

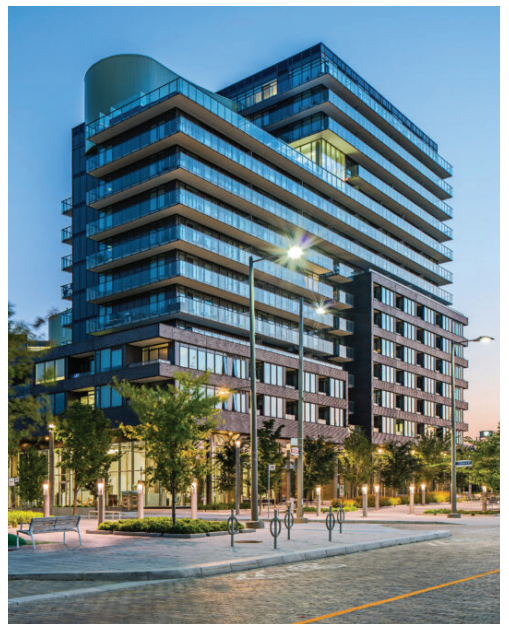
Design Review Handbook

V2.0



WATERFRONTToronto

**Waterfront Design
Review Panel**



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	– Site Plan Application	
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Top left: *Aquavista* (photo courtesy of Tridel)
Top right: *Sugar Beach*

Centre left: *Queens Quay Revitalization*
Centre right: *Canary Park Condos*

Bottom left: *River City Phase 1+2*
Bottom right: *Simcoe Wavedeck*

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Welcome!

The Waterfront Design Review Panel (WDRP) welcomes the participation of everyone working to revitalize Toronto's waterfront. The Panel includes some of Canada's most accomplished city-building professionals; together, they seek to engage designers, developers, and government agencies in a public dialogue about the future of our city. Everyone who participates in the design review process helps contribute to Toronto's evolution as a centre of progressive urbanism, sustainability and design excellence.

Land Acknowledgement

The Waterfront Design Review Panel acknowledges that the land and water upon which we are all designing and building has been for thousands of years the traditional territory of many nations, including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to diverse First Nations, Inuit and Metis people. The Panel is committed to promoting architectural and landscape designs that are respectful of the land and water and in harmony with the natural world around them. The Panel also acknowledges that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

Mandate

The Panel strives to add value to every project by providing expert advice that is professional, fair, and constructive. Its role is to promote design excellence, improve environment performance, and ensure a cohesive approach to waterfront revitalization.



Design Review Panel. From left: Christopher Glaisek (Non-voting representative of Waterfront Toronto), George Baird, Peter Busby, Lorna Day (Non-voting representative of City of Toronto), Jeff Ranson, Brigitte Shim, Claude Cormier, Paul Bedford, Betsy Williamson, Mazyar Mortazavi (Member of the Waterfront Toronto Board of Directors), Eric Turcotte, Nina-Marie Lister. Not included in photo: Janna Levitt, Pat Hanson, Fadi Masoud, Kevin Stelzer, Matthew Hickey.

Using this Handbook

This Handbook is organized as a step-by-step guide to the entire design review process. Each of the following chapters answers the questions below:

1

Does my project have to be reviewed?

2

What steps do I follow?

3

How do I get on the agenda?

4

What do I have to submit?

5

What happens at the review session?

6

What happens after the review session?

7

How do I respond?

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Toronto's waterfront deserves special attention because it belongs to everyone. Since its formation in 2005, the Waterfront Design Review Panel has challenged both the public and private sector to create beautiful public spaces, a variety of high-quality buildings and a diversity of activities that add lasting value to the waterfront experience.

**Paul Bedford, former Chief Planner for the City of Toronto,
Chair of Waterfront Toronto's Design Review Panel**



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Projects Subject to Review

Most city-building initiatives across the central waterfront appear before the Waterfront Design Review Panel, including:



Improvements to Public Land and Private Land

Private land being improved by private developers seeking municipal approvals under the Planning Act.



Public land being improved by public corporations and government agencies (e.g. Waterfront Toronto; CreateTO; Transportation Services; Parks, Forestry and Recreation) and their development partners.



Design Projects and Site Plan Approvals

New and renovated buildings and structures, including residential, commercial, retail, institutional, cultural, industrial and other uses.



New and renovated parks and open space, including parks, parkettes, plazas, playgrounds, privately owned public spaces (P.O.P.S.), trails and other spaces.



New and renovated infrastructure, including streets, boulevards, sidewalks, streetscapes, transit rights-of-way, signage and other elements.



Planning Projects and Planning Act Approvals

Non-statutory plans such as precinct plans, framework plans, public realm plans and urban design guidelines.



Planning Act approvals such as Official Plan amendments, rezoning applications, plans of subdivision and all associated Environmental Assessment (EA) Act approvals.

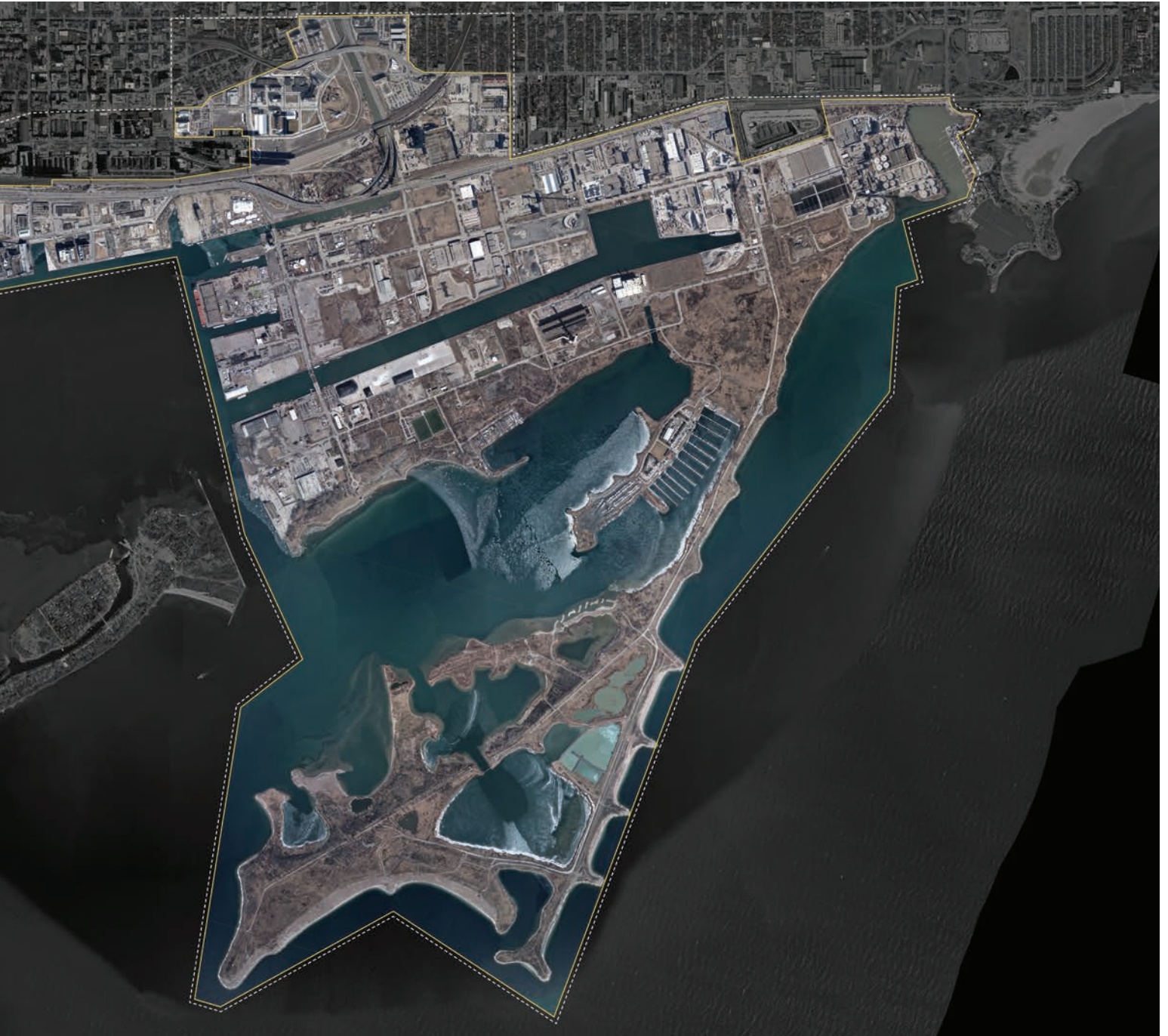
Exceptions

The Panel does not review the following types of projects:

- As-of-right development on private land not subject to Site Plan Control
- Municipal maintenance and State of Good Repair projects
- Projects subject to a Temporary Use Zoning Bylaw (e.g., less than 3 years)
- New parks and park renovations costing less than \$150,000 per acre
- Small-scale projects, privately or publicly sponsored, that City and Waterfront Toronto staff agree have minimal impact on the public realm

Waterfront Design Review District Boundaries





The Panel reviews all projects within the Waterfront Design Review District, which lies within the larger Designated Waterfront Area established in the Toronto Waterfront Revitalization Act. See waterfronttoronto.ca for a more detailed view of the boundary.

Joint Review with other Panels

In certain exceptional circumstances, the Panel may conduct joint reviews with other design review panels, such as those of the City of Toronto, Metrolinx or Toronto Community Housing Corporation. Cases where joint review may be appropriate include projects that:

- **Propose changes to the Official Plan Map 2 (Urban Structure Map)**, and therefore have implications beyond the waterfront.
- **Have significant city-wide impacts.** Such projects may be precedent-setting for the entire city, or have broad economic, transportation, skyline or other impacts.
- **Require specific expertise.** If a skill set considered critical by the City of Toronto is not adequately represented on the Waterfront Design Review Panel, another panel may be engaged.
- **Are being reviewed primarily by another panel**, but which have potential impacts on the waterfront.

For a joint panel review to be initiated, the Chief Planning and Design Officer at Waterfront Toronto and the Director of Urban Design at the City of Toronto, and/or their counterparts at Metrolinx and Toronto Community Housing Corporation, must agree on the appropriateness of this approach.

The location and chairing of joint panel meetings will be consistent throughout the duration of the project.

- For **projects within the Waterfront Design Review District**, joint panels will generally be held at Waterfront Toronto during a regularly-scheduled Panel meeting. The Waterfront Design Review Panel Chair will lead, unless the relevant staff at Waterfront Toronto and the City choose another chair.
- For **projects straddling the Waterfront Design Review District** and adjoining areas, joint panels may be held at and chaired by either Waterfront Toronto or the partner design review panel. The decision regarding location, chairing and scheduling will be made jointly by the reviewing agencies.
- For certain **special projects outside the Waterfront Design Review District** but adjoining the area, joint panels may be held at and chaired by the partner design review panel according to their schedule, with Waterfront Design Review Panel members invited to attend.

Waterfront Design Review Panel in public session. Members of the Waterfront Design Review Panel, staff, proponent delegation, and the public hear from the proponents of a design project.



