



Placemaking Guidelines



The Forks Placemaking Guidelines were prepared by

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visionary urban design + landscapes

Approved by the Board of The Forks North
Portage Partnership on March 16, 2023

Cover photo by Stationpoint Photographic

Land Acknowledgment

The Forks is located on the ancestral lands of the Anishinaabe, Inineew, and Dakota Nations. We acknowledge that Winnipeg is covered by Treaty 1, that was entered into between the 7 First Nations and the Crown in 1871.

We recognize that Manitoba is the birthplace of the Red River Metis, and that this province is also on the ancestral lands of the Dene and Oji-Cree Nations. We further recognize that the Province of Manitoba is covered by Treaties 2, 3, 4, 5, 6, and 10. We believe in honouring the treaties as we are all treaty people. And we acknowledge that our water is sourced from Shoal Lake 40 First Nation.

In the spirit of seeking truth and working toward reconciliation, we commit ourselves to the 94 Calls to Action outlined by the Truth and Reconciliation Commission, the 46 articles of the United Nations Declaration on the Rights of Indigenous Peoples, and the 231 Calls for Justice that came from the National Inquiry into Missing and Murdered Indigenous Women, Girls, and Two-Spirit people.

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1.0 A Meeting Place

Creating a meeting place has been central to the mission and vision for The Forks since its inception. For more than 35 years, that vision has been brought to life through various developments and initiatives, all of which have been grounded in an unwavering dedication to inclusive placemaking. In turn, this has solidified The Forks as one of Canada's most acclaimed and animated urban destinations, providing a welcoming place to gather throughout all seasons.

Good design has been a fundamental component of this success.

In pursuit of creating outstanding public spaces and advancing sustainable urban redevelopment practices, The Forks is committed to act as a leader and innovator in urban design excellence.

2.0

Purpose & Intent

The purpose of these guidelines is to provide The Forks' Design Review Panel with a framework to evaluate proposed developments and major site enhancements. They are to be considered in conjunction with the Railside at The Forks Concept Plan, the City of Winnipeg's Downtown Zoning By-law (By-law 100/2004), The Fork's Public Art Policy and other applicable policies and development parameters established by The Forks Renewal Corporation (FRC). This document will also be used by FRC and its shareholders, site tenants,

and prospective development interests when considering proposals for new development or redevelopment. As well, by establishing a set of principles and guiding directions, it will also provide a degree of predictability to the wider public.

The focus of these guidelines is on the quality and character of the public realm and the interface between buildings and outdoor spaces at The Forks. These guidelines are also intended to be sufficiently flexible to respond to evolving

needs, trends, and circumstances, as well as embrace the eclectic nature of The Forks that makes it such an amazing and unique destination.

As shown in **Map 1**, the guidelines apply to all lands owned and/or operated by FRC, excluding The Forks National Historic Site, The Canadian Museum for Human Rights, as well as the Railside at The Forks lands which are subject to the Council approved Railside at The Forks Concept Plan (City of Winnipeg Policy No. PD-023). The framework only addresses outdoor areas and is not intended to regulate building interiors.

Recognizing that The Forks is mostly built out, these guidelines are meant to provide a broad framework to inform design decisions. The overall aim is to ensure that the ongoing evolution and development of The Forks builds on its vibrancy, sustainability, safety, inclusiveness, and attractiveness, while also protecting the authentic character that The Forks is widely admired for.





This Guideline document builds on and supersedes The Forks North Portage Partnership's previous *Planning & Development Guidelines* and FRC's *Signage Policy and Guidelines*.

