

Subject: Urban Design Review Panel Procedural and Reporting Updates

File Number: ACS2026-PDB-RHU-0032

Report to Planning and Housing Committee on 1 April 2026

and to Agriculture and Rural Affairs Committee on 2 April 2026

and Council 8 April 2026

Submitted on March 23, 2026 by Court Curry, Director, Right of Way, Heritage and Urban Design Services, Planning, Development and Building Services Department

Contact Person: Mark Young, Program Manager, Public Realm and Urban Design, Planning, Development and Building Services Department

613-580-2424 ext. 71396, Mark.Young@ottawa.ca

Ward: Citywide

Objet: Mises à jour sur la procédure et les rapports du Comité d'examen du design urbain

Dossier : ACS2026-PDB-RHU-0032

Rapport au Comité de l'urbanisme et du logement le 1 avril 2026

et au Comité de l'agriculture et des affaires rurales le 2 avril 2026

et au Conseil le 8 avril 2026

Soumis le 23 mars 2026 par Court Curry, Directeur, Services des emprises, du patrimoine, et du design urbain, Direction générale des services de la planification, de l'aménagement et du bâtiment

Personne ressource: Mark Young, Gestionnaire de programme, Services des emprises, du patrimoine, et du design urbain, Direction générale des services de la planification, de l'aménagement et du bâtiment

613-580-2424 poste 71396, Mark.Young@ottawa.ca

Quartier : À l'échelle de la ville

REPORT RECOMMENDATION(S)

That the Planning and Housing Committee and Agriculture and Rural Affairs Committee recommend Council direct staff to:

- 1. Request the Ministry of Municipal Affairs and Housing to amend Official Plan Amendment 47 to remove the Urban Design Review Panel Report from the list of possible requirements for an application to be deemed complete; and**
- 2. Exclude the Urban Design Review Panel Report from the Development Application Studies and Plans By-law.**

RECOMMANDATION(S) DU RAPPORT

Que le Comité de l'urbanisme et du logement et le Comité de l'agriculture et des affaires rurales recommande que le Conseil demande au personnel ce qui suit :

- 1. enjoindre au ministère des Affaires municipales et du Logement de modifier la modification 47 du Plan officiel afin de supprimer le rapport du Comité d'examen du design urbain de la liste des exigences pouvant être imposées pour qu'une demande soit jugée complète;**
- 2. exclure le rapport du Comité d'examen du design urbain du *Règlement sur les études et les plans requis pour les demandes d'aménagement.***

EXECUTIVE SUMMARY

In alignment with recent amendments to the development review process to address the Housing Acceleration Plan (HAP) recommendations and align with provincial legislation, staff have completed a comprehensive review of the Urban Design Review Panel (UDRP) operation and reporting requirements.

Procedural improvements to the UDRP have been implemented, and updates to the associated Panel Terms of Reference (now known as the Urban Design Review Panel Procedure Manual) are included as (Document 1). The UDRP Report is also proposed to be removed from the Development Applications Studies and Plans by-law and Official Plan Amendment 47 as it is no longer a required reporting tool associated with deeming an application complete. This is due to procedural improvements which introduce greater flexibility in the timing associated with the UDRP review process.

Consultation with targeted industry and public stakeholders regarding the proposed updates occurred in 2025 and 2026. The recommended changes are intended to provide greater flexibility in terms of timing of review for applicants and staff in addition

to reducing reporting requirements while maintaining public transparency. The proposed changes do not result in any financial implications.

RÉSUMÉ

Conformément aux modifications récentes apportées au processus d'examen des projets d'aménagement en vue d'intégrer les recommandations du Plan d'accélération de création de logements et de se conformer à la législation provinciale, le personnel a procédé à un examen complet du fonctionnement et des exigences en matière de rapports du Comité d'examen du design urbain (CEDU).

Des améliorations à la procédure du CEDU ont été apportées, et les mises à jour du Cadre de référence du Comité (désormais appelé Manuel de procédures du Comité d'examen du design urbain) sont présentées dans le document 1. On propose également de supprimer le rapport du CEDU de la modification 47 du Plan officiel et de l'exclure du *Règlement sur les études et les plans requis pour les demandes d'aménagement* pour qu'une demande soit jugée complète. Cette mesure résulte d'améliorations à la procédure qui permettent d'assouplir le calendrier du processus d'examen du CEDU.