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Tridel strives to add value to the waterfront with great architecture and outstanding public spaces. The Design Review Panel is an important part of that process; we value their expert peer review and holistic perspective.

Bruno Giancola, Senior Vice President, Tridel



Review Streams and Stages

All new projects — whether on private or public land — are expected to go through design review to fulfill community planning and urban design expectations. There are two different review streams: Stream 1 for lands that are privately owned, and Stream 2 for lands that are publicly owned. In cases where land is being transferred from public ownership to private ownership, the appropriate design review stream should be stipulated in the proponent's development agreement; otherwise Waterfront Toronto and City staff must agree on an appropriate stream. Stream 1 entails two or three review sessions (called stages) at the Panel, and Stream 2 entails three or four review stages.

Projects come before the Panel in one of two ways:

1. They may be **referred** to the Panel by City of Toronto staff, which is typical of Stream 1. The first step in any approval process is a Pre-Application Consultation with City staff, who will usually refer projects in the central waterfront to the Waterfront Design Review Panel. If a project in the City of Toronto needs approval either from City Planning (e.g., a Site Plan Approval) or from City Council (e.g., rezoning, plan of subdivision), the Planning Act provides for it to be reviewed by a design review panel.
2. They may be **required** to come to the Panel by Waterfront Toronto, which is typical of Stream 2. The requirement arises from either the terms of a development agreement between Waterfront Toronto and the proponents, or from the terms of a contract for a public works project between Waterfront Toronto and a city agency. Waterfront Toronto staff will refer the project to the Panel.

For a project to begin the review process, Waterfront Toronto and/or City staff must agree that it is sufficiently developed and ready for the Panel to productively review it. This applies at each of the applicable review stages.

For a project to advance to the next review stage, it must receive a vote of Full Support or Conditional Support at the review session. See Section 5 for more information on voting and review criteria. Projects that receive a vote of Non-Support are expected to return with revisions before proceeding to the next stage.

For a project to complete the entire review process, a vote of Full Support is needed at the final review stage. Each project must complete all applicable review stages unless specifically directed otherwise by the Panel and by City and Waterfront staff.

Post-approval Changes

For designs that undergo changes after completing the review process, Waterfront Toronto and City staff may request a post-approval review. This may be triggered in the event of substantial changes in the design, the design team, the project specifications, or a long gap in project progression. The need to come back will be determined by Waterfront Toronto or City staff presenting an overview of design changes to the Panel and seeking their view of the significance of the change.



Stream 1: Private Land

When it comes to private projects on private land, the Waterfront Toronto Design Review Panel follows a process similar to that of the City of Toronto Design Review Panel. The one notable difference is that at the outset of the Waterfront process, proponents attend an “Issues Identification” review with the Panel. This session is intended to establish mutual expectations at an early stage, and tends to help the rest of the process run more smoothly.

Review Stages One, Two and Three

Projects on privately-owned land typically follow a two-stage review at the Waterfront Design Review Panel: (1) Issues Identification and (2) Schematic Design/ Preliminary Draft Plan. In a minority of cases, City staff may request an additional stage of review: (3) Detailed Design/ Final Draft Plan. This third review is usually requested when a project has changed significantly or when staff see a need for additional Panel input. The Panel and City/Waterfront Toronto staff determine which stages of review a project must undergo and when a project is ready to proceed to the next stage. In rare instances, a project may be exempted from a review stage or directed to repeat a stage.

Stage 1: Issues Identification

This stage should be completed **after a Pre-Application Consultation and before an SPA submission**. This stage focuses on the project’s context, its overall program and its sustainability goals. Proponents present little, if any, design work here. Topics include:

- Site context, analysis, and constraints
- Public realm opportunities and mobility connections
- Building footprint, siting, primary uses, density
- Innovation and sustainability objectives

Stage 2: Schematic Design / Preliminary Draft Plan

This stage should be completed **after an SPA submission**. City staff will consider the Panel’s Stage 2 feedback as part of its SPA review process. Stage 2 focuses on the proposal’s approach to key urban design issues, including:

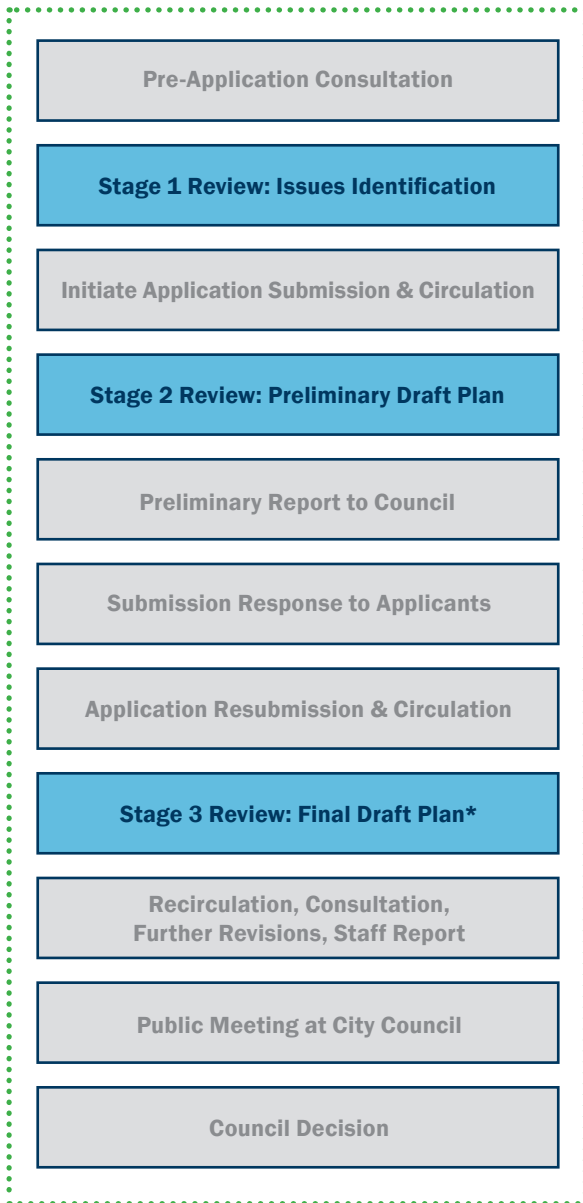
- Relationships to adjoining neighbourhoods, buildings, parks, land uses
- Massing, topography, public realm, urban form elements
- Proposed ground floor uses and approach to facades facing the public realm
- Innovation and sustainability features and systems
- Site Plan Application (including relevant public benefits)

Stage 3: Final Design / Final Draft Plan

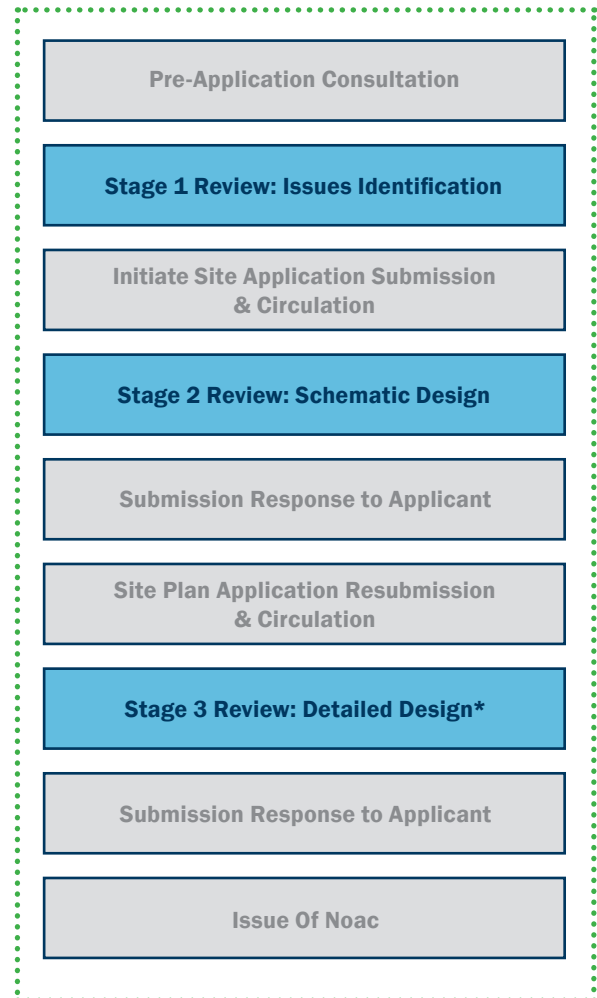
This stage, pursued at the discretion City staff, should only be completed **after at least one SPA re-submission**. Topics include:

- Refined design, public realm design, topography, urban form
- Finish materials for all elements of the project
- Details and/or design guidelines
- Detailed innovation and sustainability features and specifications
- Other details or revisions as directed by City staff.
- Revised Site Plan Application (including relevant public benefits)

City Council Approval Process for Rezoning + Plan of Subdivision



Site Plan Approval Process for Development and POPs Projects



City of Toronto Development Approvals

* This review will only be required if the project has changed significantly since the previous review, or the Panel, Waterfront Toronto, or City staff have significant outstanding concerns.

Combined Site Plan and Zoning Approval

Projects that are going through a rezoning and Site Plan Approval simultaneously can go through the Panel process simultaneously as well.



Review sessions are opened to the public to attend. Members of the public are seated facing the Panel members and the presentation area; audio sound level is enhanced to help project Panel discussions to the entire room.



Members of the public observe Panel review presentation material on screens during the review session.



Stream 2: Public Land

Projects on publicly-owned land go through a more robust review process than those on privately-owned land. Waterfront Toronto's mandate is to ensure that all waterfront revitalization meets high standards of design excellence, quality of place, and public accessibility. The Panel helps Waterfront Toronto deliver on its mandate by conducting thoughtful reviews on all aspects of work on public land. In cases where Waterfront Toronto is sponsoring a project, the Panel begins to review projects before a formal planning approval process is initiated with the City of Toronto.

Review Stages One, Two and Three

Projects on publicly-owned waterfront land typically follow a four-stage review process: (1) Issues Identification and (2) Schematic Design / Preliminary Plan (3) Detailed Design / Final Plan and (4) Construction Documents. The fourth stage may be waived as long as the project has not changed significantly since the previous review, and provided that the Panel and Waterfront Toronto/City staff have no remaining concerns.

Stage 1: Issues Identification

This stage should be completed **before a formal Pre-Application consultation**. This stage focuses on the project's context, its overall program and sustainability goals. Little, if any, design work is required. Topics include:

- Site context, analysis, constraints
- Public realm opportunities and mobility connections
- Building footprint, siting, primary uses, density
- Innovation and sustainability objectives

Stage 2: Schematic Design / Preliminary Draft Plan

For projects with a **Development Agreement** with Waterfront Toronto, this stage should be completed **before a formal Pre-Application consultation**. All other projects on publicly-owned waterfront land are required to complete Schematic Design **after a formal Pre-Application consultation** at the discretion of the City of Toronto staff. This stage focuses on the proposal's approach to key urban design issues, including:

- Site relationships to adjoining neighbourhoods, buildings, parks, land uses
- Massing, topography, public realm, urban form elements
- Ground floor uses and approach to facades facing the public realm
- Innovation and sustainability features and systems
- Site Plan Application (including relevant public benefits)

Stage 3: Detailed Design / Final Draft Plan

This stage should only be completed **after an SPA / Zoning Application submission**.