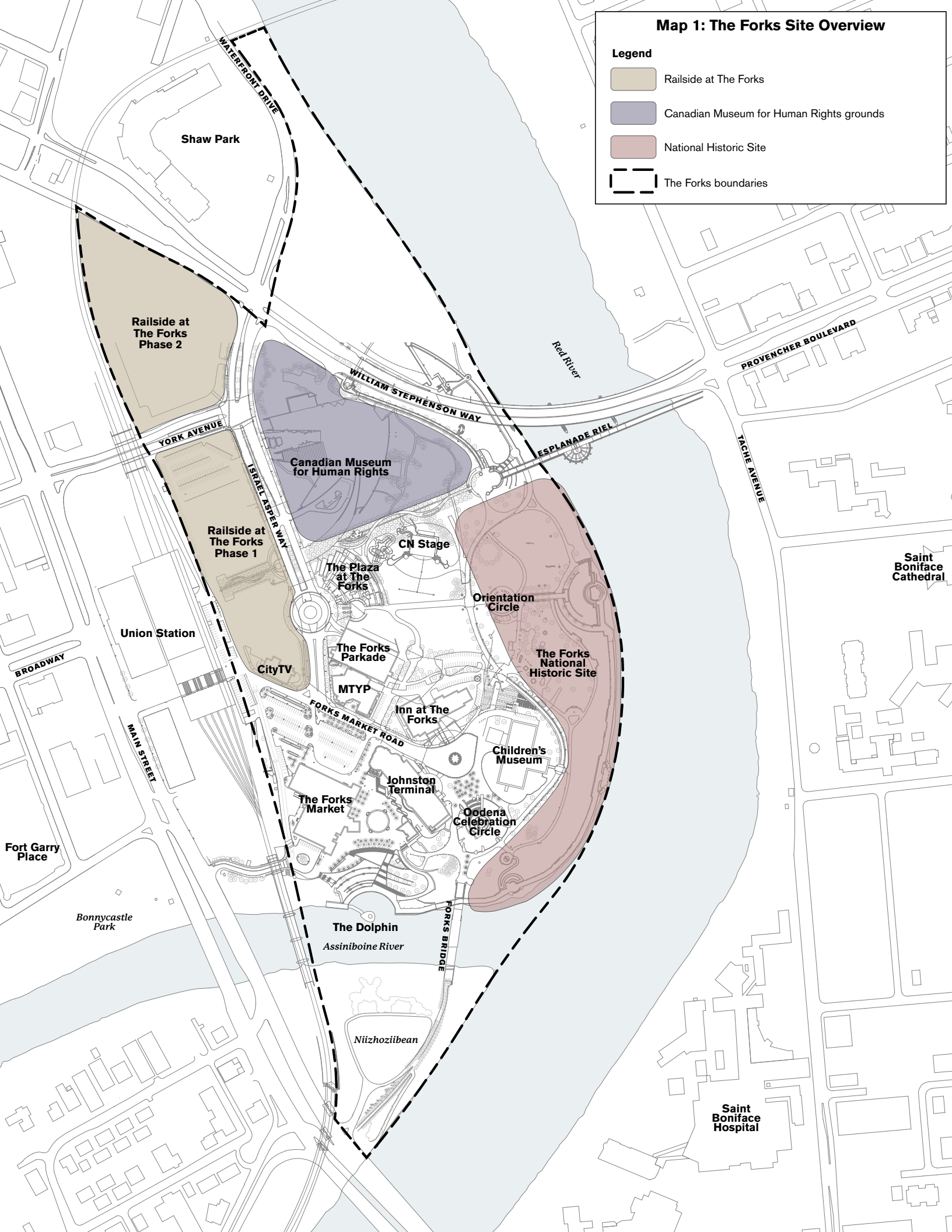
The City of Winnipeg is currently updating its Urban Design Guidelines for the Downtown. The City's updated Guidelines will exclude The Forks site, acknowledging that FRC has jurisdiction over its site design and that its design review process is independent from the City of Winnipeg's urban design review process.



Map 1: The Forks Site Overview

Legend

-  Rainside at The Forks
-  Canadian Museum for Human Rights grounds
-  National Historic Site
-  The Forks boundaries



3.0

Design Principles

The guidelines are connected by a set of five principles underpinning the overall vision for the future of The Forks. Derived to holistically advance placemaking initiatives, these principles are rooted in the cultural history of the site, while also setting out bold new directions for its evolution as Winnipeg's most iconic

place. The five principles should be reflected in all design decisions made at The Forks, across all locations, spatial scales, and environments. Additionally, any future amendments or changes to these guidelines should be undertaken in the spirit of these principles.