Les consultations avec des représentants ciblés de l'industrie et les parties intéressées ont eu lieu en 2025 et 2026. Les modifications recommandées visent à intégrer une plus grande souplesse dans le calendrier d'examen concernant les demandeurs et le personnel, tout en réduisant les exigences en matière de rapports et en maintenant la transparence pour le public. Les modifications proposées n'entraînent aucune incidence financière.

BACKGROUND

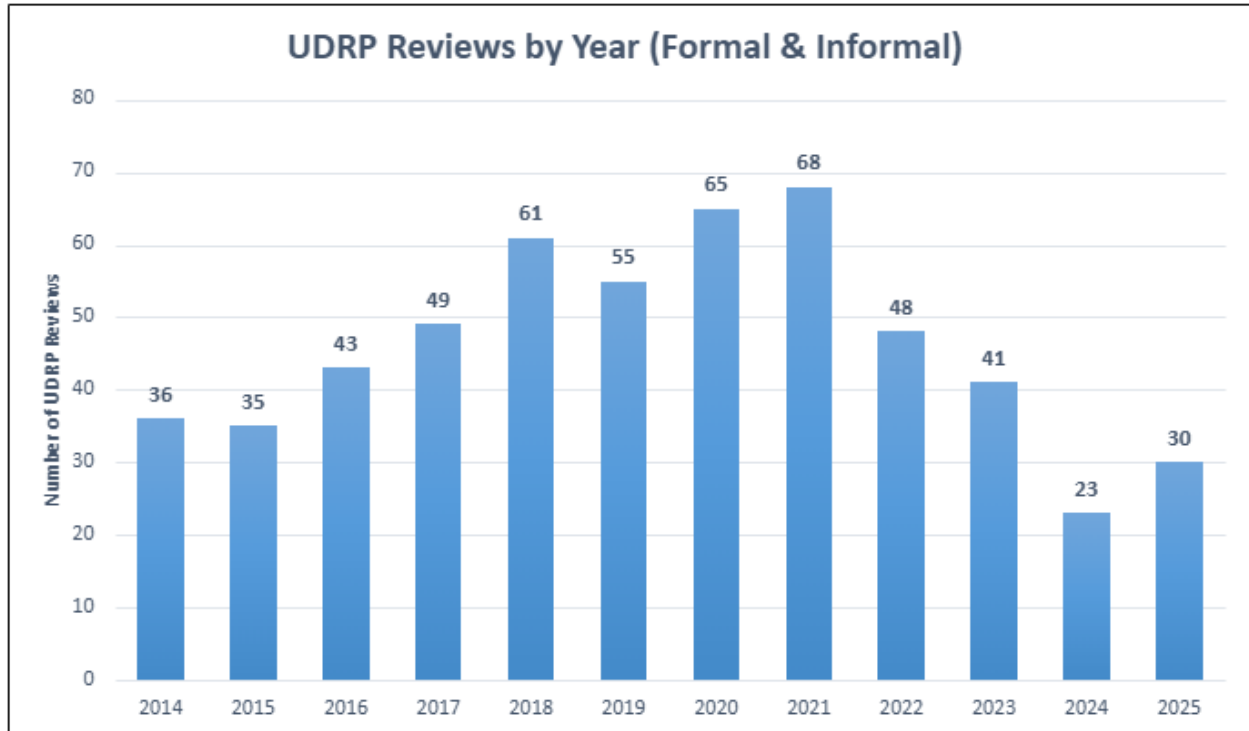
The City of Ottawa is undertaking a comprehensive update of its Urban Design program to implement the Official Plan, and recommendations from the Housing Action Plan (HAP). This work includes refining the Urban Design Review Panel (UDRP) process and reporting requirements to introduce additional flexibility and to further align with the current Planning Services development review process. As part of this review process, the reporting requirements for UDRP were also considered. In January 2026, City Council approved OPA 47 to reduce the number of Plans and Studies required as part of a complete application. An Urban Design Review Panel Report was included on this list. It has since been identified through the review of the UDRP process that additional flexibility should be introduced to allow for an application to be considered either pre or post application submission at the applicant's discretion. As a result, the UDRP Report is no longer required, and it is proposed to be removed from the list of possible

requirements for an application to be deemed complete as part of OPA 47 and the implementing by-law.

