

MANDATE OVERVIEW

To provide independent, professional design advice, from an urban design and architecture perspective, on public and private development and major redevelopment proposals through pre-application enquiries development permit applications and development liaisons on sites citywide with significant impact on the public realm.

KEY RESPONSIBILITIES

For Members:

- In accepting appointment to the UDRP, the Panel member acknowledges that they have suitable flexibility to attend regularly scheduled Panel meetings.
- To know and understand Council policy.
- To understand the approval process for land use and development applications and to ensure that Panel commentary is provided within CPAG review timelines.
- To conduct a thorough review of submission materials prior to each Panel meeting.
- To provide the applicant with impartial, professional advice on proposed designs with respect to improving their impact on the city's physical environment.
- To consider, in providing design guidance, the Elements of Urban Design as described in the "Guide to Urban Design Review".
- To share in the preparation of written Panel commentary utilizing an established template, as delegated. Draft written comments are circulated among Panel members for confirmation then sent to the UDRP administrator and copied to the Chief Urban Designer within five business days of the meeting. The Urban Design Review Panel administrator will forward the comments to the File Manager, who will communicate this commentary, unedited, to the applicant, as soon as possible.
- To assist in the recruiting of new Panel members through active promotion of The Panel, its work, and its importance to the design review process at The City of Calgary.

For the Chair and/or Vice-Chair:

- Manages the meeting to ensure the Meeting Procedures are adhered to and that comments from the Panel are consistent with its mandate and objective to provide direction from an urban design perspective.
- Delegates the preparation of, reviews, and ensures written Panel commentary is sent directly to Urban Design Review Panel administrator and copied to the Chief Urban Designer, within five business days of the meeting. The UDRP administrator will forward the comments to the File Manager, who will communicate this commentary, unedited, to the applicant, as soon as possible.
- Prepares and presents annual report to Council.
- Represents the Panel when Urban Design Review Panel representation is required outside of regular Panel duties, including being periodically available to address questions of clarification. The Vice-Chair assists in these duties in the absence of the Chair

ELIGIBILITY REQUIREMENTS, DESIRED EXPERIENCE AND SKILLS

Must be:

- Resident of Calgary; or
- Indigenous persons who may reside outside of Calgary but are residents of the Calgary surrounding area within the Treaty 7 region, including those Indigenous persons who belong to the Blackfoot

Confederacy, made up of the Siksika, Piikani, Amskaapiikani and Kainai First Nations; the Îlethka Nakoda Wicastabi First Nations, comprised of the Chiniki, Bearspaw, and Goodstoney First Nations; and the Tsuut'ina First Nation, and those persons who are Métis, including citizens of the Otipemisiwak Métis government residing in Foothills Métis District 1, Medicine Hat Métis District 2, Red Deer Métis District 3, Rocky View Métis District 4, Calgary Nose Hill Métis District 5 and Elbow Métis District 6; and

- At least 18 years of age.

Desired Experience & Skills: *(can be one or a combination of the following)*

- ✓ Demonstrated expertise in urban design
- ✓ Experience indicating you are a leader in the profession
- ✓ 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

Applicants MUST BE a current member in good standing of one of the following professional associations, who will be asked to confirm valid membership:

- ✓ Alberta Association of Architects
- ✓ Alberta Association of Landscape Architects
- ✓ Alberta Professional Planners Institute
- ✓ Association of Professional Engineers and Geoscientists of Alberta

INELIGIBLE TO APPLY

- × Non-member of one of the Professional Association listed below:
 - Alberta Association of Architects
 - Alberta Association of Landscape Architects
 - Alberta Professional Planners Institute
 - Association of Professional Engineers and Geoscientists of Alberta

TERM OF APPOINTMENT

Appointments are for **one-year term** or **two-year term**

TIME REQUIREMENT

25-32 meetings per year; 145 hours per year.

- 13-16 meetings per sub-panel, 73 hours per year per sub-panel

For Members:

- 4.5 - 12 hours per meeting

For the Chair and/or Vice-Chair:

- 5-13 hours per meeting
- Preparation and presentation of Annual Report to Council

- Participation in shortlisting and recommendation of new members

MEETINGS

Alternate Wednesdays at 12:30 pm

- The Panel may be split by the Chair into sub-panels, with each sub-panel meeting on alternate weeks.
- Additional meetings may be convened when necessary during periods of high file volume or to hold discussion sessions on topics of interest or concern.

Remote meetings via Teams, with occasional in-person/hybrid meetings at
Calgary Municipal Building
800 Macleod Trail SE

REMUNERATION AND EXPENSES

Council policy CP2024-09, *Remuneration and Expenses for Public Members Serving on Council-Established Boards, Commissions and Committees*, will come in effect on 2026 January 01.

- Public members will receive a stipend for participating in regular meetings of a City Board, Commission or Committee (either in-person or virtually), and any other meeting where participation is at the request of Council.
- Public members may be reimbursed for reasonable expenses incurred to fulfill their roles on a City Board, Commission or Committee.

Stipend Rates for Public Members

	Up to and including 2 hours in a day	More than 2 hours and up to and including 4 hours in a day	More than 4 hours in a day
Public Member	\$150	\$205	\$360
Public Member Co-Chairs, Vice-Chairs	\$175	\$250	\$425
Public Member Chairs	\$200	\$295	\$485

For more details, please consult the Council policy CP2024-09 available under:

<https://publicaccess.calgary.ca/ldm01/exccpa?func=ccpa.general&msgID=ETyqqggyKsM&msgAction=Download>

URBAN DESIGN REVIEW PANEL WEBSITE

<https://www.calgary.ca/pda/pd/current-studies-and-ongoing-activities/urban-design.html>