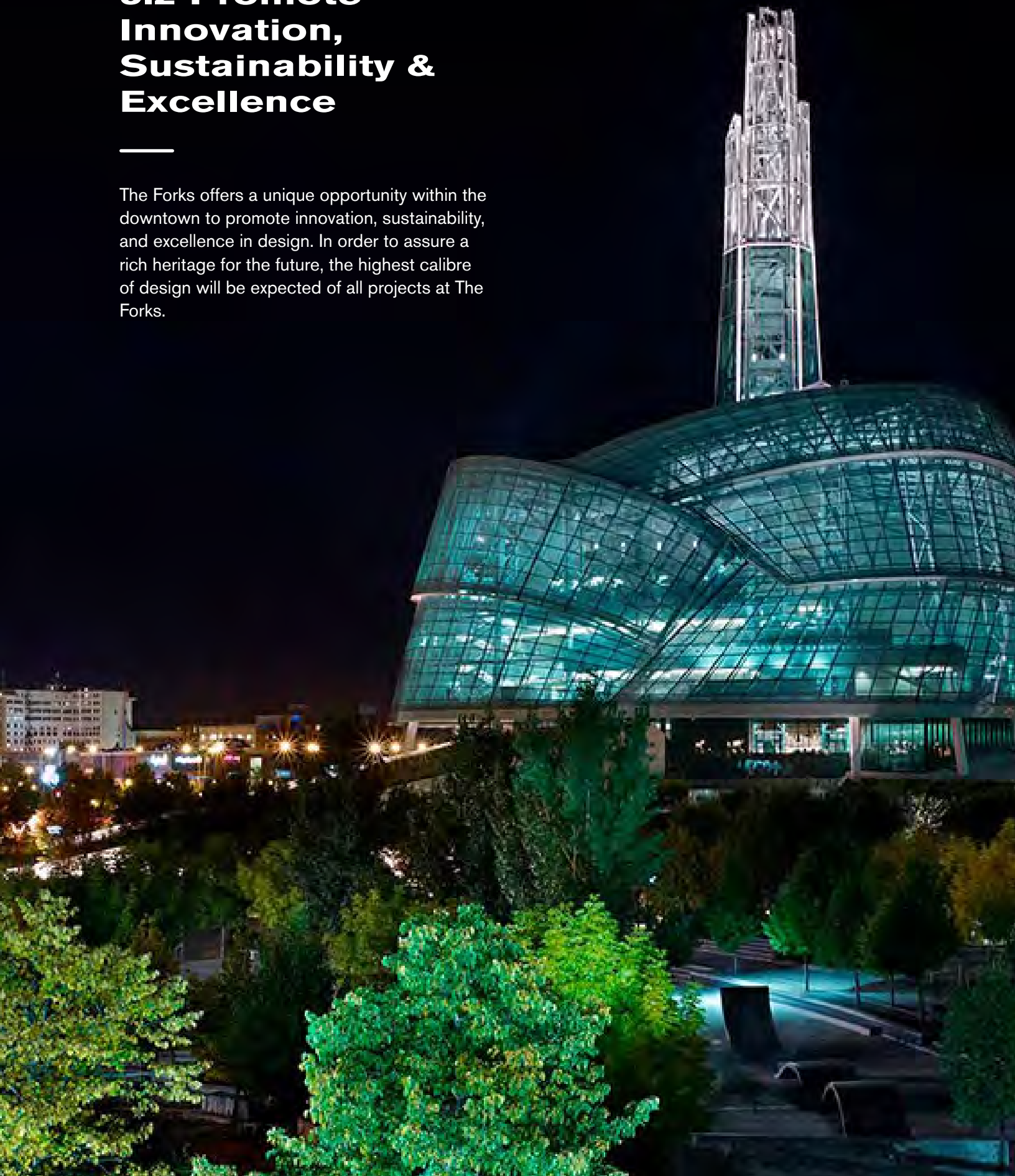


3.1 Highlight Heritage & Culture

The heritage and culture of The Forks should be highlighted and celebrated whenever possible. This is not to suggest that project should replicate the past, or past styles, but rather that development at The Forks should highlight the past through interpretive means that are both creative and contemporary. Opportunities should be taken to allow a sense of history to permeate the site, while building an environment that contributes to our evolving history.

3.2 Promote Innovation, Sustainability & Excellence

The Forks offers a unique opportunity within the downtown to promote innovation, sustainability, and excellence in design. In order to assure a rich heritage for the future, the highest calibre of design will be expected of all projects at The Forks.



3.3 Ensure Ease of Access

Long term success depends on integrating The Forks with its surrounding neighbours. Greater ease of movement and universal access within the site, as well as continuity of development with surrounding areas are necessary for The Forks to continue to evolve as an integral part of our city.





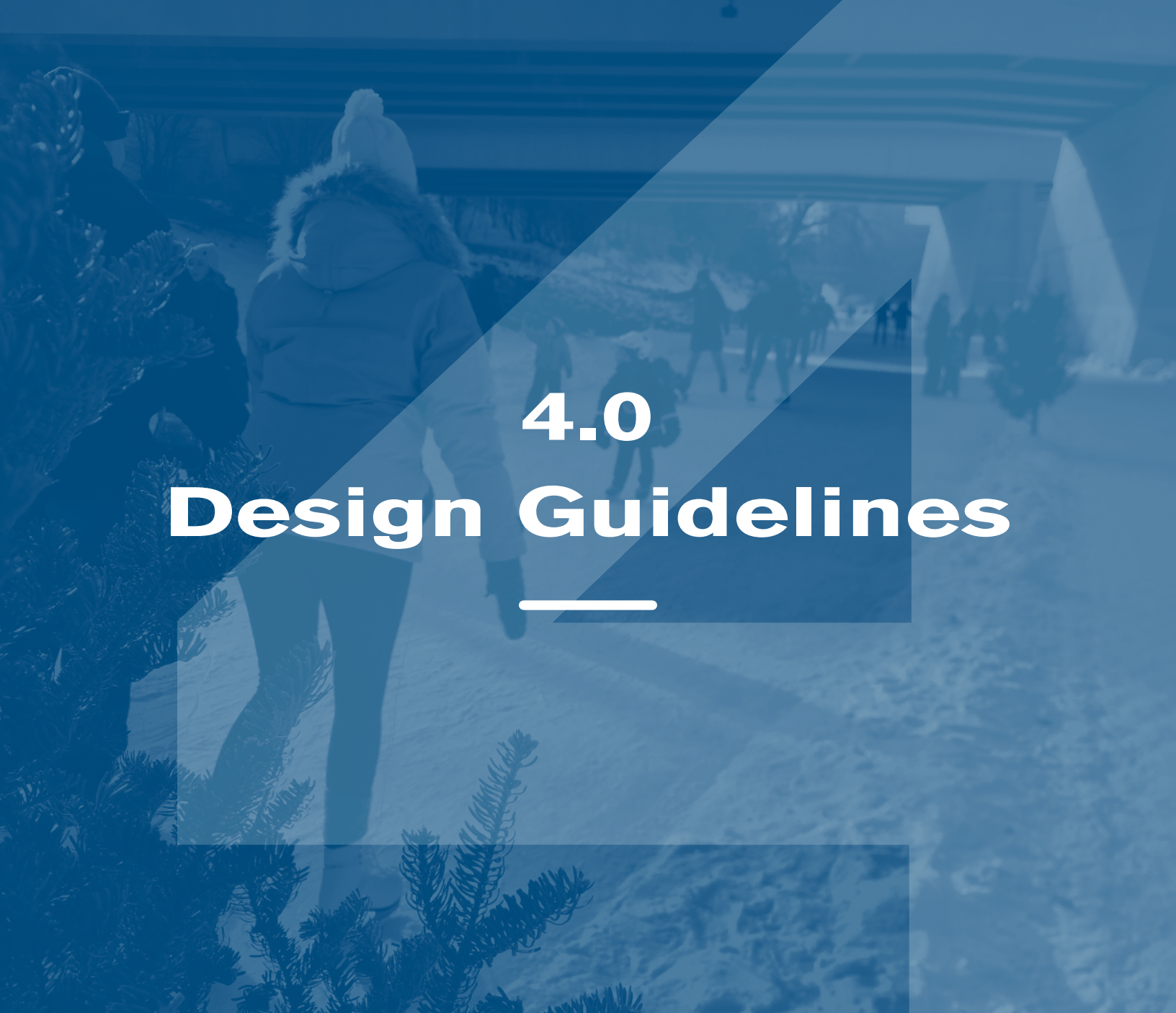
3.4 Prioritize a Rich Pedestrian Environment

