



## COMPARISON AND EXPLANATION OF CHANGE

PUD2020-0373  
ATTACHMENT 2

#	EXISTING TERMS OF REFERENCE	PROPOSED REVISIONS	ALIGNMENT TO INTENDED OUTCOMES & REASONING
1	<u>Table of Contents</u>	Removed	<b>Simplify</b>
2	<u>Definition 2.d</u> "Concept Review"	Definition removed	<b>Clerical edit</b> Definition is not used in the document.
3	<u>Number of Members</u> Section 3.2 Eligibility of Public Members "The Urban Design Review Panel is comprised of 12 members and one adjunct member (see below)" <b>And</b> "In addition: • One recognized Heritage Conservation Architect, adjunct member (available on call to participate as requested on specialized files)."  Section 3.5 Duties of Panel Members • "Adjunct members will be willing to be available as requested to participate in the review of items related to their expertise."	<u>Number of Members</u> Section 3.2 Composition "The Panel is comprised of 12 members as follows: • Five Architect members of the Alberta Association of Architects; • Three members of the Alberta Association of Landscape Architects; • Two members of the Association of Professional Engineers and Geoscientists of Alberta; and • Two members of the Alberta Professional Planners Institute."  Section 3.5 Duties of Panel Members Bullet deleted	<b>Enable enhanced recruitment</b> Reduced from 13 to 12 members. Adjunct member removed from composition due to difficulty of appointing a member who is 'on call'.

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4	<p><u>Number of Members</u></p> <p>Section 3.2 Eligibility of Public Members</p> <p>“The Panel will consist of:</p> <ul style="list-style-type: none"> <li>Five Architect members of the Alberta Association of Architects, four of which have specific expertise in at least one of the following categories: Urban design; high-rise design; commercial building design; civic building design; accessible design; sustainable design; large scale development projects. No more than one architect member may be non-practicing</li> <li>Three members of the Alberta Association of Landscape Architects with expertise in diverse landscapes representing the public realm.</li> <li>Two members of the Association of Professional Engineers, Geologists and Geophysicists of Alberta with expertise in multi-modal transportation, complete streets and tactical urbanism.</li> <li>Two members of the Alberta Professional Planners Institute with expertise in urban design.</li> </ul> <p>In addition:</p> <ul style="list-style-type: none"> <li>One recognized Heritage Conservation Architect, adjunct member (available on call to participate as requested on specialized files).”</li> </ul>	<p><u>Number of Members</u></p> <p>Section 3.2 Composition</p> <p>“The Panel is comprised of 12 members as follows:</p> <ul style="list-style-type: none"> <li>Five Architect members of the Alberta Association of Architects (AAA);</li> <li>Three members of the Alberta Association of Landscape Architects (AALA);</li> <li>Two members of the Association of Professional Engineers and Geoscientists of Alberta (APEGA); and</li> <li>Two members of the Alberta Professional Planners Institute (APPI).”</li> </ul>	<p><b>Increase clarity</b></p> <ul style="list-style-type: none"> <li>Text relating to member eligibility and recruitment methods removed from section 3.2 into a separate section (3.4).</li> <li>Section 3.2 renamed as ‘Composition’</li> <li>APEGA organizational name updated.</li> </ul>