The Urban Design Review Panel (UDRP) is mandated by the Official Plan. Established in 2010 by City Council as a permanent structure within the development review process, the Panel is an independent body comprised of experienced design professionals that provide a peer review of selected development applications in the Design Priority Areas of the City. The UDRP provides recommendations on built form and public realm design matters to staff that are not binding. The operation of the UDRP is guided by a Procedure Manual (Document 1), which has been updated over the years on a regular basis to reflect new policy directions, changing circumstances of the development market, and feedback from internal and external stakeholders. The most recent updates, summarized below, include greater flexibility on the timing of reviews at the discretion of the applicant, and the recommended removal of the requirement for an associated UDRP Report. These changes were made in consultation with key stakeholders in the development industry and also align with general HAP recommendations to provide greater flexibility and fewer administrative requirements.

DISCUSSION

The Housing Action Plan (HAP) identified the need to review the UDRP process and the Terms of Reference (Procedure Manual). The UDRP Procedure Manual was last updated in November 2023 to improve efficiency, prioritize higher-impact projects, add panel members to ensure quorum, and introduce a no-wait-list guarantee to ensure that Panel logistics did not impede the flow of applications from moving forward. These changes resulted in fewer applications being reviewed in 2024–2025. 30 Applications were reviewed by the UDRP in 2025, which represents approximately ten per cent of all development applications (pre-application and formal) for Official Plan Amendments, Zoning By-law Amendments, Plan of Subdivision and Site Plan Control Applications. This trend is expected to continue and/or potentially decrease due to increased built-form permissions resulting from the new Zoning By-law.

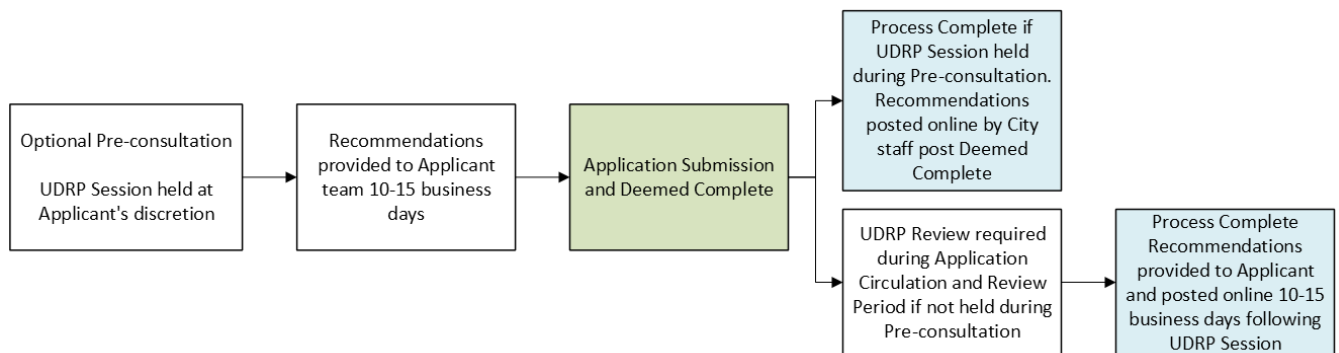


(Figure 1: Volume of UDRP Reviews (Formal and Informal from 2014 to 2025))

Application review by the Panel is determined by height and transect, to ensure the review of projects is focused on those determined to be most impactful within their subject context. The current procedure also requires attendance pre-application submission for Zoning By-law Amendments and Site Plan Control Applications. This requirement was put in place to address Provincial Bill 109 and a shift to a pre-consultation focused review for these development applications in order to meet prescribed timelines. This requirement is no longer necessary and does not align with the new Development Review Process. As a result, the associated procedures are amended as outlined in Document 1 to allow for an application to be held pre or post submission at the discretion of the applicant. This procedural change also results in the removal of an Urban Design Review Panel Report requirement, which currently serves as a means to ensure a proposal attends a review session in advance of being deemed complete and also provides a record of the Panel recommendations for public awareness when an application has been deemed complete and circulated. This task will now be handled by staff, who will post Panel recommendations from pre-submissions review sessions when an application is submitted and deemed complete. The anticipated result is greater flexibility for applicants and staff, in addition to the removal of one additional report requirement for applicants. As such staff recommend removal of the Urban Design Review Panel Report from the Development Applications Studies and Plans by-law and Official Plan Amendment 47.