One of the main reasons for the success of The Forks is its attractiveness for pedestrians. Successful pedestrian environments provide a range of place, event, scale, and discovery that can easily go unnoticed by motorists, and that contribute to increased usage, safety, and enjoyment of the site.

3.5 Ensure a Diversity of Uses

Ensuring a diverse range of uses is what makes The Forks so great. Its diversity is an essential part of The Forks' welcoming character and contributes to the richness of the pedestrian environment in all seasons. In addition, project variety contributes to the vibrancy and economic viability of The Forks by allowing individual development initiatives to adapt and evolve in a responsive way to changing site conditions and user needs.





4.0 Design Guidelines

The following guidelines are intended to guide development, redevelopment, and public realm enhancement projects at The Forks. Recognizing that buildings, spaces, and functions at The Forks are likely to be regional or international attractions with unique character, this section aims to establish a consistent set of considerations, as opposed to

rules, to guide the design of new projects. The guidelines are organized in four categories:

- (a) Overall Site Design;
- (b) Outdoor Spaces & Amenities;
- (c) Buildings & Structures; and
- (d) Signage.

4.1 Overall Site Design

The following topics pertain to the design, urban structure, and function of the entire Forks site.

4.1.1. Landmarks, Vistas, and View Corridors

Intent: Views and vistas of landmarks, both within and surrounding The Forks, should be protected and enhanced as they contribute to The Forks' overall identity, as well as its visual and architectural interest.

The Forks, as an urban precinct, is arguably one of the most important landmarks in the City of Winnipeg. Approaching the Downtown, from any direction, there are a number of built elements and individual site landmarks, clearly visible on the horizon, that signal arrival or proximity of The Forks. While some of these landmarks may be more compelling and/or more prominent than others, in the eyes of The Forks, they are all valuable and part of the site's identity. Such landmarks that are clearly seen from a distance include, but are not limited to:

- The Canadian Museum for Human Rights (CMHR)
- The Esplanade Riel
- The Forks Market
- Niizhoziibeau
- The 'Dolphin' at the port
- Union Station
- Oodena Celebration Circle
- Forks Bridge
- Smokestack

Likewise, when the surrounding City is viewed from within The Forks, there are external landmarks that hold similar importance and value, including (but not limited to):

- The Saint Boniface Basilica
- The towers at Portage & Main
- The Esplanade Riel Tower
- The Fort Garry Hotel

- (a) Any new buildings, building additions, and/or public realm projects shall consider impacts on views to internal and external landmarks and protect sight-lines to those landmarks. Any proposed project must include an assessment of which landmarks (large or small) might be impacted, and a confirmation of how the proposed project mitigates or avoids potential impacts. The ultimate goal is to protect and/or strengthen visibility to landmarks and gateways of The Forks.
- (b) Views to key site landmarks within The Forks should be protected to orient visitors to The Forks.
- (c) View corridors to key site landmarks from the surrounding city should be protected and celebrated to strengthen the connection between The Forks, the Downtown, and surrounding neighbourhoods.
- (d) Likewise, view corridors to important external landmarks from within The Forks site should be protected and celebrated to further reinforce the connection between The Forks site and the surrounding city.
- (e) Streets and pedestrian pathways should lead into vistas to highlight destinations.
- (f) Planting and vegetation should frame views to internal and external landmarks.

