

Urban Design Fundamentals - Phase 1 Working Committee Terms of Reference

Draft - To be approved at first working committee Meeting



Mandate

The Urban Design Fundamentals - Phase 1 project has two key deliverables: 1) Urban Design Guiding Principles, and 2) Tall Building Design Guidelines, including design brief submission requirements. The working committee is comprised of key internal and external stakeholders with the ability to make decisions on behalf of areas of interest and organizations they represent. This group will provide feedback on draft Urban Design Guiding Principles and will also provide informed input and advice in the co-creation of Tall Building Design Guidelines, being mindful of implementation requirements. The working committee will also play a role in prioritizing next steps and resolving any potential or identified barriers to achieving project goals.

While the working committee will not have formal decision-making authority, the committee will propose recommendations and/or provide key information and materials to better inform the project team. As co-creators, members of the working committee are expected to commit a significant amount of time and effort towards developing project deliverables.

Key Responsibilities:

- Provide guidance and participate in the preparation of the Urban Design Guiding Principles and Tall Building Design Guidelines;
- Provide advice, insight and feedback on the project deliverables;
- Review working committee documents and reports, and provide feedback and direction based on expertise;
- Work collaboratively with the project team and other members of the working committee to support the successful completion of project deliverables;
- Communicate information to, and seek feedback from, the areas of interest or organizations they represent;
- Assist in identifying and addressing emerging opportunities and issues; and
- Assist in prioritizing next steps in the continuing development of urban design guidelines.

Format

The working committee will meet 6 times during the course of the project. Additional meetings may be called if deemed necessary by the project team. The project team will strive to coordinate meeting times based on committee members' availability. Committee members are expected to contribute approximately 2.5

hours for each meeting, with additional time to review materials. An independent, third-party consultant will facilitate the meetings.

Communication

- Project updates will be sent to the working committee for information at key points during project delivery.
- Draft deliverables will be sent to the working committee for their input.
- Recording of minutes/decisions will be documented by the project team and sent out for review by committee members.

Committee Composition

The project team has identified internal and external stakeholders whose work will be affected by the outcomes of the project. It is the goal of the project team to ensure that each of these stakeholders is represented on the working committee. The working committee is proposed to consist of external design professionals, developers and association representation, and internal staff at supervisor level management. The appointment is for the duration of the project - scheduled completion is December 2018. Candidate members include:

KEY INTERNAL STAKEHOLDERS

City of Edmonton Senior staff in City Planning and Development and Zoning Services	Up to 13 Representatives
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KEY EXTERNAL STAKEHOLDERS

Development Industry Associations BILD AB, ULI, NAIOP, BOMA, IDEA	Up to 5 Representatives
Professional Associations APPI, AAA, AALA	Up to 3 Representatives
Edmonton Federation of Community Leagues (EFCL)	1 Representative
Developers with relevant experience	Up to 5 Representatives
Edmonton Economic Development Corporation (EEDC)	1 Representative
Business Improvement Areas (BIA) Strathcona, Downtown	Up to 2 Representatives
Design Professionals with relevant experience	Up to 5 Representatives

Committee Member Selection Criteria

Members of the committee will be assigned to represent their business unit (internal), appointed to represent external organizations, and, in the case of design

professionals and developers, be recruited directly by the project team via an expression of interest process.

The following criteria was developed to help select effective committee members and ensure the success of the working committee. The selection criteria will be provided to assist internal business units and external organizations selection process and will be used by the project team to identify and invite consultants and developers with relevant experience.

CRITERIA

- Candidate must have relevant experience in relation to urban design and/or the design of tall buildings. Experience related to policy implementation and/or construction is also an asset.
- Candidate must be a champion for positive change, with proven influencing skills.
- Candidate must be a collaborative team player with excellent interpersonal and listening skills.
- Candidate must be able to commit the required amount of time and effort towards the committee.
- Candidate must have the ability or authority to make decisions or speak on behalf of the area of interest or organization they represent.
- Candidate must declare any real or perceived conflicts of interest.