Throughout 2025 and 2026, staff worked with internal stakeholders and a GOHBA working group to review the UDRP process and have made the following key updates:

- Simplified UDRP submission requirements resulting from the updated UD Brief TOR.
- Staff questions shared with applicants in advance of UDRP meetings.
- Updated wording and approach in the UDRP section of Development Review staff reports.
- Clarified requirements for a “conceptual landscape plan” within the Landscape Plan Terms of Reference.
- Conceptual Grading and alternatives such as a Survey Plan and/or Building Sections permitted.
- UDRP Terms of Reference re-titled Procedure Manual (Document 1)
- Applicants may attend pre-submission or post. This is at their discretion and is aligned with new Development Review Process and Completeness requirements.
- UDRP Report (DASP) is no longer required. If a session is held pre-submission, staff will post the UDRP recommendations online following the deeming complete process



(Figure 2: Proposed UDRP Process including optional pre or post submission review at the discretion of the Applicant Team)

FINANCIAL IMPLICATIONS

There are no direct financial implications.

LEGAL IMPLICATIONS

There are no legal impediments to adopting the recommendations in this report.

COMMENTS BY THE WARD COUNCILLOR(S)

Not applicable - citywide

ADVISORY COMMITTEE(S) COMMENTS

Not applicable.

CONSULTATION

Consultation was undertaken with external and internal stakeholders including Federation of Citizens Association (FCA), Greater Ottawa Home Builders Association (GOHBA) and Planning and Engineering Liaison Committee.

Engagement Timeline

- January 2025: Initial analysis of GOHBA comments, grouped into three themes— Urban Design Brief requirements, Urban Design Review Panel process, and general process/timing.
- January 2025: Meeting #1 to confirm issues.
- March 2025: Meeting #2 to confirm action items, followed by consultations with Planning Services and the UDRP.
- May 2025: Two focus group meetings on Urban Design Brief Terms of Reference and Urban Design Review Panel process elements.
- August 2025: Presentation of proposed solutions.
- February 2026: Presentation of the final Urban Design Brief Terms of Reference and Urban Design Review Panel process elements to the Planning Engineering Liaison Committee.
- February 2026: Presentation of the Urban Design Program Updates to the Federation of Citizens Association (FCA).

ACCESSIBILITY IMPACTS

No consultation with the AAC was required in relation to this report. The corporation continues to ensure that Urban Design review and the associated recommendations of and considerations of the Urban Design Review Panel do not conflict with accessible design standards and AODA legislation and are available to the public in an accessible format.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications.

RISK MANAGEMENT IMPLICATIONS

There are no risk implications

RURAL IMPLICATIONS

No changes are proposed for the Rural area. Urban Design Review Panel is a requirement in Design Priority Areas located in Rural Villages (Village Cores) where a proposed building is four storeys or greater in height.

TERM OF COUNCIL PRIORITIES

The proposed updates to the Urban Design Review Panel support the City's Strategic Priority of building a city that has affordable housing and is more livable for all.

SUPPORTING DOCUMENTATION

Document 1 – Urban Design Review Plan Procedure Manual

DISPOSITION

Direct staff to submit the revised Official Plan Amendment to the Ministry of Municipal Affairs and Housing for approval pursuant to the *Planning Act*, subsection 17(21.1) and upon such approval, prepare a by-law and other documents for Council adoption and submission to the Minister for approval.

Document 1

Urban Design Review Panel Procedure Manual

1. Introduction

The Urban Design Review Panel (UDRP) is an independent panel of volunteer design professionals who provide an objective peer review of projects within the City's Design Priority Areas. The Panel plays an important role in promoting design excellence, a key priority of the City's Official Plan. Section 4.6.1(2) requires the City to retain the UDRP as an "independent advisory panel who provide objective peer review of both development applications and capital projects".

Important to note is the *advisory* role of the Panel in general terms, as it does not make binding decisions on development applications. Exceptions may apply to a Special Review Panel, who may be given additional authorities by Council through a Secondary Plan or an Area Specific Policy.

