



COMPARISON AND EXPLANATION OF CHANGE

**PUD2020-0768
ATTACHMENT 2**

#	EXISTING TERMS OF REFERENCE	PROPOSED REVISIONS	ALIGNMENT TO INTENDED OUTCOMES & REASONING
1	<u>Table of Contents</u>	Removed	Simplify
2	<u>Definition 2.d</u> "Concept Review"	Definition removed	Clerical edit 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)" And "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 (AAA); • Three members of the Alberta Association of Landscape Architects (AALA); • Two members of the Association of Professional Engineers and Geoscientists of Alberta (APEGA); and • Two members of the Alberta Professional Planners Institute (APPI)" Section 3.5 Duties of Panel Members Bullet deleted	Enable enhanced recruitment 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>Separating member type from member eligibility</u></p> <p>Section 3.2 Eligibility of Public Members</p> <p>“The Panel will consist of:</p> <ul style="list-style-type: none"> • 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 • Three members of the Alberta Association of Landscape Architects with expertise in diverse landscapes representing the public realm. • Two members of the Association of Professional Engineers, Geologists and Geophysicists of Alberta with expertise in multi-modal transportation, complete streets and tactical urbanism. • Two members of the Alberta Professional Planners Institute with expertise in urban design. <p>In addition:</p> <ul style="list-style-type: none"> • One recognized Heritage Conservation Architect, adjunct member (available on call to participate as requested on specialized files).” 	<p><u>Separating member type from member eligibility</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"> • Five Architect members of the Alberta Association of Architects (AAA); • Three members of the Alberta Association of Landscape Architects (AALA); • Two members of the Association of Professional Engineers and Geoscientists of Alberta (APEGA); and • Two members of the Alberta Professional Planners Institute (APPI).” 	<p>Increase clarity</p> <ul style="list-style-type: none"> ▪ Text relating to member eligibility and recruitment methods removed from section 3.2 into a separate section (3.4). ▪ Section 3.2 renamed as ‘Composition’ ▪ APEGA organizational name updated.

<p>5</p>	<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>a) “Qualification for Panel membership requires professional accreditation with one of the Associations listed in section 3.2. All members shall be members in good standing with their respective professional associations. No more than one member of the Panel may be non-practicing.</p> <p>b) Members shall have demonstrated expertise in urban design. . Additional attributes may be developed by the Panel including, but not limited to:</p> <ul style="list-style-type: none"> • Experience indicating applicants who are leaders in their professions, • Experience in delivering high quality design outcomes, • Experience in large-scale development, • Expertise in high-rise design, commercial building design, civic building design, accessible design or sustainable design. <p>c) Annual vacancies shall be included in the City Clerk’s Office recruitment and advertising campaign, in accordance with Council Policy CP2016-03, Governance and Appointments of Boards, Commissions and Committees.</p> <p>d) In addition, non-binding nominations will be solicited by Council from the following organizations, with no obligation by Council to appoint any of the Panel positions from within these groups:</p> <ul style="list-style-type: none"> • Alberta Association of Architects (AAA); • Alberta Association of Landscape Architects (AALA); 	<p>Enable enhanced recruitment, Increase clarity</p> <p>Recruitment method changes from 100% non-binding nominations by professional associations to a blend of non-binding nominations and a public recruitment process. Council not obligated to appoint from amongst non-binding nominees.</p> <p>Applicants from both recruitment sources are forwarded to Panel for short listing in accordance with Council Policy.</p> <p>Includes clarification on how applications are collected, collated and shared with the Panel for short listing.</p>
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		<ul style="list-style-type: none"> • Alberta Professional Planners Institute (APPI); • Association of Professional Engineers and Geoscientists of Alberta (APEGA); • BILD Calgary Region; • NAIOP Commercial Real Estate Development Association; and • Other stakeholder industries, as Council deems appropriate from time to time. <p>Nominating bodies shall:</p> <ul style="list-style-type: none"> • Have access to the list of qualifications and additional attributes desired by the Panel, • Receive submissions directly from potential nominees, • Confirm which qualifications and additional attributes are met by the nominees, and • Forward their non-binding nominations to the City Clerk’s Office.” 	
6	<p><u>Ineligibility</u> Section 3.3 Selection Criteria “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> Section 3.3 Provision removed</p>	<p>Enhance flexibility 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>e) “Nominations and applications received in the annual recruitment campaign shall be forwarded to the Administration Resource and the Panel Chair for review, in accordance with Council Policy CP2016-03. The Panel’s recommendations for appointment for each vacancy and for a Reserve List, will be submitted to the Nominations Committee for consideration.”</p>	<p>Increase clarity</p> <p>Condensed all references to how applicants are appointed into a single section of the policy. Additional recruitment strategy and guidelines for collaborating with industry are extracted into a separate recruitment strategy document.</p> <p>Enable enhanced recruitment</p> <p>Ensures a consistent approach to screening is applied to all applications by the Panel Chair, the Chief Urban Designer and Nominations Committee, in accordance with current Council policy on public member appointments, using The City’s most current gender equity and inclusion strategies.</p>
8	<p><u>Mid-term Vacancies</u></p> <p>Silent</p>	<p><u>Mid-term Vacancies</u></p> <p>Section 3.3 Recruitment, Eligibility and Appointment</p> <p>f) “Mid-term vacancies on the Panel shall be filled in accordance with Council Policy CP2016-03, Section 5.18.”</p>	<p>Enable enhanced recruitment</p> <p>With the anticipated increase in applications to serve, the applicant pool should be sufficiently broad to allow for annual appointment of a Reserve List which may be used to fill a vacancy that occurs as a result of a Public Member not finishing a term, in accordance with existing policy.</p>

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9	<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>Increase clarity</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 used for a full panel meeting.</p>
10	<p><u>Sub-Panels and Co-Chairs</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>Existing Terms of Reference silent on chairing of sub-panels</p>	<p><u>Sub-Panels and Co-Chairs</u></p> <p>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. The Panel may be split by the Chair into sub-panels, with each sub-panel meeting on alternate weeks.</p> <p>The Panel may select a Co-Chair, or assign the Vice-Chair to preside over the additional sub-panel. The Co-Chair or Vice-Chair has all the duties and rights of the Panel Chair when presiding a meeting”</p>	<p>Enhance flexibility</p> <p>Authorizes the Panel to split into sub-panels who meet on alternate weeks. Better reflects existing procedures at peak periods.</p> <p>Increase clarity</p> <p>Clarifies a procedure for selecting an additional Chair when the Panel splits into alternating sub-panels.</p>

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11	<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 sub-PPanel 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>Increase clarity</p> <p>Expressing quorum as a percentage (> 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>
12	<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"> • 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 • 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.” 	<p>Increase clarity</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>

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13	<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>Enhance flexibility</p> <p>Removes reference to date and time of meetings. Changes to meeting schedule should not oblige the Panel to amend Terms of Reference.</p>
14	<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>Increase clarity</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>