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5	<p><u>Recruitment method</u></p> <p>Section 3.2 Eligibility of Public Members</p> <p>“...comprised of 12 members and one adjunct member, nominated by their professional associations. As well, BILD Calgary Region and NAIOP will each nominate from within their membership one registered design professional from any of the Associations referred to below. The complete list of nominations will be considered by Council who will appoint the Panel members, by resolution, at the annual Organizational Meeting of Council.”</p>	<p><u>Recruitment method</u></p> <p>Section 3.3 Recruitment, Eligibility and Appointment</p> <p>“Vacancies shall be included in the annual City Clerk’s Office recruitment and advertising campaign, in accordance with the Council Policy, Governance and Appointments of Boards, Commissions and Committees.</p> <p>All members shall be members in good standing with their respective Professional Associations and have demonstrated expertise in urban design.</p> <p>No more than one AAA architect member may be non-practicing.”</p>	<p><b>Enable enhanced recruitment, Increase clarity</b></p> <p>Sections 3.2 and 3.3 restructured to separate board ‘composition’ elements from board ‘recruitment and eligibility’ elements.</p> <p>Recruitment method changes from 100% non-binding nominations by professional associations to 100% public recruitment process. Eligibility of applicants will still be contingent on validation of good standing within the respective professional associations. Validation process to be managed by the Chief Urban Designer.</p> <p>Recruitment in accordance with Council Policy also ensures an additional level of applicant validation by UDRP (Shortlisting for Nominations Committee).</p>
6	<p><u>Ineligibility</u></p> <p>Section 3.3 Selection Criteria</p> <p>“No more than one member of any particular firm may be allowed to sit on the Panel at the same time.”</p>	<p><u>Ineligibility</u></p> <p>Section 3.3 Provision removed</p>	<p><b>Enhance flexibility</b></p> <p>Improves ability of Panel Chair and Chief Urban Designer to consider and mitigate members from the same firm serving on the Panel, without making a decision outside of the Terms of Reference or obligation to amend Terms of Reference ad-hoc.</p>

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7	<p><u>Appointment Recommendations</u></p> <p>Section 3.2 Eligibility of Public Members</p> <p>“The complete list of nominations will be considered by Council who will appoint the Panel members, by resolution”.</p> <p>Section 3.3 Selection criteria</p> <p>The Chief Urban Designer and Urban Design Review Panel Chair will review the list of nominations provided by the Professional Associations and submit a short-list recommendation which will be considered, together with the entire list, to inform Council’s decision, in accordance with Council Policy CP2016-03.”</p>	<p><u>Appointment Recommendations</u></p> <p>Section 3.3 Recruitment, Eligibility and Appointment</p> <p>“Applications will be reviewed by the Chief Urban Designer and the Panel Chair, in accordance with Council Policy CP2016-03. The Panel’s recommendations for appointment will be submitted to the Nominations Committee for Council consideration.”</p>	<p><b>Enable enhanced recruitment</b></p> <p>Removes the requirement for Council to vet the entire applicant pool and moves responsibility for short listing to the Chief Urban Designer, the Panel Chair and Nominations Committee, in accordance with current Council policy on public member appointments.</p> <p><b>Increase clarity</b></p> <p>Condensed all references to how applicants are appointed into a single section of the policy.</p>
8	<p><u>Meeting Quorum</u></p> <p>Section 3.4 Quorum</p> <p>“Any seven members (50% +1) can constitute a quorum during a regular Panel meeting. In the case of additional meetings attended by a sub-panel (see section 6.6), three members who appropriately represent the Panel make up may constitute a quorum.”</p>	<p><u>Meeting Quorum</u></p> <p>Section 3.4 Quorum</p> <p>“The quorum of a full Panel meeting is a majority of the full Panel membership (greater than 50%).</p> <p>The members of the Panel may conduct meetings in sub-panels of six members, so long as the sub-panels have appropriately balanced expertise.</p> <p>Quorum for a sub-panel is a majority of the sub-panel membership (greater than 50%. eg: for a sub-panel of 6 members, quorum is 4).”</p>	<p><b>Increase clarity</b></p> <p>Quorum expressed as a percentage of full membership, rather than as a number. Quorum increased for sub-panel meetings, to express the same percentage of full sub-panel membership</p>