1.1 UDRP in the Planning Approval Process

The UDRP fits into the City of Ottawa's planning approval process. City staff work with applicants to ensure that UDRP reviews are timely and aligned with the associated planning approvals process. Applicants are highly encouraged to attend the UDRP in advance of application submission so that the maximum benefit is obtained from the review session(s). Application proposals and/or submissions that meet the criteria set out in Section 3 of these Terms of Reference will be subject to UDRP review(s). This may take place either before or after a formal application is deemed complete, at the discretion of the applicant.

1.2 Public Involvement

Due to the confidentiality of the pre-consultation application process, the general public will not be able to attend UDRP reviews. Community representatives who are engaged in the pre-consultation application process through a non-disclosure agreement will be able to attend. The UDRP recommendations associated with a session that occurs prior to application submission will be posted by staff when a formal application is submitted and deemed complete. In the case of an application where the review session is held after a formal application is submitted and deemed complete; the session will be open to the public in a virtual and/or in-person format as determined for each review session. While the public is invited to these UDRP reviews, public comment is not to take place during a UDRP meeting, and questions/comments from the public can be directed to the appropriate File Lead.

2. Panel

2.1 Panel Membership

The Panel shall be comprised of eight Canadian expert design professionals with expertise in urban design, architecture, landscape architecture, sustainable design, and heritage conservation. Members of the Panel shall be accredited by professional bodies including (but not limited to) the Ontario Association of Architects, the Ontario Association of Landscape Architects, The Canadian Association of Heritage Professionals, and the Ontario Professional Planners Institute. Members will be required to evaluate projects of varying complexities, understand the municipal planning system in Ontario, and be cognizant of the City of Ottawa's development approval process.

2.2 Appointment

Members are recruited and appointed by staff for a term of four years with staggered terms to ensure Panel succession-planning. Members may serve one additional (4) four-year term.

2.3 Quorum

A minimum of three Panel members shall be required to fulfill quorum requirements. Panel members are asked to provide five-day advance notice to the Chair and the Panel Coordinator if they are unable to attend a meeting.

2.4 Chair

A Chair and Vice Chair shall be elected by the Panel as required. The Chair is responsible for leading Panel meetings, introducing presenters, ensuring all Panel members participate in review discussions, and providing a high-level summary at the end of each Panel meeting. If the Chair cannot attend a meeting, the Vice Chair will serve as Chair. If neither the Chair nor the Vice Chair is available for a meeting, an acting Chair shall be appointed by the Chair. The Chair and Vice Chair are responsible for revising and approving the Panel recommendations drafted by the Panel Coordinator.

2.5 Conflicts of Interest

A conflict of interest occurs when a Panel member is called upon to review a proposal in which the member has a direct or indirect conflict, perceived or real conflict, personal or professional conflict, and/or a financial interest in the project. Panel members shall disclose conflicts of interest to the Chair and Panel Coordinator by email upon receiving the meeting agenda in advance of the meeting date. Panel

members shall also declare conflicts of interest at the start of each meeting. Panel members shall recuse themselves from in-camera sessions for any files that they have identified a conflict of interest for and may attend the review sessions as an observer.

3. Applications Subject to UDRP Review

3.1 Applications Subject to Review

Applications located within the Design Priority Areas designated in Schedule C7-A (Urban) and C7-B (Villages) of the [Official Plan](#) that meet the following general criteria (3.2) shall be subject to UDRP review. These general criteria may change periodically as deemed appropriate. A Secondary Plan or other Council-approved statutory policy may establish directions and criteria that deviate from these Terms of Reference. Should such circumstances arise, the Secondary Plan or other Council-approved statutory policy shall prevail.

For the purposes **Section 3** of this Terms of Reference, 'Application' refers to a Pre-consultation application, with the exception of a Formal application when applied in accordance with section 1.1.