4.1.2. Docks, Riverfront, and River Access

Intent: Providing year-round public access to the Red and Assiniboine Rivers should be an ongoing priority and be compatible with the natural environment.

- (a) Public river access should strive to be universally accessible and prioritize pedestrians, cyclists, boaters, paddlers, and ice-skaters.
- (b) Public river access points should be safe, functional, and located at regular intervals throughout The Forks site, and should be clearly visible.
- (c) Waste receptacles should be placed at all public river access points.
- (d) Seating, public art, and all other installations on docks and riverfront trails should be designed to withstand flooding and freezing events.
- (e) Riverfront trails should incorporate pedestrian-scale lighting to enhance user safety at all times of day.

4.1.3. Gateways

Intent: All entries and gateways to The Forks should be highlighted in order to increase connectivity to adjacent areas of the city.

- (a) Gateways should prioritize pedestrian, cycling, and river access.
- (b) Gateways should incorporate public art and orientation signage.
- (c) Gateways should be designed to draw visitors into The Forks from the wider downtown and adjacent neighbourhoods.
- (d) Gateways should incorporate distinctive elements such as lighting, so that they are clearly distinguished from their surroundings.

4.1.4. Sustainability (Target Zero)

Intent: In alignment with The Forks' Target Zero initiative, the design of buildings and public spaces should demonstrate innovative, enduring, and responsible environmental practices. Design should be based on the principle of seven generation stewardship through green building methods, material lifecycles, energy reduction, carbon emissions, potable water, stormwater run-off, and solid and hazardous waste.

- (a) Building systems, landscaping, and materials should prioritize environmental sustainability.
- (b) Site design should encourage and prioritize access via walking, cycling, paddling, and transit over personal vehicles.
- (c) The design of building and public spaces should consider the full lifecycle of materials, incorporate sustainable and durable materials, including, local, recycled, re-used, or other low-embodied energy building materials, to the greatest extent possible.
- (d) Buildings and public spaces should be designed and oriented to maximize passive solar gains while considering shade for summer
- (e) Where possible, buildings and public spaces should be designed to facilitate future on-site renewable energy and/or energy recovery systems.
- (f) Exterior lighting should mitigate light pollution by controlling light direction and

eliminating upward-directed light, using low colour temperatures and minimizing blue light emissions, and employing other dark-sky friendly lighting practices.

- (g) Public spaces and landscaped areas should demonstrate water efficient and drought resistant landscaping, including where possible the use rainwater harvesting, native plants and xeriscaping.

4.1.5. Accessibility

Intent: Public spaces at the Forks should be inclusive to people of all ages and abilities throughout all seasons.

- (a) All aspects of the built environment at The Forks should reflect the principles of accessibility and universal design, and strive to exceed applicable municipal, provincial, and federal accessible design standards.
- (b) Pedestrian areas should be delineated from non-pedestrian areas through the use of textured surfaces, bollards, or similar elements, in accordance with 4.1.5 (a) above.
- (c) Seating should be placed at strategic intervals along pathways and in public spaces, with consideration given to shade, views, and programmatic function.
- (d) Elements of the public realm such as waste receptacles, wayfinding elements, public washrooms, and crosswalk buttons should be accessible for persons using mobility devices, or with additional mobility needs.
- (e) Sidewalks, walkways, and paths should remain unobstructed at all times.

4.1.6. Heritage

Intent: As a traditional meeting place for Indigenous peoples and home to a National Historic Site, heritage resources at The Forks should be protected and celebrated.

- (a) New development at The Forks should adhere to recommended practices for additions or alterations to a cultural landscape, as outlined in the latest version of the Standards and Guidelines for the Conservation of Historic Places in Canada.
- (b) All development at The Forks should be consistent with the requirements for archaeological monitoring and protection established under the Manitoba Heritage Resources Act and the goals of The Forks Heritage Interpretive Plan.
- (c) Whenever possible, the commemoration and/or celebration of heritage at The Forks should, in the spirit of reconciliation, incorporate the histories and perspective of Indigenous peoples, and their relationships to the site.

4.1.7. Acoustic Design

Intent: Site design at The Forks should consider auditory impacts and minimize unpleasant and disruptive noise.

- (a) All activities at The Forks shall comply with the City of Winnipeg Neighbourhood Livability By-law, and all other applicable regulations pertaining to noise disturbance.
- (b) Development at The Forks should consider impacts on the surrounding soundscape and contribute to a pleasant acoustic environment. Sounds associated with new uses and activities should not inhibit or adversely affect the use or enjoyment of existing spaces.

4.2 Outdoor Spaces & Amenities

The following topics pertain to the outdoor spaces, streets, and pathways at The Forks.

4.2.1. Streetscapes and Active Transportation

Intent: Streetscapes should be designed for all road users and transportation modes, as well as incorporate vegetation, amenities, and vistas.