The Panel feedback will be considered by Staff as part of their review. The project may be required to return for Detailed Design after site plan resubmission at the discretion of the City or City of Toronto staff. Topics include:

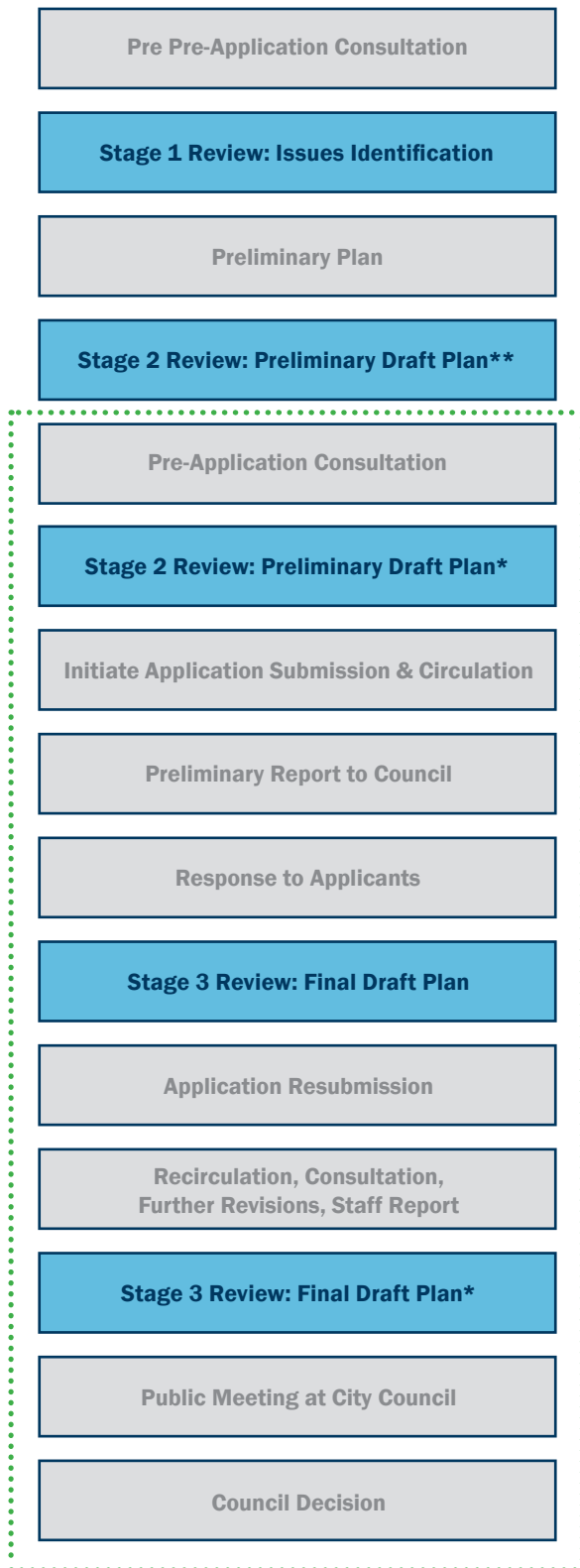
- Refined design, public realm design, topography, urban form
- Finish materials for all elements of the project
- Details and/or design guidelines
- Detailed innovation and sustainability features and specification
- Revised final Site Plan Application (including relevant public benefits)

Stage 4: Construction Documents

This stage, completed **prior to applying for a building permit**, considers the final specifications and drawing set for conformity with the design intent from previous review stages. It may be waived if the Panel feels constructability questions are already resolved. The focus is on:

- Specification sheet(s) for the project
- Construction drawing set
- Installation details for innovation and sustainability features

City Council Approval Process for Rezoning + Plan of Subdivision



City of Toronto Development Approvals

* This review will only be required if the project has changed significantly since the previous review, or the Panel, Waterfront Toronto, or City staff have significant outstanding concerns.

Site Plan Approval Process for Development and POPs Projects



** For projects with a Development Agreement with Waterfront Toronto, this stage should be completed before a formal Pre-Application consultation.

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Pre-Review Process

Meeting Schedule

The Panel meets monthly (except in August), generally on the fourth Wednesday of the month. Actual meeting dates and times are posted on the Waterfront Toronto website. Meetings have a maximum of four review slots, filled on a first-come, first-served basis. The Panel does not schedule additional meetings; proponents should plan ahead to ensure timely reviews.

The Review Process: Five Key Steps

To make the review process as helpful and efficient as possible, proponents should be aware of the five key steps associated with a review session.

1. Initial design consultation — at least 21 calendar days before review

Proponents must request a pre-design consultation meeting with Waterfront Toronto staff, in order to establish a shared understanding of the proposed design at an early stage. Where relevant, proponents may be asked to meet with specific Waterfront Toronto teams (e.g., Innovation and Sustainability, Public Art) to review and align project objectives. This meeting may be waived by Waterfront Toronto and City staff if they are already familiar with the project.

2. Request to be on the agenda — at least 15 calendar days before review

To be added to the Panel's agenda, proponents must email a completed Project Information Tracking Sheet (see page 30) to the Waterfront Toronto Design Review Panel Manager and obtain written approval from the City of Toronto Community Planner. Proponents may not reserve more than one time slot in any Panel meeting. If confirmed, Proponents must hold time in their schedule in advance to ensure availability to meet the proposed review time slot. If special scheduling accommodations are required, it is important to notify the WDRP Manager in advance. To submit a review request or for any additional questions, please contact:

Leon Lai, Design Review Panel Manager

Phone: 416-214-1344

Email: llai@waterfronttoronto.ca

3. Dry run of review presentation — at least 14 calendar days before review

Proponents provide a dry run of their final presentation to Waterfront Toronto and City staff at a regularly-scheduled workshop, usually the second Wednesday of the month (or earlier by appointment). Proponents should complete the Material Checklist (see pages 48-61) and submit it to the Design Review Panel Manager as part of the dry run to indicate the drawings included in the presentation. If proponents are presenting changes following a successful review, they must provide a summary of the consensus Panel comments to which they are responding. Waterfront Toronto/City staff may request revisions at this time. Toronto Community Planning and Urban Design staff are encouraged to attend.

4. Final submission of documents — at least 7 calendar days before review

Proponents deliver their complete and final submission (see pages 48-61 for a checklist), including any staff-directed revisions. Please note that no revisions can be accepted after this date, as the materials are sent to Panel members as part of a briefing package the next calendar day.

5. Review meeting — arrive early

Proponents are asked to arrive at least 15 minutes before their scheduled start time. This handbook offers a sample agenda (see page 27), explains the format of each review (see page 33), and outlines required presentation materials. Meetings are public. Presentation materials are posted on the Waterfront Toronto website the day after the public review. (See page 33 for a note on commercially sensitive presentation materials.)



When designs with notable shortcomings have come before the Panel, members' feedback has led to meaningful improvements. Importantly, designers with already-strong submissions have expressed thanks to the Panel, saying it's provided some of the best critical commentary on their work that they have been able to obtain.

George Baird, OAA, FRAIC, AIA, Member of the Order of Canada, Partner, Baird Sampson Neuert Architects Inc.

Typical Monthly Calendar

The schedule shown below is illustrative only. Please see the Waterfront Toronto website or contact the Panel manager for actual meeting dates.

S	M	T	W	T	F	S
1	2	3	4 -1- Pre-design consultation	5	6	7
8	9	10 -2- Approval to be on the agenda	11 -3- Dry-run of review presentation - Agenda closed -	12 Draft agenda posted	13	14
15	16	17	18 -4- Final submission of documents - Agenda posted -	19 Submission packages sent to panel	20	21
22	23	24	25 -5- Design Review Panel meeting	26 Presentations posted publicly	27	28
29	30	31 Draft consensus comments circulated	Post review debrief meeting			



Panel members discuss presentation material and provide constructive commentary to proponent teams.

Typical Agenda



Waterfront Design Review Panel

Agenda, Meeting #

Date of Meeting

Waterfront Toronto, Main Boardroom

In-Camera Session

8:45–9:00

Panel Business

Public Session

9:00–9:30

General Business

9:30–11:00

#1. Review Session 1

11:00–11:15

Break

11:15–12:45

#2. Review Session 2

12:45–1:30

Lunch

1:30–3:00

#3. Review Session 3

3:00–3:15

Break

3:15–4:45

#4. Review Session 4

4:45

Public Session Adjournment

In-Camera Session

4:45–5:00

Process Review

5:00

Meeting Adjournment

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Submission Requirements

Preparing a strong submission is the key to getting the most from the review, and Waterfront Toronto/City staff will work with proponents to craft the most effective presentation possible. Proponents should tailor their presentations to an audience of experienced professionals who can read plans and technical drawings. Sample presentations are available on the Waterfront Toronto website. Submission materials should present key ideas as concisely as possible. If a project has undergone a prior review, submissions should address the Panel's feedback. Presentations include:

Submission Components

Material checklist

- Complete the checklist for the applicable review stage
- Submit to the Design Review Panel manager separately from your presentation materials
See appendix B for blank checklists for your use

Print-ready presentation

- Use an 8.5" x 11" annotated PDF format for printing

Slide presentation

- Use a flattened and compressed PDF format for 16:9 screen projection during the review;
60 slides maximum
- All material must be provided electronically to Waterfront Toronto in advance of the meeting
- Any audio/visual needs must be arranged with staff **before** the meeting
- Material submitted must be final; no substitutions can be accommodated on the day of the review. **USB drives may not be submitted on the day of the review**

Sustainability checklist(s)

- Waterfront Toronto's Minimum Green Building Requirements
- City of Toronto Green Building Standards



Physical model(s) — optional, encouraged

- Models may be brought on the day of the review unless they require assembly; models requiring assembly should be delivered the day before
- A maximum model size of 30" x 60" can be accommodated

Display board(s) — optional

- Proponents may present up to four display boards. We recommend a minimum size of 24" x 36" for clarity and legibility
- Boards may be brought on the day of the review session

Project Information Tracking Sheet

Proponent Information (Completed by Proponent)									
Project Name				Stream 1 Private Land		Stream 2 Public Land			
Project Address									
Waterfront Toronto ID #		Completed by WT		○		○			
Design Review Panel Information (Completed by Proponent)									
		Anticipated Review Date Month/ Year	Proponent to identify anticipated key areas of consideration for each stage	SPA	OPA	Master Plan			
Stage 1 - Issues Identification				○	○	○	-		
	Debrief Meeting: Completed by WT			○	○	○			
Stage 2 - Schematic Design				○	○	○			
	Debrief Meeting: Completed by WT			○	○	○			
Stage 3 - Detailed Design				○	○	○			
	Debrief Meeting: Completed by WT		○	○	○				
Stage 4 - Construction Docs.			○	○	○				
	Debrief Meeting: Completed by WT		○	○	○				
Final Approval		Completed by WT							
Proponent Team (Completed by Proponent)			Agency Name	Project Lead			Email Address		
Developer									
Planner/Urban Design									
Architect									
Landscape Architect									
Engineer									
Building Science/Sustainability Consultant									
Other Consultant 1									
Other Consultant 2									
Waterfront Toronto Staff (Completed by WT)									
Planning and Design									
Development									
Construction + Engineering									
Innovation and Sustainability									
City of Toronto Staff (Completed by WT)									
Urban Design									
Community Planning									
City Councilor									
Park Manager									
Sustainability Planner									
Transportation Planner									
Other Agency Manager									



Waterfront Toronto Minimum Green Building Summary Sheet

For projects working under a development agreement with Waterfront Toronto, please include a slide in your presentation outlining any updates related to compliance with the Minimum Green Building Requirements. Use the tables below as a guideline.