3.2 General Criteria

1. Applications including Official Plan Amendments and/or Zoning By-law Amendments requesting an increase in height or density and Site Plan Control applications, which would result in a building, or an addition to a building, that is:
 - a. Seven storeys *or greater* in the Downtown Core and Inner Urban transects (as identified in Schedule A of the [Official Plan](#))
 - b. Five storeys *or greater* in the Outer Urban and Suburban transects (as identified in Schedule A of the [Official Plan](#))
 - c. Three storeys *or greater* within Village Design Priority Areas (as identified in Schedule C7-B of the [Official Plan](#))
2. Applications that do not meet the criteria outlined in 3.2.1 but are associated with large-scale institutions and facilities such as hospitals, universities, and cultural facilities.
3. Applications that do not meet the criteria outlined in 3.2.1 but are of a complex nature as outlined by the following circumstances. The decision to bring these files to the Panel will be at the discretion of the File Lead and the Urban Designer

on file, in consultation with the Panel Coordinator:

- a. within Village Cores,
 - b. within Heritage Conservation Districts and/or in proximity (30.0 metres) to built and cultural heritage resources,
 - c. proximity to Natural Heritage Features (as identified in Schedule C11-A, C11-B, and C11-C of the [Official Plan](#)).
 - d. City-led policy initiatives and capital investments, such as a Secondary Plan, a Community Design Plan, a public realm study, and a street reconstruction project.
4. Applications for Plan of Subdivision that include multiple development blocks planned for mid- or high-rise development and a mix of land uses may be subject to UDRP review at the discretion of the File Lead, Urban Designer and Panel Coordinator.

3.3 Exemptions:

1. Revisions to plans that have received staff and/or Council approval where the change maintains the overall design response associated with the initial approval.
2. Municipal parks development, including developer-built municipal parks.
3. Development within the Kanata North Business Park Special District.
4. A Site Plan Control application for low-rise or mid-rise development that is generally in conformity with the zoning, and that has implemented staff initial pre-consultation application directions satisfactory to the File Lead, the Urban Designer on file and the Panel Coordinator.
5. Applications for conversions where there are no significant alterations to the site or exterior of the building and the conversion is primarily inside the existing building may be considered for exemption at the discretion of the File Lead, the Urban Designer on file and the Panel Coordinator.

3.4 Criteria for Multiple Reviews

1. When applications are submitted separately by the applicant for varying application types, each application will be subject to UDRP review(s) as outlined above.

2. Applications may be subject to multiple reviews if recommended by the UDRP and/or if the design is significantly changed from the previous review at the discretion of the File Lead and Urban Designer on the file.

Projects requiring a Heritage Permit

1. In the event where an application is subject to UDRP review and requires a Heritage Permit, the UDRP review shall take place *before* the appropriate Heritage Permit is issued.
2. For applications subject to UDRP review and requiring a Heritage Permit, submission materials **must** be detailed to the level commensurate with a Site Plan Control application regardless of the application type.
3. At the discretion of Heritage Planning in consultation with the File Lead, Urban Designer, and Panel Coordinator, applications that have previously attended UDRP and received a subsequent Heritage Permit may be exempt from a second review with the UDRP during the Site Plan Control application process.

3.6 Applications outside of Design Priority Areas

1. Applications outside of Design Priority Areas are generally not subject to UDRP review. However, at the recommendation of the Program Manager, Public Realm and Urban Design, and in coordination with the applicant(s), complex applications that trigger the need for an Official Plan Amendment associated with an increase in massing and/or height may be brought to the UDRP for review.
2. Applications within the Central and East Downtown Core Secondary Plan area defined in [Schedule A – Character Areas](#) of the Secondary Plan but not within the Design Priority Areas that meet the criteria set out in Section 3 of these guidelines will be subject to UDRP review.

4. Scheduling and Submission Requirements

4.1 Scheduling Process

1. Applicants are encouraged to have an initial meeting with City staff through the City's pre-consultation application process and have received written comments and initial design directions from staff prior to making a request to visit the UDRP.
2. The applicant must notify the File Lead and the Panel Coordinator via email of their intention to be on the upcoming agenda at least two weeks in advance of

the submission deadline.

3. If the applicant wishes to pursue a review session after the application has been deemed complete, it is recommended that the session take place during the first staff review and comment period.
4. The applicant must submit the Urban Design Brief two weeks prior to the Panel meeting (see [Panel Meeting Schedule](#)) in accordance with the required items indicated on the Urban Design Brief Terms of Reference.
 - a. Materials shall be submitted as PDF or PowerPoint files, 11x17in size and batched into a single file, not exceeding 50MB.
 - b. Due to email size limitations, only files under 35MB may be submitted via email. Should the size of the submission exceed 35MB, it is the applicant's responsibility to ensure that it is successfully delivered to the Panel Coordinator via a file sharing system (example: FTP server, Dropbox, WeTransfer) by the submission deadline.
 - c. It is at the applicant's discretion as to whether or not the presentation will be the same or different from the Urban Design Brief. The presentation must be submitted at the same time as the Urban Design Brief.
5. The Urban Design Brief must be deemed complete by the Panel Coordinator.
6. The applicant will then be notified of the time and location for their scheduled meeting with the Panel approximately a week ahead of the meeting.

