

*Amended January 2018*

## ***Toronto Community Housing Design Review Panel for Revitalization Sites***

The Toronto Community Housing Design Review Panel was created to support Toronto Community Housing (TCH) in delivering design quality in all of our large-scale communities. For TCH, design quality is measured by the aesthetic qualities of building design, and how the architectural designs uphold Revitalization objectives. Among these are: building inclusive communities, producing functional buildings that support TCH's operational goals as a landlord; creating market value with our development partners, and improving the physical environment of our tenants' lives in mixed-income communities. Continuity of members in the Design Review Panel is important for phased long-term projects. It takes time for third parties to develop an understanding of TCH's objectives, as viewed through the lens of their particular professional expertise.

## ***Toronto Community Housing Design Review Panel***

As a rental housing landlord that will have a long-term interest in all revitalization sites, TCH has an interest in the quality of design and success of the community. The role of the Toronto Community Housing Design Review Panel (TCHDRP) will be to provide expert advice to staff on building architecture, the design of the public realm, and how the proposal fits into the overall vision and master plan for the community. These are important considerations for the following reasons:

**Social Inclusion and Interaction** – Bringing together people from within the existing community and those from surrounding ones is a primary goal for revitalization. A key component in all Toronto Community Housing revitalizations are creating places and spaces where all people have opportunities for gathering or spaces which can provide community economic development opportunities.

*Architectural Excellence* - Architectural excellence is a core tenet of revitalization. Toronto Community Housing is committed to high quality architecture which supports the transformation of communities by creating great housing for tenants while simultaneously recasting the image of social housing in the minds of the public. High-quality architecture sets the standards for our development partners, and attracts like-minded quality developer partners that care about design. Design quality helps TCH build real estate value in our communities.

*Urban Design Guidelines* - Each new revitalization neighbourhood must deliver a cohesive approach to building massing, setbacks and relationships to the public realm through a set of urban design principles. Design review provides a critical view at the aesthetics of a neighbourhood's physical elements – how buildings should behave on the street and how public realm elements properly frame buildings.

*Sustainability Comprehensive Approach* - The TCHDRP can assist in the implementation of sustainability features at the neighbourhood level by keeping an eye on the big picture. TCHDRP will ensure a consistent, coordinated review process on sustainability in building design and the public realm on multi-phased projects. Design review provides an essential 'fresh eyes' look at building and public realm design and may identify missing design elements that will help create better streets, open spaces and buildings. The review will of sustainability will be broad in approach and include a review of community economic development as well as social and technical innovation features.

### ***Proposed Composition for a Toronto Community Housing Design Review Panel***

The model for the TCHDRP includes up to thirteen volunteer members with an urban design, architecture, urban planning, or landscape architecture background. Experience as a TCHC resident is considered an asset.

The objective of the composition of the panel is to ensure that there is representation from expert individuals who are knowledgeable in their fields and have the skills to comment on the buildings and the public realm response to design excellence and revitalization objectives of Toronto Community Housing.

Additionally, 3 resident members will sit on the panel, with a minimum of one in attendance at each session, to ensure representation from the various TCHC Revitalization communities.

The Toronto Community Housing Design Review Panel will have the following relationship with the City:

- Membership, scope, and terms of reference largely reflect those of the City's Design Review Panel as set out in the City Staff Report: "Design Review Panel: Pilot Project Evaluation and Related Recommendations" October 15, 2009.
- TCHC concluding comments will be recorded and forwarded to TCHC staff for distribution with key project team members, including City staff as appropriate. City of Toronto staff will be invited as participants on the Toronto Community Housing-wide Design Review Panel. City of Toronto staff may ask questions of clarification or may be asked to provide planning context from time to time.
- Cost and staff resources are minimal and will be borne by Toronto Community Housing, not the City of Toronto.

TCHC Revitalization sites represent a combination of both civic capital and private development. City Planning's Urban Design Division have been consulted and are agreeable to the broadened mandate proposed for a TCHDRP, as one of Toronto's official design review panels.