Minimum Green Building Requirements v1, v2, v2.1		Summary of strategy
01.	LEED Gold/Platinum (Including water efficiency, energy efficiency and renewable energy performance requirements.)	
02.	Smart Building (Including water & energy submetering requirements.)	
03.	Electric Vehicle Infrastructure	
04.	Green Roof	
05.	Engagement & Support	
06.	Bicycle Parking & Storage	
07.	Waste Management	
08.	District Energy (if applicable)	
09.	High Efficiency Appliances	
10.	Community Integration	
11.	Long-Term Flexibility	
12.	Integrated Design Process	

Minimum Green Building Requirements v3		Summary of strategy
1.1	Toronto Green Standard, Tier 3	
1.2	Operational Reporting Requirements	
2.1	Resilience Planning	
2.2	Community Refuge Area	
3.1	Operational Greenhouse Gas Emission Limits	
3.2	Energy Performance Requirements	
3.3	Embodied Carbon	
4.1	Landscaping and Biodiversity	
4.2	Urban Agriculture	
4.3	Rainwater Harvesting	
5.1	Electric Vehicles	
5.2	Bicycle Infrastructure	
5.3	Electric Bicycle Infrastructure	
6.1	Reducing Plastic Waste	
6.2	Sustainable and Non-Toxic Material Specifications	
6.3	Adaptation, Disassembly and Reuse	



Any questions can be directed to our Innovation and Sustainability team:

Aaron Barter. Director, Innovation and Sustainability. Email: abarter@waterfronttoronto.ca

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The Review Session: Format, Voting, Criteria

Public Session

The Panel aims for reviews to be collegial and constructive. Reviews are held in public to ensure a fair and transparent process, and to promote an inclusive dialogue about the planning and design of the waterfront. The Panel conducts in-camera sessions primarily for discussing operational business. In the rare cases where the Panel conducts part of a review in-camera, all findings are later publicly disclosed.

Meeting Structure

Part 1: Staff introduction (10 minutes)

The Waterfront Toronto/City project manager provides background on planning; reviews the business case for the project; recaps previous Panel comments if any; and concludes by outlining the issues the Panel is being asked to consider today. The following information is typically included in the introduction and may be requested from the proponent.

Part 2: Proponent presentation (30 minutes)

The lead designer typically presents the project, with other team members filling in as needed. Presentations are timed and may not exceed 30 minutes. For complex multi-block developments and large-scale master-plan proposals, additional time may be allocated for the design presentation.

Part 3: Q & A (20 minutes)

Following the presentation, proponents remain at the podium and the may Panel ask questions of clarification. Any dialogue at this stage is aimed at ensuring a full and accurate understanding of the project and issues. Proponents return to their seats when the Q & A is complete.

Part 4: Panel comments (20 minutes)

The Chair gives each Panel member an opportunity to give feedback on the proposal.

Part 5: Consensus (5 minutes)

The Chair summarizes areas of broad agreement, known as the Consensus Comments; these are later documented in the meeting minutes.

Part 6: Proponent response (3 minutes)

Proponents may return to the podium to correct any factual errors and/or provide further rationale for the proposal that the Panel may not have understood. Remarks should be focused and informational; this brief window is intended for clarification, not debate.

Part 7: Panel vote (2 minutes)

A vote is held on each project to determine whether it is ready to move to the next stage of review. If a vote is sufficiently divided that it's unclear whether a project has enough support to proceed, the Chair will lead further discussion to establish clear next steps for the proponent. Panel votes are non-binding: they neither prevent nor guarantee City approvals.

Total: 90 min.

Note: no vote is held at the Issues Identification stage; meeting is intended as a discussion, not a formal review

Voting Definitions



Full Support

The Panel is supportive of the project's overall direction. The project meets all or most of the relevant planning, policy and/or design excellence objectives. It requires minor modifications or none, and may proceed without conditions.



Conditional Support

The Panel has some concerns, but is broadly supportive of the project. The project as presented meets many but not all the relevant planning, policy and/or design excellence objectives. It requires specific, identifiable modifications that the Panel is confident can be incorporated, making Full Support likely in the future. The Panel will recommend that the project proceed, provided the identified changes are demonstrated at the next review. If the Panel's identified changes are not adequately demonstrated, the project may need to repeat the previous round of review.



Non-support

The project as presented fails to meet fundamental planning, policy and/or design excellence objectives. The project requires a substantially revised conceptual approach, or modifications of such magnitude they cannot be specifically identified. The project should not proceed to the next stage of development until revisions are made and brought back to the Panel (i.e. the current round of review is repeated).

In the event of a non-support vote:

- projects on private land may, at the City's discretion, be asked to return to the Panel to obtain support before proceeding to the next stage
- projects on public land must return to the Panel and obtain support before proceeding to the next stage

Evaluation Criteria

The Panel's comments and voting criteria include a combination of applicable plans and policies; general principles, professional judgement, and cover topics including the following:

Design considerations

- Appropriateness to site, neighbourhood and city context
- Aesthetic contribution to the urban fabric and quality of place
- Scale and character
- Quality of streets and sidewalks
- Adequacy of public space and/or public amenities
- Access to light and air; shadow impacts
- Attitude toward topography, hydrology and ecology
- Materials, details and finishes
- Planting strategy and species
- Construction details
- Façade articulation
- Ground floor animation
- Relationship to adjacent public parks and open spaces
- Distribution of uses and program
- Appropriateness of selected building typologies
- Adaptability of structures

Planning and policy considerations

- Conformance with principles of the Official Plan, the Central Waterfront Secondary Plan and other applicable plans
- Conformance with principles of the relevant Precinct Plan, Framework Plan and others
- Conformance with principles of the relevant Public Realm Plan and/or Urban Design Guidelines
- Conformance with zoning

Sustainability considerations

- Toronto Green Standard (TGS)
- Waterfront Toronto's Minimum Green Building Requirements (MGBR)
- Waterfront Toronto's Resilience and Innovation Framework 2017
- Waterfront Toronto's Climate-Positive goal
- Innovative building technology

Sherbourne Common Design Review in Action

Sherbourne Common today is a well-loved and well used park that, following an iterative review process that improved the park's design, came to receive the enthusiastic support from the Waterfront Design Review Panel (WDRP).

At its first "Schematic Design" review in October 2007, the Panel was not supportive of the design direction. The original submission was to create a "green slip" oriented from North to South, with two pavilions, three permanent art installations as well as scattered smaller elements. The Panel suggested the design rely on fewer and larger moves at the scale of the city, that it allow the Queens Quay identity to continue through the site, that it prioritize east-west movement at the Water's Edge Promenade, and it consolidate the three art pieces into a single iconic work. The Panel asked the design team to return with a new design concept.

The design team took the advice of the DRP on board and returned in February 2008 with a revised schematic design. Called "Fl'eau," the new unifying concept was based on telling the story of stormwater treatment by integrating innovative water features. It also included the addition of a large fountain/splash pad, a water channel with wetland plants, a relocated pavilion that anchored the park, configured interfaces with the Water's Edge Promenade and Queens Quay, and one dramatic art piece called "Light Showers." The Panel suggested careful consideration be given to the waterfall scrim with regards to functionality and visual engagement with water. At the end of this second review, the project received a Full Support from the Panel to proceed.

First Schematic Design Panel comments included:

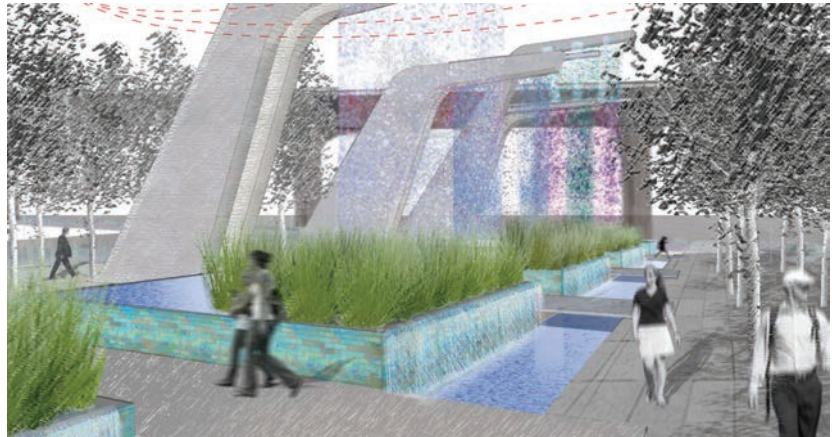
- Queens Quay streetscape identity should continue through the project site
- The trees at Water's Edge Promenade do not block views to the water and should extend across
- There are too many miniaturized elements of the waterfront: multiple art pieces, water features, and pavilions
- Overall, the design lacked a strong and unifying idea
- Revise the design to be at the scale of the city

Original Site Plan

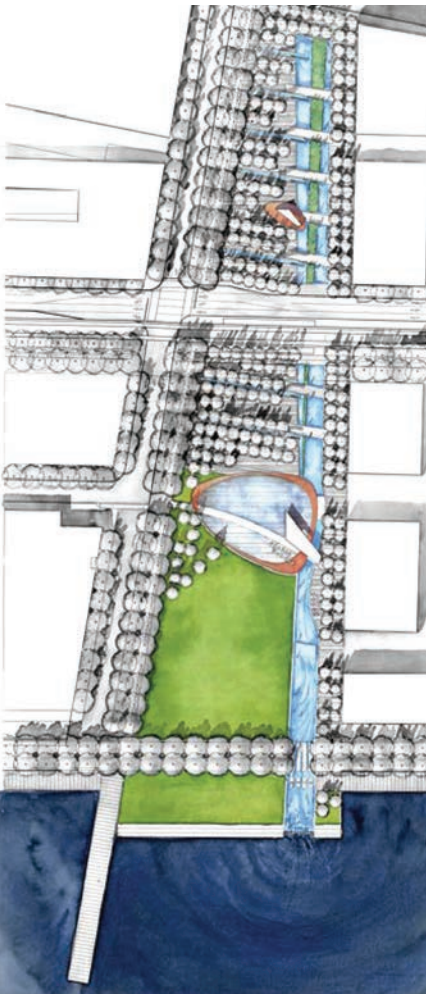


Second Schematic Design**Panel comments included:**

- The revised design is dramatically more powerful and inspiring
- The simplicity of the design and seasonal aspects are compelling
- The ideas of water and sustainability are clearer and stronger in the revised scheme, continue to advance the design through the sustainability objectives
- Appreciated the range of experiences from intimate to wide-open spaces
- The design creates a strong link between the city and the waterfront



Visualization of the revised art piece “Light Showers”

Revised Site Plan

This journey of this successful project illustrates how projects that are not received positively at first can be improved to achieve a successful outcome. The key is to listen and be responsive to Panel comments and being open to change. The result is not just the support of the design community, but a better project. The lead designer of Sherbourne Common said it best:

I’ve experienced both sides of the [design review] process: as a member of the Panel, and as a project proponent. Our project team made a number of positive design changes to Sherbourne Common following insightful comments from the Panel. The process was hard work, but the project — and Toronto’s public realm — are better for it.