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9	<p><u>Sub-Panels</u></p> <p>Section 6.6 Additional sessions</p> <p>“The Panel may establish a sub-panel, if required to accommodate exceptionally high file volume within CPAG timelines, to assist the Panel in the performance of its duties. Each sub-panel will consist of half of the representatives of each of the above-noted member groups, and will meet bi-weekly, on alternating weeks, at the regular meeting time.”</p>	<p><u>Sub-Panels</u></p> <p>6.5 Frequency of Meetings</p> <p>“The Panel may be split by the Chair into sub-panels, with each sub-panel meeting on alternate weeks.”</p>	<p><b>Enhance flexibility</b></p> <p>Authorizes the Panel to split into sub-panels who meet on alternate weeks. Better reflects existing procedures at peak periods.</p>
10	<p><u>Quorum</u></p> <p>Section 3.4 Quorum</p> <p>“Any seven members (50% +1) can constitute a quorum during a regular Panel meeting. In the case of additional meetings attended by a sub-panel (see section 6.6), three members who appropriately represent the Panel make up may constitute a quorum.”</p> <p>Section 6.6 Additional sessions</p> <p>“Any three members who appropriately represent the make-up of the <del>[sub-]Panel</del> can constitute quorum.”</p>	<p><u>Quorum</u></p> <p>Section 3.4 Quorum</p> <p>“The quorum of a full Panel meeting is a majority of the full Panel membership (greater than 50%).</p> <p>The members of the Panel may conduct meetings in sub-panels of six members, so long as the sub-panels have appropriately balanced expertise.</p> <p>Quorum for a sub-panel is a majority of the full Panel membership (greater than 50%. eg: for a sub-panel of 6 members, quorum is 4).”</p>	<p><b>Increase clarity</b></p> <p>Expressing quorum as a percentage (&gt; 50%) instead of a number (7 members) ensures that future composition changes won't require a subsequent change to the quorum count.</p> <p>Gathers all Quorum clauses into the same section.</p>

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11	<p><u>Term</u></p> <p>Section 4 Appointment Term</p> <p>“Panel members will be appointed on a volunteer basis for a term of two years, which may be renewed up to two times. Individual term expirations will be staggered to ensure an orderly transition of the new members.”</p>	<p><u>Term</u></p> <p>Section 4 Appointment Term</p> <p>“Panel members will be appointed at the annual Organizational Meeting of Council and shall serve for a period of two years. A member may serve a maximum of six consecutive years. Despite the above, a panel member may serve until their successor is appointed. The service of a member beyond the appointed term shall not count toward the six-year limit on the length of service if the additional service is one year or less.</p> <p>When a mid-term appointment is made to fill a vacancy:</p> <ul style="list-style-type: none"> <li>• If the balance of the term to be served is one year or less, that service shall not count toward the limit on the length of service; and</li> <li>• If the balance of the term to be served is more than one year, that service shall count toward the limit on the length of service.”</li> </ul>	<p><b>Increase clarity</b></p> <p>Maximum consecutive terms included to bring UDRP into alignment with other Interest Groups as defined in Council Policy CP2016-03, Governance and Appointments of Boards, Commission and Committees.</p> <p>Clarifies how partial terms are calculated in the maximum consecutive terms.</p>
12	<p><u>Frequency of Meetings</u></p> <p>Section 6.5 Frequency of Meetings</p> <p>“Urban Design Review Panel meetings will be held every two weeks throughout the year on Tuesday afternoons commencing at 1:30 pm. Special meetings may be convened when necessary to handle high file volume or to hold discussion sessions on topics of interest or concern. (See below)”</p>	<p><u>Frequency of Meetings</u></p> <p>Section 6.5 Frequency of Meetings</p> <p>“Panel meetings are held every two weeks throughout the year. Additional meetings may be convened when necessary during periods of high file volume or to hold discussion sessions on topics of interest or concern.”</p>	<p><b>Enhance flexibility</b></p> <p>Removes reference to date and time of meetings to increase flexibility for scheduling changes.</p>

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13	<p><u>Sessions by sub-panel</u></p> <p>Section 6.6 Additional Sessions</p> <p>“The Panel may establish a sub-panel, if required to accommodate exceptionally high file volume within CPAG timelines, to assist the Panel in the performance of its duties. Each sub-panel will consist of half of the representatives of each of the above-noted member groups, and will meet bi-weekly, on alternating weeks, at the regular meeting time. Any three members who appropriately represent the make-up of the Panel can constitute quorum.”</p>	<p><u>Sessions by sub-panel</u></p> <p>Section 6.6 on Additional Sessions removed</p>	<p><b>Increase clarity</b></p> <p>The ability of the Chair to form sub-panels, quorum for sub-panels and when they meet are all addressed in other sections.</p>