- (a) Streets should prioritize facilities for safe walking and cycling in all seasons.
- (b) Streets should include amenity areas for trees and plantings, benches, waste receptacles, etc., separate from and enabling unencumbered movement within sidewalks, bike lanes, and roadways.
- (c) All gateways and landmarks should be integrated into the active transportation network.

4.2.2. Pathways

Intent: Pathways should enable pedestrians and cyclists alike to access all amenities and places of interest at The Forks.

- (a) Pathways should be safe and accessible for all users, including those using a mobility device.
- (b) Pathway material selection should consider accessibility, durability, freeze-thaw cycles, flooding, and site programming (such as winter skating).

4.2.3. Paving

Intent: Paved areas should be designed for intensive pedestrian use and periodic vehicular access. Paving throughout The Forks should incorporate a consistent design aesthetic / materiality with the larger design scheme of The Forks.

- (a) Paved areas should be finished with concrete, asphalt, and/or paving stones.
- (b) Paved areas should incorporate ecologically responsible surface stormwater management methods to ensure they are well-drained and free of ice in winter.
- (c) Historic materials, such as cobble, should be used as accents rather than as pavers to ensure an even and accessible surface.
- (d) Paved areas throughout The Forks should be generally consistent in design.
- (e) Notwithstanding the above, paved areas may integrate design elements from nearby art and architecture to reinforce the area's aesthetic character.

4.2.4. Lighting

Intent: Site and exterior building lighting should provide the appropriate illumination for an area's intended use, while also incorporating a consistent aesthetic / materiality with the larger design scheme of The Forks.

- (a) Directional lighting should be used to avoid light pollution and glare in alignment with Dark Sky compliant practices.
- (b) Areas with slope changes, uneven ground, and/or stairways may require additional lighting.
- (c) Lighting should be durable and energy efficient.
- (d) The selection of light fixtures should complement the overall aesthetic quality and character of the public realm.
- (e) Lighting should be provided to enhance the safety and comfort of the public realm.

4.2.5. Planting

Intent: New development projects should contribute to the protection and diversification of The Forks' tree canopy and overall vegetation ecology.

- (a) The selection of permanent planting areas, including street trees, should include a diverse variety of species and avoid creating a monoculture, and consider:
 - (i) Resiliency to anticipated climate change impacts and invasive species;
 - (ii) Scale and aesthetics in relation to the design and function of the space; and
 - (iii) Prioritizing species that are indigenous and appropriate to this region/ hardiness zone.
- (b) Permanent planting areas should not compromise safety at intersections and crosswalks by obstructing views.
- (c) Plant species should to be matched to the specific characteristics, environmental constraints, and intended landscape of the planting site, including considerations such as soil characteristics, drought tolerance, shade, light requirements, and size.

4.2.6. Furnishings

Intent: Outdoor furnishings such as seating, tables, and waste receptacles, should provide for user needs of a given area while also incorporating a consistent aesthetic / materiality with the larger design and public art scheme of The Forks.

- (a) Seating should be provided along sidewalks and pathways, located such that they do not impede movement/circulation.
- (b) Placement of benches should consider local activity levels, shade, views, user comfort, and ambiance.
- (c) Bike racks should be provided near all building entrances and in high traffic areas, located such that they are highly visible and do not impede movement/circulation.
- (d) All furnishing should be made of sustainable, durable, high-quality materials that support and enhance the quality of the public realm, and consider the full lifecycle of the material used.
- (e) Use artists and designers to design specific outdoor furniture for the character of the intended location.

4.2.7. Transit Stops

Intent: Transit stops should be thoughtfully designed to complement the quality of the public realm and located to bolster the transit experience.

- (a) Transit stops should be located such that all major destinations at The Forks are within 400m (or a 5-minute walk) of at least one stop.
- (b) Transit stops should be designed to include shelter, seating, lighting, and signage as appropriate for the volume of users.
- (c) Transit stops should be located such that they do not impede pedestrian movement/circulation.
- (d) The design of transit shelters and furnishings should complement the overall aesthetic quality and character of the public realm. Where possible, artists and/or design professionals should be commissioned to create unique transit shelters and/or furnishings.

4.2.8. Parking Areas

Intent: Parking areas should be thoughtfully designed and located to provide adequate, but not excessive parking, that does not detract from the aesthetic quality or amenities at The Forks.

- (a) While the development of new parking is categorically discouraged, where the development of new parking spaces is proposed, it should be supported by a comprehensive planning and design rationale demonstrating need and compatibility with the overall placemaking vision.
- (b) All parking areas should include secure bicycle parking where appropriate.
- (c) Should an existing parking area be reconfigured or redesigned, it should be designed such that it is physically separated from any adjacent sidewalk, either by a building, fencing, or landscaped buffer.
- (d) The design of all parking facilities should consider pedestrian safety and comfort by including elements such as landscaped buffers, pathways, and demarcated crossings.
- (e) Bicycle parking areas should be well-lit and highly visible, and may be covered to shield the area from inclement weather.
- (f) Electric vehicle charging stations and dedicated parking spaces for car-sharing programs should be clearly demarcated and sited in preferred locations relative to building entrances and/or key outdoor spaces.