### ***Meeting Format & Schedule***

Building on the model established by the City of Toronto and Waterfront Toronto's Design Review Panels, each meeting will be led by the Chair and generally follow the format below. Pre-submission packages will be sent to panel members one week in advance of the meeting to review. These should include a list of any previously reviewed items and changes as well as highlight project sustainability features. Each meeting begins with remarks from TCHC senior staff, providing an update on Toronto Community Housing revitalization projects. Each meeting to be attended by all stakeholders, including TCHC project staff, City of Toronto Planning staff, and developers. TCHC will ensure that the Vice President of Development and project Directors are present at each meeting, with the CEO attending once a year.

- Context / Policy Introduction (10 mins)
  - Each presentation will begin with an introduction to the existing context and policy for a project. The Context/ Policy introduction will be presented by Toronto Community Housing project staff. This introduction will include a summary of the Master Plan and any revisions.
- Design Presentation (15-20 mins)
  - The proponent will provide a comprehensive overview of the project through a powerpoint presentation to the panel. For project previously presented at DRP, the presentation will include a clear outline of changes made from the previous review.
- Comments/Questions from City of Toronto and TCHC Resident & Community Services Staff (5 mins)
- Clarification Questions (10-15 mins)
  - Each panel member is permitted to ask the proponent questions for clarification prior to panel comments being made. Clarification questions provide panel members with a greater understanding of the project ensure they understand what is being presented.
- Panel Comments (20-30 mins)
- Summary of the Panel's key recommendations (5 mins)
  - The Chair will summarize the key recommendations brought forward by the design review panel.
- Vote - Support/Non-support/Support with Conditions (5 mins)

From time to time, the Agenda will be expanded to allow for the following non-project specific items:

- Presentation of Revitalization history, neighbourhood and policy context by panel members, TCHC staff or guests
- Presentation of areas of expertise relevant to the TCHC Revitalizations by panel members or external subject area experts

Additionally, TCHC will facilitate walking tours of completed projects for DRP members.

## **APPENDIX 2 TCHC DESIGN REVIEW PANEL – Terms of Reference**

### Purpose:

The role of the Toronto Community Housing Design Review Panel (TCHDRP) is to review and critique proposed building designs, site plans, public realm plans, urban design guidelines and master plans based on their response to the revitalization plans for each community including their creative approach, social viability, and environmental and economic considerations.

### Scope:

The TCHDRP will act in an advisory role to Toronto Community Housing staff and development partners providing independent design comments. The TCHDRP will contribute to proposed plans and designs, meeting applicable urban design guidelines and planning framework with regard to the city building objectives and social principles embodied within revitalization.

Projects to be reviewed by the TCHDRP include public realm plans, urban design guidelines, master plans, all residential buildings including market for sale condominium, rental building(s) and any other public or private facilities or building(s) proposed within Toronto Community Housing redevelopment lands.