**Greg Smallenberg, FCSLA FASLA BCSLA OALA,
Director/Principal of PFS Studio**



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Post Review Outcomes

Consensus Comments

Consensus Comments (recommendations for modifying and enhancing the project) are the main substance of the Panel's feedback; they are documented in the meeting minutes and should be the starting point for revisions. Individual comments from Panel members during or after the meeting do not constitute formal Panel direction. They will be distributed to proponents within one week of the review to allow them to continue working.

Meeting Minutes

These are the official record of the review meeting. Prepared by Waterfront Toronto staff in consultation with City staff, minutes are presented for approval at the next Panel meeting. Once approved, they are posted on Waterfront Toronto's website. Minutes include the Consensus Comments and the vote record. Individual Panel members will not be identified in the minutes, but specific comments may be recorded without attribution.

Comment Letter

Although the Panel's position on each project is made public in the form of the Consensus Comments and meeting minutes (posted online), the Panel is sometimes asked to state its position in a formal comment letter to be included as part of a proponent's Site Plan Application and/or rezoning application. The Panel will provide such a letter at the request of City staff or the proponent.

Public Posting of Submissions

Presentation materials are posted on the Waterfront Toronto website after the review. Proponents should discuss the inclusion of any commercially confidential information with staff prior to submitting it to the Panel. All posted documents are watermarked "Draft" unless the proponent directs otherwise.

Audio and Video Recording

Waterfront Toronto staff create an audio and video recording of the public portion of the meeting to aid in preparing the minutes. The recording is not made public online if the meeting is held in person. If an in-person meeting is being recorded, a sign is posted on the meeting room doors to advise or remind participants. When a meeting is held virtually, the recording is later made available publicly on the Waterfront Toronto website.

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Responding to Feedback

Panel feedback can be complex. Proponents typically benefit from taking time to consider the input and make revisions thoughtfully, instead of quickly returning for another review.

Post-Review Debrief

Proponents are encouraged to attend a post-review debrief with Waterfront Toronto/City staff, who can help interpret Panel feedback and offer guidance on which issues to prioritize. In addition to answering any specific questions proponents may have, staff endeavour to help proponents find solutions that address the Panel's concerns while moving projects forward. A debrief workshop is held on the Wednesday after each review session. Proponents must reserve a time slot in advance of the workshop. Debriefs may also be available by appointment.

Revising a Proposal

Panel recommendations rarely take the form of a simple checklist of specific changes. The nature of design review is such that some interpretation is usually required. Understanding the principles and objectives that underline Panel recommendations is the best way to ensure that specific revisions to the project will address the Panel's concerns. For these reasons, proponents should be prepared to reflect on Panel comments in some depth at the post-review debrief meeting.

If proponents are unsure how to proceed even after the post-review debrief meeting, they should request another meeting with Waterfront Toronto/City staff to consider possible design changes and agree on the best course forward. Proponents should seek staff support for the revised proposal before scheduling another Panel review session.

Demonstrating the Response

Once Waterfront Toronto/City staff agree that a proponent has responded adequately to the Consensus Comments, the proponent may return to the Panel at the next available review session. Their presentation should concisely outline the revisions that have been made to the project. In the event that some revisions were not possible, the proponent should explain why. A clear, thorough response to Panel recommendations is the best way to ensure the project has leveraged the value of the review and will earn the Panel's support.

Returning to the Panel

Proponents may return to the Panel at any time with a revised proposal, after consulting with City of Toronto and/or Waterfront Toronto staff. However, **proponents are strongly discouraged from attempting to attend back-to-back meetings** since the four weeks between monthly meetings generally leave insufficient time to revise and resubmit.

A

Appendices

B

Appendix A: Panel Member Bios / As of 2021



Paul J. Bedford (Chair)

FCIP, RPP, OALA (Honourary)
Urban Mentor and Former Chief Planner,
City of Toronto



Betsy Williamson (Vice-Chair)

OAA, FRAIC
Partner,
Williamson Williamson

Planning

Paul Bedford is a Fellow of the Canadian Institute of Planners with 50 years of experience in urban planning and city building. As Toronto's Chief Planner from 1996-2004, he challenged everyone to embrace new ways to think, act and plan. He was the architect of the King-Spadina and King-Parliament renaissance, the driving force behind a new Official Plan for the amalgamated city of Toronto and the Central Waterfront Principles Plan "Making Waves".

After 31 years of public service to Toronto he assumed a variety of roles to advance creative planning. These included teaching graduate and undergraduate students at both the University of Toronto and Ryerson University Planning Schools, the National Capital Commission Advisory Planning and Design Committee, the University of Toronto Design Review Panel and Dean of the Urban Land Institute Leadership Program. As a Metrolinx Board member, he championed the development of the Big Move regional transportation plan, the Crosstown LRT, the Union-Pearson Express train and electrification of the regional GO train rail network in addition to the development of new transit funding tools as Vice-Chair of the Ontario Transit Investment Strategy Advisory Panel.

He has been an inaugural member of the Waterfront Toronto Design Review Panel since 2005 and assumed the role of Chair in 2018. He is dedicated to ensuring that Toronto's waterfront belongs to everyone and is passionate about its future.

Architecture

Betsy Williamson is a principal in the architectural design studio of Williamson Williamson, an office founded in 2008 with her partner Shane Williamson, that is committed to using both built and unbuilt work as vehicles to explore diverse research and design agendas.

Betsy is a registered architect with the Ontario Association of Architects and a Fellow of the Royal Architectural Institute of Canada. Through her years of experience in small award-winning design firms, Betsy brings to the office her enthusiastic commitment to architectural practice and high quality design. She has developed expertise in detail clarity and creative solutions balanced by focused project management skills.

Betsy received a Master of Architecture from Harvard University and a Bachelor of Arts with Honors in Architecture from Barnard College. Her office's work has been awarded the prestigious 2014 Emerging Architectural Practice Award by the Royal Architectural Institute of Canada and the 2014 Emerging Voices Award by the Architectural League of New York. Betsy was also named a finalist for the Architects' Journal 2015 Emerging Woman Architect of the Year Award. In its early days her office was awarded the Ronald J. Thom Award for Early Design Achievement from the Canada Council for the Arts and won the Canadian Prix de Rome for their research in the field of innovative wood construction.



George Baird

OAA, FRAIC, AIA; Member of the Order of Canada; Partner, Baird Sampson Neuert Architects Inc.



Peter Busby

C.M., FRAIC, MAIBC, LEED Fellow, Member of Order of Canada, Managing Director, Perkins + Will



Claude Cormier

MAAPQ, FCSLA, MASLA, C.Q. Membres de l'Ordre National du Québec, Principal, Claude Cormier + Associés

Architecture

As both an academic and practicing architect, George Baird has extensive, varied design knowledge. As an author, he has addressed issues in architectural history and theory in books as well as in articles in academic and architectural journals.

Mr. Baird's contributions to architecture have been recognized through honours and distinctions that include the da Vinci Medal of the Ontario Association of Architects and a fellowship in the Royal Architectural Institute of Canada. Most recently, he was awarded the 2010 RAIC Gold Medal. He has lectured throughout North America and in Europe and Australia, and presented at exhibitions and conferences in Canada and abroad.

As a partner in the Toronto-based firm Baird Sampson Neuert Architects Inc., Mr. Baird has recently been involved in designing the new award-winning student residence at University of Toronto Mississauga; and the Cloud Gardens Park in Toronto, which received the Governor General's Award for Architecture. Mr. Baird is the former Dean of the Faculty of Architecture, Landscape, and Design at the University of Toronto (2004-2009), before which, Mr. Baird was the G. Ware Travelstead Professor of Architecture at the Harvard Design School.

Architecture

Since merging his Vancouver-based firm with Perkins + Will in 2004, Peter has been a driving force across the organization. Peter created the Sustainable Design Initiative, which provides a framework to make the firm a global leader in sustainable design. As founder and recent Chair of the Canada Green Building Council, Peter initiated the development of LEED in Canada. In recognition of his professional and community contributions, Peter became a Fellow of the Royal Architectural Institute of Canada in 1997 and in 2005 Peter was invested as a member of the Governor General's Order of Canada.

Peter holds a Bachelor of Architecture from the University of British Columbia and a Bachelor of Arts in Political Philosophy from University of Toronto. In 2008, Peter was conferred an Honorary Doctorate in Science by Ryerson University and in 2011 was named a Cascadia Fellow. In 2013, he was elevated to LEED® Fellow, which recognizes exceptional contributions to the green building community. Peter was the recipient of the 2014 Royal Architectural Institute of Canada (RAIC) Gold Medal, an honor which recognizes a significant and lasting contribution to Canadian architecture.

Landscape Architecture

Claude Cormier studied history and the design theory at Harvard University, landscape architecture at the University of Toronto and agronomy at the University of Guelph. After establishing an office in Montreal in 1995, Mr. Cormier developed an internationally recognized practice that extends far beyond the conventional realm of traditional landscape design to forge bridges between urban design, public art and architecture. Likewise, his landscapes are anything but conventional; they celebrate the artificial and surreptitiously altering reality with the surreal. Mr. Cormier's work is distinguished not only for its inventiveness, but its tenacious optimism in the power of design.

The firm has been privileged to work on major public works in Toronto, including HtO Park and Canada's Sugar Beach on the waterfront; the transformation and adaptation of Don Valley Brickworks into an ecological and cultural centre for Evergreen; and the public landscape for the new Four Seasons Hotel and Residences in Yorkville.

Mr. Cormier has taught at the University of Montreal and been invited to lecture across Canada, the United States and Europe. In 2009, Cormier was knighted with the Ordre National du Québec, the highest distinction bestowed by the Government of Quebec.



Pat Hanson
OAA, AAA, RAIC
Founding Partner, gh3



Matthew Hickey
OAA, MRAIC, LEED AP
Partner, Two Row Architect



Janna Levitt
OAA, AAA, FRAIC
Partner, LGA Architectural Partners

Architecture

Pat Hanson is a founding partner of gh3, a practice based on a new paradigm that explores the overlap of architecture, landscape and sustainability. She is a registered architect who has deliberately staked out a broad practice in the belief that design encompasses the entire spectrum of the built environment, designing projects which bridge beyond architecture into urban design and landscape. During 30 years of practice, Pat has contributed design leadership to the firms at which she was a partner. Pat's background in the visual arts has distinguished her career. A versatile designer and a strong visual communicator, Pat has directed a number of award winning architecture, urbanism and planning projects which have involved complex programs and extensive public consultation processes, as well as the realization of competition-winning designs.

