4603 + 4611 Highway 7	2058258 Ontario Ltd	1
18	July 26, 2012	Major Mackenzie Drive + Keele Street	Goldpark	1
19	September 27, 2012	VMC 16 Storey Office Building + Public Square	Calloway REIT (Sevenbridge) Inc	1
20	October 25, 2012	Carrville District Centre Block 11	Nine-Ten West Ltd	1
21		7476 Kipling Avenue	Portside Development Corp	1
22		Kleinburg Village Condominium	Beaverbrook Homes Development Corp	1
23	November 29, 2012	Rutherford Market Place	FCHT Holdings Inc.	2
24		Capo Di Monte 9909 + 9939 Pine Valley Drive	1668872 Ontario Inc., Royal Pine Homes	1
25		Kleinburg Heritage Square 10423 + 10429 Islington Ave	Heritage Hill Developments Corp	1
26	January 31, 2013	VMC Streetscape and Open Space Plan	City of Vaughan, EDA Collaborative	1
27		VivaNext, H2 VMC Highway 7 Transit Improvements	York Region Rapid Transit Corporation	1
28	February 28, 2013	Rose Garden City at Highway 7 + Centre Street	Liberty Development Corp	2

### **ATTACHMENT NO. 3**

29		Landsdowne + Highway 7, 10 Storey Mixed Use Building	Marquee Condominiums	1
30	March 28, 2013	Maple GO Mid-Rise Mixed-Use Development	York Major Holding	1
31		Highway 7 + Interchange Way	Easton Development	2
32		9869 + 9891 Keele Street	Empire Pace (Maple) Ltd	1
33	April 25, 2013	VMC 16 Storey Office Building + Public Square	Calloway REIT (Sevenbridge) Inc	2
34		2600 Rutherford Road	West Rutherford Properties Ltd., Lormel Homes	2
35	May 30, 2013	Centre Steet + New Westminster Drive	Cityzen Development Group	2
36		4908 + 4902 Highway 7	Bremont Homes Corporation	1
37	June 27, 2013	Highway 7 + Maplecrete	Liberty Development Corp	2
38		Market Lane Holdings, Woodbridge Ave	Market Lane Holdings Inc	1
39	September 25, 2013	Vaughan Civic Centre Resource Library	City of Vaughan Library Board, Building and Facilities Department	1
40		9000 Bathurst Street, The Jaffari Village	Islamic Shia, Ithna – Asheri, Jamaat of Toronto	1
41	October 31, 2013	7895 Jane Street	Berkeley Development (Jane) Ltd.	1
42		13029 Jane + Rutherford	Rutherford Land Corporation	1

**Total No. of Projects Reviewed: 42**

1st Review: 32

2nd Review: 10