4.2.9. Loading & Servicing Areas

Intent: Loading and servicing areas that are required for operations, but generally considered unappealing should be screened from major travel paths in and through The Forks. These facilities may include HVAC equipment, waste receptacles, delivery doors and loading docks, and the like.

- (a) Loading and servicing areas should be located away from heavy traffic areas and routes as to not detract from the aesthetic quality of the public realm.
- (b) Loading and servicing areas should be screened by fencings and/or landscaping as appropriate.
- (c) Loading and servicing areas should be well-lit to enhance the function, safety, and comfort of these areas.

4.3 Buildings & Structures

The following topics pertain to the design of both existing and any future buildings and structures at The Forks.

4.3.1. Scale, Height, and Massing

Intent: New buildings and additions to existing buildings at The Forks should generally be designed at a compatible scale, height, and mass as existing buildings.

- (a) Design of new buildings (or significant renovation/addition of existing buildings) should consider shadows, wind, sightlines/view corridors (to and from), views, pedestrian comfort, and compatibility with adjacent buildings and surroundings.
- (b) Wind, shadow, and sun studies may be required to assess potential impact of new buildings or building additions on surrounding areas and uses.

4.3.2. Building Orientation

Intent: Buildings and structures should be oriented to enhance the overall quality of the public realm.

- (a) Buildings and structures should face or front onto streets, public walkways, or active public areas as applicable.
- (b) Depending on the nature of a building site, all building faces/frontages should be active and provide access points to the adjacent streets/pathways/public areas to animate the public realm and maximize pedestrian circulation and connectivity.

4.3.3. Access and Entrances

Intent: Entries to buildings should be universally accessible and accentuated with architectural detailing and lighting so they are identifiable from a distance.

- (a) Architectural details near building entrances such as canopies, overhangs, and signage should be scaled and oriented for pedestrians.
- (b) Building entrances should incorporate principles of universal design.
- (c) Main building entrances should be easily visible and identifiable from adjacent streets, plazas, and/or parking areas.
- (d) Building entrances should be designed to provide a direct relationship between the external street or public space and the internal space of the building.

4.3.4. Ground Floor Use and Activation

Intent: The ground floor of buildings at The Forks should be used for commercial or public-oriented purposes, that activate and animate the building and the surrounding public realm.

- (a) Ground floors should include entrances, windows, and architectural details at regular intervals to enhance to the pedestrian environment and provide a direct relationship between the external public realm and the internal spaces of the building at grade.
- (b) Public facing commercial and community uses such as restaurants, cafes, and retail should be prioritized on the ground floor.

4.3.5. Architectural Details (Form and Materials)

Intent: The design of new buildings or additions may reflect a diverse array of architectural styles and expressions, but ultimately must contribute to the quality of the public realm and character of The Forks.

- (a) Building facades should include architecture details, such as building articulation, windows, relief, and material changes, that are scaled and oriented to pedestrians.
- (b) Redevelopment of historic buildings should preserve original facades where possible.
- (c) Awnings, overhangs, and canopies may be used to provide shelter from the elements, accentuate windows, and offer space for signage.
- (d) Buildings and structures should be designed with high quality materials and finishes that support and enhance the quality of the public realm.

4.3.6. Temporary Structures

Intent: To enable temporary structures to be established on a short-term basis while considering safety and efficiency.

- (a) Temporary structures should not encroach on pedestrian rights-of-way or active transportation infrastructure.
- (b) Temporary structures may be constructed using a variety of materials, but should be durable and resistant to typical weather conditions for the duration of their use.
- (c) Issues including safety, accessibility, impact on the public realm, and environmental sustainability should be considered in the design of all temporary structures.

4.4 Signage

The following topics pertain to the design of all types of signage at The Forks.

4.4.1. All Signage

Intent: To provide clear, legible, useful, and consistent signage throughout The Forks.

- (a) Major signs should conform to relevant provincial and federal regulations regarding the use of official languages, and incorporate Indigenous languages where possible.
- (b) FRC signs and sign elements shall conform with The Forks branding guide including typeface, colours, graphic elements, and logo.
- (c) Lettering and symbols shall be designed using appropriate colour, scale, size, and contrast to be legible for the intended user.
- (d) Signs should be attractively designed, respect the surrounding context, and appropriately sized relative to their location.
- (e) Signs should be logically placed in consideration of their target audience.
- (f) Permanent signs should be made from high-quality materials.
- (g) Wherever possible, universal symbols should be used rather than words to reduce the size and number of signs, while also providing information to users whose language may not be French or English.
- (h) Wherever practical, braille should be used in addition to symbols and text.
- (i) Outdoor sign lighting, if required, should be soft and unobtrusive.
- (j) Window signage should maintain a reasonable amount of window transparency.
- (k) The overall number of signs in any location should be kept to a minimum, while maintaining effectiveness, to avoid over-signing.