Throughout her career Pat has maintained a strong commitment to architectural education. She has taught graduate level design studios at both the University of Toronto and the University of Waterloo and has lectured on the work of gh3 in Germany, Denmark, Texas, New York and at architectural schools across Canada.

Architecture

Matthew is Mohawk, Wolf clan, from the Six Nations of the Grand River Reserve. Receiving his Masters of Architecture from the University of Calgary and his Bachelor of Design from the Ontario College of Art and Design, his Mohawk background continues to have a significant impact on his work. Practicing architecture at Two Row Architect, located on Six Nations, for 14 years, he currently oversees design and development for the firm. Their core focus is on Indigenous design and architecture, designing buildings, landscapes, and installations, on and off-reserve located all over Turtle Island.

Matthew's focus towards sustainability is on regenerative and restorative design — encompassing ecological, cultural, and economic principles. His work pushes the concepts of integrated landscape, universal accessibility, food equity, the importance of water, and place-keeping for all species, including humans. His research includes Indigenous history in architecture of Northern & Middle America and the realignment of western ideology towards historic sustainable technologies for the contemporary North American climate. He currently teaches at OCAD and critiques at the University of Toronto. He has lectured across Canada and is a proud Director on the Board for Artscape Toronto Inc.

Architecture

Janna Levitt co-founded LGA Architectural Partners (formerly Levitt Goodman Architects) in 1989. She views architecture as an essential tool for creating living, working, and learning environments that improve people's lives. Much of her work as an architect and educator has explored design's role in bringing together and enhancing diverse communities. As Partner in Charge, she has led LGA projects throughout Ontario that include Laurentian University's new McEwen School of Architecture in Sudbury, the University of Waterloo School of Architecture, the Toronto Birth Centre, Trinity Bellwoods Community Centre, and the renovation of Cambridge Libraries and Galleries' main branch at Queen's Square. She is an Adjunct Professor at the University of Waterloo School of Architecture and Dalhousie University School of Architecture. Janna lectures widely on architecture and the arts and is an active jury member and panellist on architectural and urban design issues across the country. She is an Arts Build Ontario mentor, and from 2011 to 2015 she served on the RAIC Steering Committee for Canada's Architecture Pavilion at the Venice Biennale. A Metrolinx Public Art Jury member, Janna was on the Metrolinx Design Excellence Review Panel for the Eglinton Crosstown line and is currently on the panel for the Finch West LRT line.



Nina-Marie Lister

MCIP RPP Hon ASLA, Director + Associate Prof., Ryerson; Principal, PLANDFORM; Director, Ecological Design Lab

Landscape Architecture

Nina-Marie Lister is Graduate Program Director and Associate Professor in the School of Urban + Regional Planning at Ryerson University in Toronto. From 2010-2014, she was Visiting Associate Professor of Landscape Architecture + Urban Planning at Harvard University, Graduate School of Design. A Registered Professional Planner (MCIP, RPP) trained in ecology, environmental science and landscape planning, she is the founding principal of PLANDFORM, a creative studio practice working at the nexus of landscape, ecology, and urbanism. Prof. Lister's research, teaching and practice centre on the confluence of landscape infrastructure and ecological processes within contemporary metropolitan regions, with a particular focus on resilience and adaptive systems design.

Locally, Lister is curator and director of a public exhibition on wildlife, infrastructure and urbanism: XING - (re) connecting landscapes now on permanent exhibit at the Toronto Zoo. In recognition of her international leadership in ecological design, Lister was awarded Honourary Membership in the American Society of Landscape Architects. In 2017, Lister was nominated among Planetizen's Most Influential Urbanists.



Fadi Masoud

Assistant Professor, University of Toronto; Director, Centre for Landscape Research

Landscape Architecture

Fadi Masoud is an Assistant Professor of Landscape Architecture and Urbanism at the University of Toronto and the Director of the Centre for Landscape Research. Masoud leads research projects on adaptive urban and landscape design, novel resilient urban codes, and the future of metropolitan public open space. Prior to joining the University of Toronto, Masoud held teaching and research appointments at the Harvard University's Graduate School of Design and Massachusetts Institute of Technology. He is the editor of *Terra-Sorta-Firma: Reclaiming the Littoral Gradient*, an atlas of urbanism on reclaimed land (Actar 2021). In addition to sitting on Waterfront Toronto's Design Review Panel, Masoud served on the City of Toronto's Urban Flooding's Working Group, and supported the launch of Toronto's First Resilience Strategy.

Masoud holds a Bachelors of Environmental Studies from the University of Waterloo's School of Planning, specializing in Urban Design and Urban Development, a Masters of Landscape Architecture from the University of Toronto, and a Post-Professional Master in Landscape Architecture from Harvard University. He is the recipient of several awards including the Fulbright Fellowship, the Heather M. Reisman Gold Medal in Design, the ASLA certificate of Honor, the Jacob Weidenman Prize, and the Charles E. Beverage Fellowship by the Olmsted Friends of Fairsted.



Jeff Ranson

Regional Director, Greater Toronto Area, Canada Green Building Council (CaGBC)

Intelligent Community

Jeff is the GTA Regional Director for the Canada Green Building Council, leading market transformation in southern Ontario through advocacy, education and community building. His leadership roles in the green building industry include founding Executive Director and advisory board member of the Toronto 2030 District, and Manager of Education for Sustainable Buildings Canada. As lead facilitator for Enbridge's "Savings By Design" energy conservation program he oversaw sustainable design interventions for over 100 major development projects. Notable projects include spearheading a low-carbon buildings workforce coalition in Ontario, and international work authoring State and National Roadmaps for low-carbon housing for governments in Peru, Costa Rica and Mexico. Jeff has consulted for numerous private and public sector organizations in Canada and internationally with a focus on market transformation for sustainable development, climate change mitigation and resilience outcomes.

Jeff holds an Honors in Business Administration from the Western University's Richard Ivey School of Business and a Masters of Design in Strategic Foresight and Innovation from OCADU where he received the President's Award for Outstanding Achievement in Graduate Studies.

**Brigitte Shim**

OAA, FRAIC, Hon FAIA, RCA
Member of the Order of Canada,
Partner, Shim-Sutcliffe Architects

**Kevin Stelzer**

BES, BArch, OAA, MRAIC,
LEED AP BD+C, BSSO
Founding Partner, ENFORM Architects Inc.

**Eric Turcotte**

OAA, OAQ, MRAIC, RPP, MCIP,
LEED AP BD+C,
Partner, Urban Strategies

Architecture

Brigitte Shim was born in Kingston, Jamaica, in 1958. She was educated at the University of Waterloo where she earned degrees in environmental studies and architecture. She has worked on the west coast of Canada with Arthur Erickson and Associates, and in Toronto with Baird/Sampson Architects.

She is a tenured professor at the University of Toronto Faculty of Architecture, Landscape and Design, where she has taught a broad range of architectural design studios and lecture courses since 1988. In the spring of 2002, Ms. Shim was a visiting professor at Ecole Polytechnique Fédérale de Lausanne in Switzerland, and in the fall of 2001 she was the Bishop Visiting Professor and the Visiting Bicentennial Professor of Canadian Studies at Yale University's School of Architecture. She was also a visiting professor at Harvard University's Graduate School of Design in 1993 and 1996, teaching advanced option studios in the master's program in architecture.

Shim and Howard Sutcliffe are partners as well as collaborators in Shim-Sutcliffe Architects Inc. in Toronto. Their studio works in an intense and probing way, sharing ideas through drawings, models and discussion with the numerous remarkable clients who have put their faith in them over the last 15 years.

Building Science

Kevin is a founding partner of ENFORM Architects Inc. Previous positions include principalships at Brook McIlroy Inc. and B+H Architects. He focuses upon ultra-energy-efficient design in laboratory, retrofit-renewal, commercial and educational building sectors. He has worked across Canada, the United States, the UAE and Asia. He studied architecture at the University of Waterloo and studied Building Science at the University of Toronto. He is a licensed architect, Building Science Specialist and a LEED accredited professional. He has served on the CaGBC Energy & Engineering Technical Advisory Group, on the UN Sustainable Buildings & Climate Initiative Task Force has volunteered for the World Green Building Council and currently sits on the CaGBC Embodied Carbon Working Group. He has extensive experience in sustainable design, having worked upon some of Canada's most compelling sustainable projects including: The Mohawk College Net-Zero Energy Partnership & Innovation Centre (B+H Architects/McCallum Sather), Humber College BLDG Nx Passivhaus Retrofit (B+H Architects), The UBC AMS Nest (B+H/DIALOG), and the First Canadian Place Recladding (B+H architects/MdAS architects). Kevin is a sessional lecturer at Ryerson University and the University of Waterloo; and speaks widely on aspects of sustainable architecture.

Planning

Eric Turcotte, partner at Urban Strategies, is an Urban Designer, Architect, and Planner with over 20 years of experience in Canada, the United States and Europe. His areas of expertise include downtown revitalization plans, redevelopment of inner city neighbourhoods, large scale institutional and corporate master plans and urban design guidelines. Eric's approach to planning emphasizes the importance of urban design and the balance between built form and open space in creating rich, healthy and sustainable environments.

Eric's many successful projects are testimony to his innovative approach and demonstrate his concern for a sensitive integration into their surroundings. Many of the projects on which Eric has acted as the design lead have been honoured with awards for their overall quality including the University of Ottawa Campus Master Plan, the City of Ottawa's Downtown Urban Design Strategy 20/20, the Etobicoke Centre Public Space and Streetscape Plan, and the Master Plan for the Centre for Addiction and Mental Health's (CAMH) in Toronto. Eric is a founding member of the Council for Canadian Urbanism (CanU) and regularly lectures on urban design, architecture and planning issues.

