

City Manager's Office Report to  
SPC on Planning and Urban Development  
2020 June 03

ISC: UNRESTRICTED  
PUD2020-0373

## **Urban Design Review Panel – Terms of Reference Amendment**

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### **EXECUTIVE SUMMARY**

This report responds to Council direction that Administration amend the Urban Design Review Panel's ("Panel") Terms of Reference to allow for an enhanced recruitment of Calgarians.

#### **ADMINISTRATION RECOMMENDATIONS:**

That the Standing Policy Committee on Planning and Urban Development recommend that Council:

1. Adopt the amended Terms of Reference for the Urban Design Review Panel (Attachment 1); and
2. Direct that the recruitment of the Urban Design Review Panel's members be included in the City Clerk's Office annual advertisement and recruitment campaign.

### **PREVIOUS COUNCIL DIRECTION / POLICY**

On 2019 October 28, Council directed Administration to "amend the Terms of Reference to allow for an enhanced recruitment of Calgarians, with a report due to the SPC on Planning and Urban Development by Q2 2020".

The Panel was established on 2002 June 17 with report M-2002-011. The most recent in-depth review of the Terms of Reference was done on 2017 July 24 with report PUD2017-0601.

### **BACKGROUND**

The Panel's composition is currently 13 members nominated by the following professional organizations:

- 6 architects members of the Alberta Association of Architects
- 3 members of the Alberta Association of Landscape Architects
- 2 members of the Alberta Professional Planners Institute
- 2 members of the Association of Professional Engineers and Geoscientists of Alberta

To fill these positions, the City Clerk's Office annually contacts the professional organizations seeking nominations. This process places the burden of advertising and screening applicants on external nominating bodies and has, at times, resulted in a limited pool of nominations.

### **INVESTIGATION: ALTERNATIVES AND ANALYSIS**

The City Clerk's Office and the Chief Urban Designer together reviewed the Panel's recruitment process and evaluated ways to respond to Council's direction for an "enhanced recruitment of Calgarians".

Administration's recommendation is to include the Panel member's recruitment into the City Clerk's Office annual advertisement and recruitment campaign, in place of seeking non-binding nominations. This approach would increase awareness of volunteer opportunities on the Panel and allow the Panel to benefit from a broader applicant pool.

The Panel's advice is an important contribution to advancing the assessment of quality development proposals. As such it is critical that Panel members are experienced leaders in

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their fields. To ensure the quality of applications remains high, Administration would work to identify and retain eligibility factors, desired qualifications and experience within the application process. For example, only applicants who are members in “good standing” with their professional association would be eligible to be considered for appointment.

In addition to proposed amendments intended to enhance the recruitment process, Administration is proposing some additional minor amendments. The intended outcomes of these amendments are either to increase clarity or enhance flexibility. All proposed amendments are summarized in Attachment 2, indicating their alignment to intended outcomes.

#### **Stakeholder Engagement, Research and Communication**

None.

#### **Strategic Alignment**

This report aligns with One Calgary’s citizen priority: A Well-Run City (*One Calgary 2019-2022*).

#### **Social, Environmental, Economic (External)**

Including Urban Design Review Panel vacancies in the annual Boards, Commissions and Committees (BCCs) recruitment campaign will allow the same gender equity and inclusion strategies being applied to all BCC recruitment to be incorporated into recruitment for the Panel.

No social, environmental, or external economic impacts were identified.

#### **Financial Capacity**

##### ***Current and Future Operating Budget:***

There are no current and future operating budget impacts.

##### ***Current and Future Capital Budget:***

There are no current and future capital budget impacts.

#### **Risk Assessment**

There are no risks associated with the recommendations of this report.

#### **REASONS FOR RECOMMENDATIONS:**

By including vacancies on the Panel in the annual Boards, Commissions and Committees (BCCs) recruitment campaign, the desired outcome is to increase the number of qualified and diverse applications and increase awareness of opportunities to volunteer.

#### **ATTACHMENTS**

1. Proposed terms of reference
2. Comparison of existing to proposed terms