### Procedures:

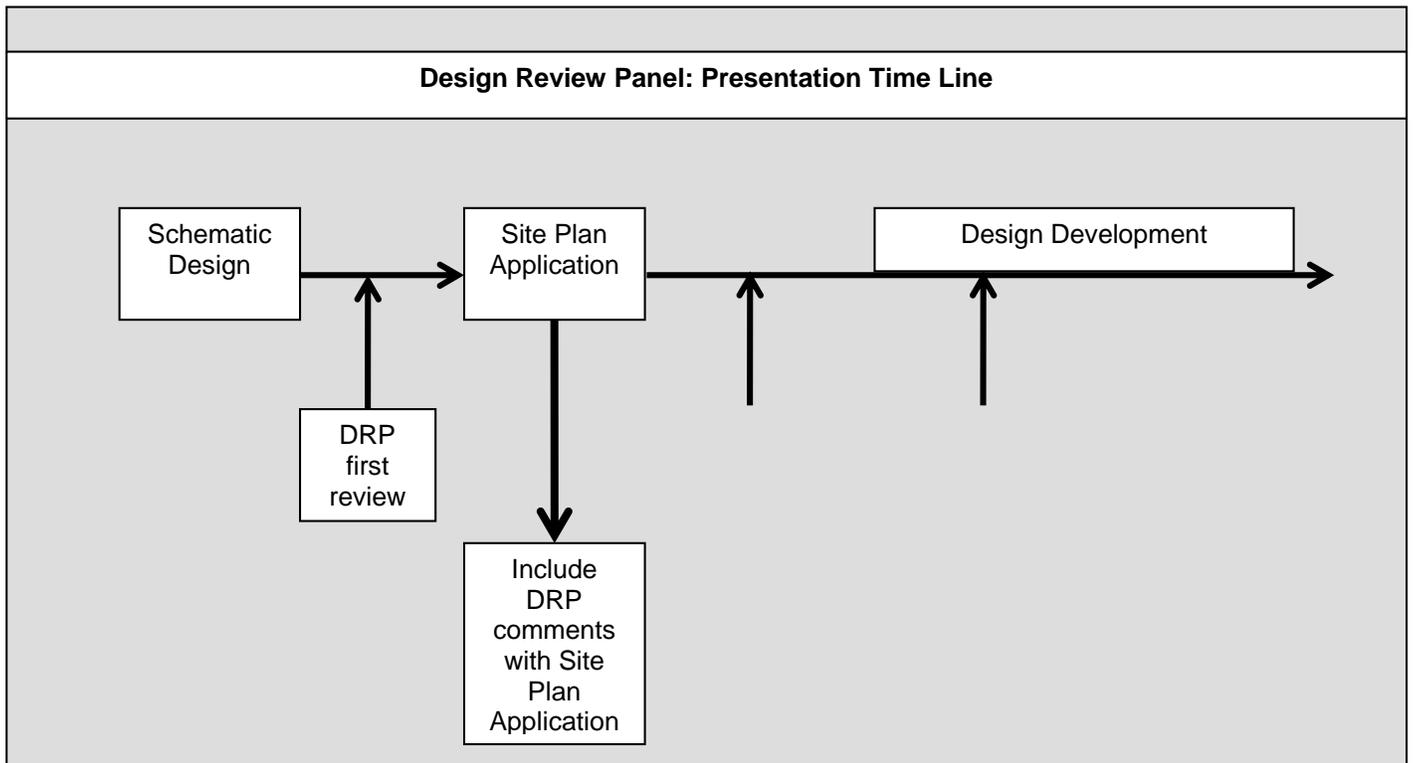
The panel will operate by consensus. In the case this does not occur, a report of member comments will be issued.

Generally the panel will operate in public unless there are confidential legal or real estate matters in certain development proposals that require an *in-camera* closed meeting.

Members have a duty to advise TCHC Staff and the Chair of any conflict of interest with respect to projects reviewed and decline to participate in the review of that project. The Chair will pose the question of Conflict of Interest at the beginning of each project review.

### Presentation Time Line:

The diagram, below, illustrates the proposed participation time line for projects being presented at Design Review Panel. Generally designers will be required to make two presentations prior to site plan application. An additional presentation will be requested if substantial changes are required. If a project receives a vote of “NO SUPPORT” at the 3<sup>rd</sup> presentation, the design team will be asked to present for the City Wide DRP.



The Design Review Panel for redevelopment sites is an advisory committee that will review plans at 2-3 defined points in the design process as per the table above. Following each project review, the panel will carry out a vote of Support/Non-Support/Support with Conditions.

Membership:

- The Design Review Panel will be made up of up to thirteen (13) volunteer members representing design disciplines. Panel members will include those with a background in :
  - architecture
  - landscape architecture
  - urban design
  - urban planning
  
- Additionally, there will be three (3) primary & three (3) secondary resident members selected from TCHC revitalization communities. Secondary members will only attend when the primary members are unavailable.