Site Plan Application

Stage 1 Review: Issues Identification

Project: _____

Administrative		
1	Project team member list	<input type="checkbox"/>
2	Overall project description	<input type="checkbox"/>
Context analysis		
3	Aerial photo of waterfront, including subject site	<input type="checkbox"/>
4	Historic maps(s) of site in context (if any)	<input type="checkbox"/>
5	Historic image(s) of site in context (if any)	<input type="checkbox"/>
6	Urban context plan, with labels (1:5,000 to 1:10,000 scale)	<input type="checkbox"/>
7	Site context plan, with labels (1:500 to 1:1,000 scale)	<input type="checkbox"/>
8	Adjacent land uses diagram	<input type="checkbox"/>
9	Adjacent ground floor (GF) uses diagram	<input type="checkbox"/>
10	N-S site context section, with adjacent buildings	<input type="checkbox"/>
11	E-W site context section, with adjacent buildings	<input type="checkbox"/>
12	Proposed/planned adjacent projects map	<input type="checkbox"/>
13	3D context model: built, approved, under construction, proposed buildings and parks	<input type="checkbox"/>
14	Sun-shadow study of existing conditions	<input type="checkbox"/>
15	Access diagrams - regional and local	<input type="checkbox"/>
16	Constraints and opportunities diagram	<input type="checkbox"/>
Site analysis		
17	Ground-level site photo(s)	<input type="checkbox"/>
18	Existing conditions plan(s)	<input type="checkbox"/>
19	E-W site section, including below-grade conditions	<input type="checkbox"/>
20	N-S site section, including below-grade conditions	<input type="checkbox"/>
21	Site constraints and opportunities diagram	<input type="checkbox"/>

Program requirements		
22	Overall project description	<input type="checkbox"/>
23	Building program, including floor area, typology, and uses	<input type="checkbox"/>
24	Site program, including site area, typology, and uses	<input type="checkbox"/>
25	Sustainability requirements, including TGS, MGBR, etc.	<input type="checkbox"/>
26	Affordable housing requirements (if any)	<input type="checkbox"/>
27	Business case driving design decisions	<input type="checkbox"/>
Precedents		
28	Precedent building photo(s), with citations	<input type="checkbox"/>
29	Precedent building plans / sections (if available)	<input type="checkbox"/>
30	Precedent landscape photo(s), with citations	<input type="checkbox"/>
31	Precedent landscape plans / sections (if available)	<input type="checkbox"/>
32	Precedent sustainability examples	<input type="checkbox"/>
Design strategy		
33	Parti diagram of overall approach and idea	<input type="checkbox"/>
34	Siting strategy	<input type="checkbox"/>
35	Ground floor animation strategy	<input type="checkbox"/>
36	Affordable housing strategy	<input type="checkbox"/>
37	Planting strategy	<input type="checkbox"/>
38	Stormwater strategy	<input type="checkbox"/>
39	Accessibility strategy	<input type="checkbox"/>
40	Concept sketches - building plans (if any)	<input type="checkbox"/>
41	Concept sketches - massing (if any)	<input type="checkbox"/>
42	Concept sketches - landscape (if any)	<input type="checkbox"/>
43	Concept sketches - access and circulation (if any)	<input type="checkbox"/>
Sustainability strategy		
44	Sustainability vision and impact on design choices	<input type="checkbox"/>
45	Innovation strategy	<input type="checkbox"/>

Note: materials do not need to be presented in this order; presentations may include additional materials

Site Plan Application

Stage 2 Review: Schematic Design / Preliminary Draft Plan

Project: _____

Administrative

1	Project team member list	<input type="checkbox"/>
2	Overall project description	<input type="checkbox"/>
3	Summary of response to comments from Stage 1 review	<input type="checkbox"/>

Context

4	Aerial photo of waterfront, including subject site	<input type="checkbox"/>
5	Urban context plan, with labels (1:5,000 to 1:10,000 scale)	<input type="checkbox"/>
6	Site context plan, with labels (1:500 to 1:1,000 scale)	<input type="checkbox"/>
7	3D context model: built, approved, under construction, proposed buildings and parks	<input type="checkbox"/>
8	Proposed/Planned adjacent projects map	<input type="checkbox"/>
9	Adjacent land uses diagram	<input type="checkbox"/>
10	Adjacent GF uses diagram	<input type="checkbox"/>
11	Parti diagram of overall approach and idea	<input type="checkbox"/>

Building

12	Building program, including floor area, typology, and uses	<input type="checkbox"/>
13	Massing diagram(s)	<input type="checkbox"/>
14	Zoning compliance diagram(s)	<input type="checkbox"/>
15	Ground floor (GF) plan inserted into Waterfront Toronto base plan	<input type="checkbox"/>
16	GF plan, showing lobbies, retail strategy and servicing	<input type="checkbox"/>
17	Podium plan(s)	<input type="checkbox"/>
18	Typical tower plans(s)	<input type="checkbox"/>
19	Typical market unit plans (if any)	<input type="checkbox"/>
20	Typical affordable unit plans (if any)	<input type="checkbox"/>
21	Basement plan, including parking plan	<input type="checkbox"/>
22	Access plans	<input type="checkbox"/>
23	Accessibility plan	<input type="checkbox"/>
24	N-S section, including adjacent buildings / infrastructure	<input type="checkbox"/>
25	E-W section, including adjacent buildings / infrastructure	<input type="checkbox"/>

Building (continued)

26	Sun-shadow impacts study	<input type="checkbox"/>
27	West elevation – entire façade	<input type="checkbox"/>
28	South elevation – entire façade	<input type="checkbox"/>
29	East elevation – entire façade	<input type="checkbox"/>
30	North elevation – entire façade	<input type="checkbox"/>
31	Perspective view of west elevation	<input type="checkbox"/>
32	Perspective view of south elevation	<input type="checkbox"/>
33	Perspective view of east elevation	<input type="checkbox"/>
34	Perspective view of north elevation	<input type="checkbox"/>

Landscape

35	Landscape plan inserted into Waterfront Toronto base model	<input type="checkbox"/>
36	Layout plan showing paths, plantings, lighting, furniture	<input type="checkbox"/>
37	Grading plan, including approach to resilience	<input type="checkbox"/>
38	Stormwater and drainage plan	<input type="checkbox"/>
39	Irrigation plan	<input type="checkbox"/>
40	Planting plan	<input type="checkbox"/>
41	Green roof plan	<input type="checkbox"/>
42	Signage plan	<input type="checkbox"/>
43	Perspective view looking east	<input type="checkbox"/>
44	Perspective view looking west	<input type="checkbox"/>
45	Perspective view looking north	<input type="checkbox"/>
46	Perspective view looking south	<input type="checkbox"/>
47	N-S section showing below-grade work	<input type="checkbox"/>
48	E-W section showing below-grade work	<input type="checkbox"/>
49	Tree planting concept, including soil volumes and soil cells	<input type="checkbox"/>
50	Paving concept, including permeable/heated pavers	<input type="checkbox"/>

Sustainability

51	EUI, TEDI, and GHG targets	<input type="checkbox"/>
52	LEED scorecard target points	<input type="checkbox"/>
53	HVAC system concept	<input type="checkbox"/>
54	Rainwater/greywater reuse strategies	<input type="checkbox"/>
55	Innovation system concepts	<input type="checkbox"/>
56	Integration plan, identifying all strategies on one drawing	<input type="checkbox"/>
57	MGBR Checklist	<input type="checkbox"/>

Note: materials do not need to be presented in this order; presentations may include additional materials

Site Plan Application

Stage 3 Review: Detailed Design / Final Draft Plan

Project: _____

Administrative

- | | | |
|---|-----------------------------------------------------|--------------------------|
| 1 | Project team member list | <input type="checkbox"/> |
| 2 | Summary of response to comments from Stage 2 review | <input type="checkbox"/> |

Context

- | | | |
|---|-------------------------------------------------------------------------------------|--------------------------|
| 3 | Aerial photo of waterfront, including subject site | <input type="checkbox"/> |
| 4 | Site context plan, with labels (1:500 to 1:1,000 scale) | <input type="checkbox"/> |
| 5 | 3D context model: built, approved, under construction, proposed buildings and parks | <input type="checkbox"/> |
| 6 | Ground floor (GF) plan inserted into Waterfront Toronto base plan | <input type="checkbox"/> |

Building

- | | | |
|----|-------------------------------------------|--------------------------|
| 7 | Roof plan | <input type="checkbox"/> |
| 8 | GF plan, including retail and servicing | <input type="checkbox"/> |
| 9 | Basement plan, including parking plan | <input type="checkbox"/> |
| 10 | West elevation - entire façade | <input type="checkbox"/> |
| 11 | West elevation - GF close up(s) | <input type="checkbox"/> |
| 12 | South elevation - entire façade | <input type="checkbox"/> |
| 13 | South elevation - GF close up(s) | <input type="checkbox"/> |
| 14 | East elevation - entire façade | <input type="checkbox"/> |
| 15 | East elevation - GF close up(s) | <input type="checkbox"/> |
| 16 | North elevation - entire façade | <input type="checkbox"/> |
| 17 | North elevation - GF close up(s) | <input type="checkbox"/> |
| 18 | Lobby entrance elevation - close up | <input type="checkbox"/> |
| 19 | Garage/service entry elevation - close up | <input type="checkbox"/> |
| 20 | Perspective view of west elevation | <input type="checkbox"/> |
| 21 | Perspective view of south elevation | <input type="checkbox"/> |
| 22 | Perspective view of east elevation | <input type="checkbox"/> |
| 23 | Perspective view of north elevation | <input type="checkbox"/> |
| 24 | Entrance canopy details | <input type="checkbox"/> |

Building (continued)

25	Balcony cladding and railing details	<input type="checkbox"/>
26	Storefront details, including connection to ground	<input type="checkbox"/>
27	Roofing details	<input type="checkbox"/>
28	Door sill details, including connection to ground	<input type="checkbox"/>
29	Garage door details, including sensor locations	<input type="checkbox"/>
30	Accessibility details	<input type="checkbox"/>
31	Cladding material samples (photos)	<input type="checkbox"/>
32	Glazing material samples (photos)	<input type="checkbox"/>

Landscape

33	Landscape plan inserted into Waterfront Toronto base model	<input type="checkbox"/>
34	Layout plan showing paths, plantings, lighting, furniture	<input type="checkbox"/>
35	Utility plan, including power, water, sewer	<input type="checkbox"/>
36	Grading plan	<input type="checkbox"/>
37	Stormwater and drainage plan	<input type="checkbox"/>
38	Irrigation plan	<input type="checkbox"/>
39	Planting plan	<input type="checkbox"/>
40	Green roof plan	<input type="checkbox"/>
41	Signage plan	<input type="checkbox"/>
42	Perspective view looking east	<input type="checkbox"/>
43	Perspective view looking west	<input type="checkbox"/>
44	Perspective view looking north	<input type="checkbox"/>
45	Perspective view looking south	<input type="checkbox"/>
46	N-S section showing sub-surface details	<input type="checkbox"/>
47	E-W section showing sub-surface details	<input type="checkbox"/>
48	Soil specifications, including volumes and soil cells	<input type="checkbox"/>
49	Tree planting details	<input type="checkbox"/>
50	Lighting fixture details / cut sheets	<input type="checkbox"/>
51	Seating fixture details / cut sheets	<input type="checkbox"/>
52	Signage details / cut sheets	<input type="checkbox"/>
53	Special feature details / cut sheets	<input type="checkbox"/>
54	Paving specification table (with photos)	<input type="checkbox"/>
55	Species selection table (with photos)	<input type="checkbox"/>
56	Green roof species selection table (with photos)	<input type="checkbox"/>

Sustainability		
57	EUI, TEDI, and GHG modelling	<input type="checkbox"/>
58	LEED scorecard	<input type="checkbox"/>
59	Glazing specifications, window-to-wall ratios	<input type="checkbox"/>
60	Window wall/curtain wall details	<input type="checkbox"/>
61	Wall section specifications, including insulation	<input type="checkbox"/>
62	HVAC system specifications	<input type="checkbox"/>
63	Rainwater system details - % rainfall managed on site	<input type="checkbox"/>
64	Greywater system details (if any)	<input type="checkbox"/>
65	Balcony construction details, including thermal breaks	<input type="checkbox"/>
66	Innovation details / cut sheets (if any)	<input type="checkbox"/>
67	MGBR Checklist	<input type="checkbox"/>