4.2 Submission Requirements

1. The Urban Design Brief is required to be signed by a member holding a professional membership with the OAA, OALA, OPPI, and/or CIP, or equivalent professional organization; and should include materials prepared by urban designer(s), licensed architect(s), licensed landscape architect(s), and registered planner(s). The Urban Design Brief should highlight the key urban design features of the proposal. The Brief should provide an explanation as to why the proposed development represents the most appropriate design solution for the site. For an Urban Design Brief submission to the UDRP to be deemed complete it must include the following materials.
 - a. [Applicant Summary Sheet](#)
 - b. An Urban Design Brief for each application will be required in accordance with the City's Urban Design Brief Terms of Reference.

5. Meeting Structure

The UDRP meeting is typically held on the first Friday of each month. It includes an in-camera briefing session and a series of separate review proceedings. In general, Panel members should expect to be available for a full working day, and applicants are expected to arrive at least five minutes prior to their scheduled meeting. The maximum number of files that can be reviewed for a single-day review is approximately six.

5.1 Staff In-Camera Briefing

The staff in-camera briefing is confidential. Each project introductory session takes approximately 15 minutes and includes a five-minute presentation by the File Lead to outline the context, and a 10-minute “Questions and Answers”. For applications with a heritage element, the Chair will call on the assigned heritage staff to provide any relevant heritage considerations for context.

5.2 Typical Review Proceeding

The review proceedings will be led by the Chair and will follow the general sequence described below. Meetings last for approximately one hour. Additional time may be allocated to accommodate complex applications.

As a rule, the Panel does not discuss applications without at least one representative of the proponent design team (an architect, landscape architect, urban designer, and planner) present. UDRP proceedings are not allowed to be recorded by any electronic devices.

Time allotted	Course of action
5 minutes	<ul style="list-style-type: none"> Chair introduces ground rules.
10 minutes	<ul style="list-style-type: none"> Applicant introduces the project team. Applicant presents the proposal (presentation must be made by an architect, a landscape architect, an urban designer, or a planner). File lead presents key questions.

- 15 minutes**
 - (Questions and Answers) Panel members ask clarification questions and Applicant team provides responses to each question asked by the Panel.

- 20 minutes**
 - Panel members provide comments.
 - Proponents listen to the deliberations but are asked to withhold comments and responses at this point.

- 5 minutes**
 - Chair summarizes the Panel recommendations.

- 2 minutes**
 - Applicant team responds to the Panel's comments and recommendations.

5.3 Virtual Panel Meetings

Meetings may be held in person or virtually over a videoconferencing software approved by the City. If the meeting is being held virtually, the following protocols shall be observed:

1. Applicants should have their presentations ready to share on screen. City Staff require digital copies of the presentation in advance of the meeting in the event of technical difficulties.
2. All microphones are to remain muted unless called upon by the Chair.
3. The meeting chat is not used or monitored for UDRP meetings.

6. UDRP Recommendations

UDRP written recommendations are prepared by Urban Design staff and are approved by the Chair and Vice Chair. UDRP recommendations provide a **summary** of key design direction suggested by the Panel and not a verbatim record of the meeting. Recommendations are typically based on a general consensus but may also include comments and suggestions offered by individual Panel members. Recommendations shall generally be made available 10 to 15 business days after the meeting.

Recommendations made by the Panel will guide staff and the proponent as they work to finalize the design and achieve project modifications.

7. Administration

7.1 Panel Coordinator

A full-time Panel Coordinator from City staff shall be assigned to administer and manage the UDRP. The Coordinator shall be the primary liaison between Panel members, the City, and the applicants. The Coordinator is responsible for reviewing submissions, preparing meeting agendas, logging and distributing the Panel's recommendations, and ensuring review materials are accessible to Panel members a minimum of five working days prior to meetings.