Chair: The Chair will be responsible for leadership of the panel including presiding over meetings, internal panel communication and coordination with TCHC staff. The Chair will regularly review the Panel's performance and manage the process of renewal. The Chair will be selected by a panel vote from nominations put forward by current members.

Vice Chair: The Vice Chair will support the Chair and fill in the chair's absence. The Vice Chair will be selected by a panel vote from nominations put forward by current members.

Non-Member representation: Community Planning and Urban Design staff, as well as Councilors and their office staff, from the City of Toronto working on the project will be invited to applicable meetings with Observer Status. City of Toronto Staff may be asked to present the physical and/or planning context and may be asked to respond to questions of clarifications from Panel members. Invitations to Community Planning will be based upon the locations of the designs that are under review. Project staff (including representatives from Development and Resident and Community Services), consultants and developer partners will be invited to the committee based on the projects that are under review.

The City of Toronto may request that non Toronto Community Housing revitalization projects that are located within the boundaries for the TCHDRP may be presented. In these instances, City of Toronto staff will also be permitted to ask the Panel for advice on particular matters relating to the project.

Role of Designer/Architect: All designers/architects will be informed through the terms of reference for their contract that they will be expected to present and prepare materials for 2-3 presentations to the Design Review Panel and that they may be requested to revise their plans based upon the comments received.

Staff Support: Toronto Community Housing staff will assemble review packages a minimum of one week in advance for all members of the Committee. Toronto Community Housing staff will also provide all administrative support required for the panel.

Membership will function as follows:

	<b>Design Review Panel Members</b>	<b>Observer Status</b>
Term:	3 Years with provision to stagger composition to ensure an orderly transition to new members – members can be re-appointed.	N/A
Composition & Typical Qualifications:	<ul style="list-style-type: none"> <li>- Chair: Current Member of DRP selected through panel vote</li> <li>- Vice Chair: Current Member of DRP selected through panel vote</li> <li>- Architect(s): Members of the design professions - Ontario Association of Architects, Toronto Society of Architects or Royal Architecture Institute of Canada</li> <li>- Landscape Architect(s): Ontario Association of Landscape Architects or, the Canadian Society of Landscape Architects</li> <li>- Urban Designer(s) Planner(s): Ontario Professional Planners Institute</li> <li>- Resident members</li> </ul>	<ul style="list-style-type: none"> <li>- Consultants (urban designers, architects, landscape architects, transportation, planners)</li> <li>- Toronto Community Housing Staff</li> <li>- Developer partner</li> <li>- City of Toronto Staff</li> </ul>
Selection:	<ul style="list-style-type: none"> <li>- Advertisement in professional publications</li> <li>- Invitation</li> <li>- Selection based upon qualifications, interest, and ability to critique designs objectively</li> <li>- Selection will give consideration to age,</li> </ul>	N/A

	gender, TCHC residency, and whether member will increase diversity on the committee	
Role:	<ul style="list-style-type: none"> <li>- Provide professional analysis and critique of designs from perspective of discipline each member represents</li> <li>- Members will be excluded from comment on agenda items where there is a conflict of interest</li> </ul>	<ul style="list-style-type: none"> <li>- Project consultants (urban designer, architects, landscape architects, planners) will present the project.</li> <li>- TCHC staff and/or developer partner can ask panel members for advice on particular matters relating to the project</li> <li>- City of Toronto Staff related to the project may present the project's planning and physical context</li> </ul>
Dismissal:	Regular attendance at regularly scheduled panel meetings is critical. If a member fails to attend 3 consecutive review meetings without cause, the Chair or Vice-Chair will present a motion to the remainder of the DRP membership for dismissal of the absentee member. Final decision for dismissal will be by vote.	N/A
Review:	Materials sent for review a minimum one week prior to DRP meeting	N/A
Quorum:	Five (5) members	N/A