Note: materials do not need to be presented in this order; presentations may include additional materials

Site Plan Application

Stage 4 Review: Construction Documents

Project: _____

Administrative		
1	Project team member list	<input type="checkbox"/>
2	Summary of response to comments from Stage 3 review	<input type="checkbox"/>
Design Drawings		
3	Discuss with Waterfront Toronto for specific drawings	<input type="checkbox"/>
Sustainability		
4	GBR Checklist	<input type="checkbox"/>
5	Discuss with Waterfront Toronto for specific drawings	<input type="checkbox"/>

Note: materials do not need to be presented in this order; presentations may include additional materials

Official Plan Amendment /Rezoning/ Master Planning

Stage 1 Review: Issues Identification

Project: _____

Administrative		
1	Project team member list	<input type="checkbox"/>
2	Overall project description	<input type="checkbox"/>
Context analysis		
3	Aerial photo of waterfront, including subject site	<input type="checkbox"/>
4	Historic maps(s) of site in context (if any)	<input type="checkbox"/>
5	Historic image(s) of site in context (if any)	<input type="checkbox"/>
6	Urban context plan, with labels (1:5,000 to 1:10,000 scale)	<input type="checkbox"/>
7	Site context plan, with labels (1:500 to 1:1,000 scale)	<input type="checkbox"/>
8	Adjacent land uses + ownership diagram	<input type="checkbox"/>
9	Adjacent ground floor (GF) uses diagram	<input type="checkbox"/>
10	N-S site context section, with adjacent buildings	<input type="checkbox"/>
11	E-W site context section, with adjacent buildings	<input type="checkbox"/>
12	Proposed/planned adjacent projects map	<input type="checkbox"/>
13	3D context model: built, approved, under construction, proposed buildings and parks	<input type="checkbox"/>
14	Sun-shadow study of existing conditions	<input type="checkbox"/>
15	Access diagrams - regional and local	<input type="checkbox"/>
16	Constraints and opportunities diagram	<input type="checkbox"/>
Site analysis		
17	Ground-level site photo(s)	<input type="checkbox"/>
18	Existing conditions plan(s)	<input type="checkbox"/>
19	E-W site section, including below-grade conditions	<input type="checkbox"/>
20	N-S site section, including below-grade conditions	<input type="checkbox"/>
21	Site constraints and opportunities diagram	<input type="checkbox"/>

Program requirements		
22	Overall project description	<input type="checkbox"/>
23	Building program, including floor area, typology, and uses	<input type="checkbox"/>
24	Site program, including site area, typology, and uses	<input type="checkbox"/>
25	Sustainability requirements, including TGS, MGBR, etc.	<input type="checkbox"/>
26	Affordable housing requirements (if any)	<input type="checkbox"/>
27	Business case driving design decisions	<input type="checkbox"/>
Precedents		
28	Precedent building photo(s), with citations	<input type="checkbox"/>
29	Precedent building plans / sections (if available)	<input type="checkbox"/>
30	Precedent landscape photo(s), with citations	<input type="checkbox"/>
31	Precedent landscape plans / sections (if available)	<input type="checkbox"/>
32	Precedent sustainability examples	<input type="checkbox"/>
Design strategy		
33	Parti diagram of overall approach and idea	<input type="checkbox"/>
34	Siting strategy	<input type="checkbox"/>
35	Ground floor animation strategy	<input type="checkbox"/>
36	Affordable housing strategy	<input type="checkbox"/>
37	Planting strategy	<input type="checkbox"/>
38	Stormwater strategy	<input type="checkbox"/>
39	Accessibility strategy	<input type="checkbox"/>
40	Concept sketches - building plans (if any)	<input type="checkbox"/>
41	Concept sketches - massing (if any)	<input type="checkbox"/>
42	Concept sketches - landscape (if any)	<input type="checkbox"/>
43	Concept sketches - access and circulation (if any)	<input type="checkbox"/>
Sustainability strategy		
44	Sustainability vision and impact on design choices	<input type="checkbox"/>
45	Innovation strategy	<input type="checkbox"/>

Note: materials do not need to be presented in this order; presentations may include additional materials

Official Plan Amendment / Rezoning / Master Planning

Stage 2 Review: Preliminary Draft Plan

Project: _____

Administrative

- | | | |
|---|-----------------------------------------------------|--------------------------|
| 1 | Project team member list | <input type="checkbox"/> |
| 2 | Overall project description | <input type="checkbox"/> |
| 3 | Summary of response to comments from Stage 1 review | <input type="checkbox"/> |

Context

- | | | |
|----|-------------------------------------------------------------------------------------|--------------------------|
| 4 | Aerial photo of waterfront, including subject site | <input type="checkbox"/> |
| 5 | Urban context plan, with labels (1:5,000 to 1:10,000 scale) | <input type="checkbox"/> |
| 6 | Site context plan, with labels (1:500 to 1:1,000 scale) | <input type="checkbox"/> |
| 7 | 3D context model: built, approved, under construction, proposed buildings and parks | <input type="checkbox"/> |
| 8 | Proposed/Planned adjacent projects map | <input type="checkbox"/> |
| 9 | Adjacent land uses diagram | <input type="checkbox"/> |
| 10 | Adjacent GF uses diagram | <input type="checkbox"/> |
| 11 | Parti diagram of overall approach and idea | <input type="checkbox"/> |

Building

- | | | |
|----|-------------------------------------------------------------------|--------------------------|
| 12 | Building program, including floor area, typology, and uses | <input type="checkbox"/> |
| 13 | Massing diagram(s) | <input type="checkbox"/> |
| 14 | Zoning compliance diagram(s) | <input type="checkbox"/> |
| 15 | Ground floor (GF) plan inserted into Waterfront Toronto base plan | <input type="checkbox"/> |
| 16 | GF plan, showing lobbies, retail, and servicing | <input type="checkbox"/> |
| 17 | Podium plan(s) | <input type="checkbox"/> |
| 18 | Basement plan, including parking plan | <input type="checkbox"/> |
| 19 | Access plans | <input type="checkbox"/> |
| 20 | Accessibility plan | <input type="checkbox"/> |
| 21 | N-S section, including adjacent buildings / infrastructure | <input type="checkbox"/> |

Building (continued)		
22	E-W section, including adjacent buildings / infrastructure	<input type="checkbox"/>
23	Sun-shadow impacts study	<input type="checkbox"/>
24	West elevation – entire façade	<input type="checkbox"/>
25	South elevation – entire façade	<input type="checkbox"/>
26	East elevation – entire façade	<input type="checkbox"/>
27	North elevation – entire façade	<input type="checkbox"/>
28	Perspective view of west elevation	<input type="checkbox"/>
29	Perspective view of south elevation	<input type="checkbox"/>
30	Perspective view of east elevation	<input type="checkbox"/>
31	Perspective view of north elevation	<input type="checkbox"/>
Landscape		
32	Landscape plan inserted into Waterfront Toronto base model	<input type="checkbox"/>
33	Layout plan showing paths, plantings, lighting, furniture	<input type="checkbox"/>
34	Perspective view looking east	<input type="checkbox"/>
35	Perspective view looking west	<input type="checkbox"/>
36	Perspective view looking north	<input type="checkbox"/>
37	Perspective view looking south	<input type="checkbox"/>
38	Tree planting concept	<input type="checkbox"/>
Sustainability		
39	Rainwater/greywater reuse strategies	<input type="checkbox"/>
40	Innovation system concepts	<input type="checkbox"/>
41	Integration plan, identifying all strategies on one drawing	<input type="checkbox"/>

Note: materials do not need to be presented in this order; presentations may include additional materials

Official Plan Amendment /Rezoning/ Master Planning

Stage 3 Review: Final Draft Plan

Project: _____

Administrative		
1	Project team member list	<input type="checkbox"/>
2	Summary of response to comments from Stage 2 review	<input type="checkbox"/>
Context		
3	Aerial photo of waterfront, including subject site	<input type="checkbox"/>
4	Site context plan, with labels (1:500 to 1:1,000 scale)	<input type="checkbox"/>
5	3D context model: built, approved, under construction, proposed buildings and parks	<input type="checkbox"/>
6	Ground floor (GF) plan inserted into Waterfront Toronto base plan	<input type="checkbox"/>
Building		
7	Final building program, including floor area, typology, and uses	<input type="checkbox"/>
8	Final massing diagram(s)	<input type="checkbox"/>
9	Zoning compliance diagram(s)	<input type="checkbox"/>
10	Final ground floor (GF) plan inserted into Waterfront Toronto base plan	<input type="checkbox"/>
11	Final GF plan, showing lobbies, retail, and servicing	<input type="checkbox"/>
12	Final podium plan(s)	<input type="checkbox"/>
13	Final basement plan, including parking plan	<input type="checkbox"/>
14	Final access plans	<input type="checkbox"/>
15	Final accessibility plan	<input type="checkbox"/>
16	N-S section, including adjacent buildings / infrastructure	<input type="checkbox"/>
17	E-W section, including adjacent buildings / infrastructure	<input type="checkbox"/>
18	Sun-shadow impacts study	<input type="checkbox"/>
19	Final west elevation – entire façade	<input type="checkbox"/>
20	Final south elevation – entire façade	<input type="checkbox"/>
21	Final east elevation – entire façade	<input type="checkbox"/>
22	Final north elevation – entire façade	<input type="checkbox"/>
23	Perspective view of west elevation	<input type="checkbox"/>
24	Perspective view of south elevation	<input type="checkbox"/>
25	Perspective view of east elevation	<input type="checkbox"/>
26	Perspective view of north elevation	<input type="checkbox"/>

Landscape		
27	Final landscape plan inserted into Waterfront Toronto base model	<input type="checkbox"/>
28	Layout plan showing paths, plantings, lighting, furniture	<input type="checkbox"/>
29	Perspective view looking east	<input type="checkbox"/>
30	Perspective view looking west	<input type="checkbox"/>
31	Perspective view looking north	<input type="checkbox"/>
32	Perspective view looking south	<input type="checkbox"/>
33	Tree planting concept	<input type="checkbox"/>
Sustainability		
34	Rainwater/greywater reuse strategies	<input type="checkbox"/>
35	Innovation system concepts	<input type="checkbox"/>
36	Integration plan, identifying all strategies on one drawing	<input type="checkbox"/>

Note: materials do not need to be presented in this order; presentations may include additional materials



Our communities have challenged Waterfront Toronto to create new neighbourhoods and spaces that are equitable, sustainable and beautiful. We have not been disappointed. We know that we can count on the robust and iterative Design Review Panel process to continue promoting design excellence across every aspect of waterfront revitalization.

Cynthia Wilkey, Co-Chair, West Don Lands Committee

*Top left: Aitken Place Park
Top right: West Don Lands Pan AM Block 3
(Photography by Jose Uribe/Pureblink)*

*Centre left: Cooper Koo Family YMCA
(Photography by Jose Uribe/Pureblink)
Centre right: The Bentway (Photo by Nic Lehoux)*

*Bottom left: Sherbourne Common
Bottom right: Corktown Common*



Join us online



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