The Coordinator will manage the information on the [UDRP web page](#) and respond to public inquires.

7.2 Fees

There is no application fee for the Urban Design Review Panel.

7.3 Expense Reimbursement

Panel members serve on an unpaid, voluntary basis; however, travel, accommodation, meals and incidental expenses incurred by the Panel members shall be reimbursed by the City. Panel members are to submit original receipts (no scanned copies, no direct payment or credit card vouchers) to the UDRP Coordinator. Panel members will also need to indicate whom to make cheques payable to and provide a mailing address. The reimbursement process takes approximately 15 working days, upon submission of receipts. For budgetary reasons, Panel members are asked to submit their expenses by the end of January, at the latest, for the preceding year.

The standard for air travel is Economy Class, the standard for rail travel is Business Class – Discounted Fare and the standard for rental vehicles is Mid-Size. The standard for accommodations is a single room.

8. UDRP Focused Reviews and Special Design Review Panels

8.1 UDRP Focused Reviews

UDRP Focused Reviews are held for comprehensive applications that require more extensive discussion than permitted during the typical one-hour meeting slot at the regular UDRP meetings. Focused reviews typically involve two to three selected members of the UDRP, led by the Chair or Vice Chair. UDRP members are selected depending on their areas of expertise in relation to the application. Public involvement

in the Focused Review sessions shall follow the same guidelines provided in section 1.2 of these Terms of Reference.

1. Projects may be recommended for a Focused Review by the UDRP as part of a review session, or by City staff at the pre-consultation application meeting. The decision to proceed with a focused review is under the discretion of the File Lead and the Urban Designer in consultation with the Panel Coordinator.
2. Proponents who participate in a focused review session recommended by the UDRP are expected to return to the UDRP for a final review following the focused review session.
3. Proponents who participate in focused reviews recommended by City staff are expected to attend at least two focused review sessions. The final session is intended to report on and confirm the design progress.

Meeting Logistics

4. Focused Review sessions are generally two hours in length. The sessions take the form of a design workshop, organized by the Panel Coordinator. The format of each meeting will be designed to suit the unique circumstances of each project. Generally, the agenda will include a staff presentation, an applicant presentation, a presentation by members of the UDRP, and a discussion/design session.
5. Participating panel members are remunerated by the City and the proponents on a cost sharing basis for the time spent on preparing and attending the sessions.

8.2 Special Design Review Panels

Special Design Review Panels (SDRP) convene to review significant applications that require particular attention due to their height or prominence. SDRPs are typically comprised of a subset of the UDRP as well as guest panel members. Special Design Review Panels replace the requirement for typical reviews with the UDRP. Public involvement in the SDRP shall follow the same guidelines provided in section 1.2 of these Terms of Reference.

1. Special Design Review Panels are mandatory for:
 - a. Any proposed building of 41 storeys or greater in height
 - b. If required by an Area Specific Plan or Secondary Plan

2. The mandate of the SDRPs differs depending on the policy context and shall be specified in a Terms of Reference for each application.

SDRP Terms of Reference

A Terms of Reference shall be prepared by the City with agreement of the proponents prior to the commencement of a SDRP. The Terms of Reference may include the following elements:

- a. Context
 - b. Mandate
 - c. Panel Composition
 - d. Staff Resources
 - e. Process/Meeting Structure
 - f. Design Review Packages
 - g. Public Disclosure/Involvement
 - h. Fees and Expense Reimbursement
3. The Terms of Reference for each SDRP is prepared with the following general guidance:
 - a. A SDRP shall include a minimum of three members. At least one of the SDRP members shall be a member of the UDRP who will serve as the Chair of the SDRP. Additional specialized design professionals are selected by the Chair of the SDRP and staff for endorsement by the UDRP.
 - b. A minimum of two SDRP meetings are required for each application (can be concurrent applications).
 - c. SDRP meetings are typically two hours in length. The sessions take the form of a design workshop to allow for in-depth extensive discussions between the applicants and members of the Panel with opportunities to explore design ideas and options.
 - d. Generally, the agenda will include a staff presentation, an applicant presentation, a presentation by members of the SDRP, and a discussion/design session.

- e. Participating panel members are remunerated by the City and the applicant on a cost sharing basis for the time spent on preparing and attending the sessions.