4.4.2. Directional Signs (Wayfinding)

Intent: To provide direction and orientation for people moving through The Forks using a variety of modes of transportation.

- (a) Messages on directional signs should be simple and consider the mode of transportation of the intended user.
- (b) Temporary directional signs during special events are permitted, provided they do not obstruct pedestrian, active transportation, or motor vehicle corridors.

4.4.3. Site Identification Signs

Intent: To identify key areas, activities, or places.

- (a) Custom identification signs should be integrated into the materials and design of the space to blend into the environment.
- (b) All gateway features should include site identification signs.

4.4.4. Building Identification Signs

Intent: To identify public buildings by name.

- (a) Building identification signs should generally be understated, reinforce the character of The Forks, and reflect the character of the area and the building's architecture.
- (b) Building identification signs may be integral to the building fabric, attached to a building, or free-standing.

4.4.5. Tenant Signs

Intent: To identify a tenant or promote a tenant's product/service.

- (a) No tenant identification signs shall be permitted on the exterior of any building, with the following exceptions:
 - (i) Tenants with windows who require an awning are permitted to place their name on the vertical face of the awning.
 - (ii) Tenants with exterior windows are permitted to install one window identification sign per building elevation, except on the southeast elevation of the Johnston Terminal.
 - (iii) Tenants along the main floor front walkway of the Johnston Terminal are permitted to install one tenant identification sign on the inside of the window.
- (b) Alternate sign types may be permitted for tenants with outdoor areas which cannot be signed with a window or awning sign.
- (c) Tenants in a specific or location may be required to comply with additional tenant sign formats or design standards, to be determined by The Forks.
- (d) Product signs should be discrete, and should not feature large-scale third party logos or otherwise excessive branding.
- (e) Temporary signs, such as sandwich boards, may be placed in public aisles indoors or outdoors, provided walkways are not dangerously obstructed.

4.4.6. Information Signs

Intent: To provide information on matters of interest to the public, including but not limited to rules and regulations, public art, FRC special initiatives, and items/sites of historical and/or cultural significance.

- (a) Interpretive heritage signage should embody special design characteristics that are closely related to historical markers and immediately identifiable (i.e., materials, design motifs, etc.).
- (b) Interpretive heritage signage should incorporate French and Indigenous language(s) where possible.
- (c) Information signs communicating rules and regulations should be highly visible, to ensure critical information is not missed by visitors.



5.0 Design Review

The following section outlines the implementation of these placemaking guidelines, including:

- (a) The role(s) of The Forks Design Review Panel;
- (b) The design review process; and
- (c) General administration and review of these guidelines.

5.1 Forks Design Review Panel

The Forks Design Review Panel is the steward of urban design and placemaking at The Forks. The Panel is comprised of private sector design professionals – urban designers, architects, landscape architects, and planners.

The Panel, which functions as an Advisory Committee, provides independent, objective advice and recommendations to The Forks Management Team and its Board on placemaking and design in general, with specific focus on development projects affecting the public realm. See **Appendix A – Forks Design Review Panel Terms of Reference**.

Depending on the nature of the project or issue, the Design Review Panel may consult other Advisory Committees as directed by The Forks Management Team.

5.2 Design Review Process

Any proposed new building, building modification, or permanent alteration to the Forks site – either commissioned/initiated by FRC or proposed by an outside proponent – is subject to review by The Forks Design Review Panel.

Other temporary projects, site works, or installations may be subject to design review at the discretion of the CEO.

Project Initiation / Pre-design – Proponents, whether internal or external to FRC, should review the Placemaking Guidelines and engage with FRC's Management Team as a first step in the process to identify and discuss issues to be considered in the design.

During the development process for complex building or landscape projects, design issues usually are not resolved at the concept stage. Therefore, projects subject to the Design Review Panel process will undergo a two-stage review as follows:

Stage 1: Schematic / Concept Review – The first review will be scheduled at the schematic or concept stage during the initial design of the project, to afford the possibilities for major design changes, if recommended by the Design Review Panel.

Stage 2: Final Detail Review – The second review will be scheduled after design revisions – stemming from Stage 1 review – have been made. This final review is intended to contribute to the detailed design process of the project.

5.3 Administration & Review

To ensure that the design review process is effective and desired design outcomes are being achieved, FRC should undertake a period review – at least every five (5) years – of these Guidelines and the Design Review Panel process.

Appendix A: Forks Design Review Panel Terms of Reference

1. Purpose:

To establish a formal committee (Panel) of qualified design professionals to support design and development decisions of FRC.

The Panel is typically convened when a new building, building modification, or permanent modification to the site is contemplated or proposed.

2. Responsibilities:

The Panel provides independent, objective advice and recommendations - in alignment with the current Forks Placemaking Guidelines - to The Forks Management Team and its Board on placemaking and design with a specific focus on development projects affecting the public realm.

3. Remuneration:

Members will receive fair remuneration for their time and costs associated with participation on the Panel. Terms of remuneration will be determined by The Forks Management Team.

4. Authority:

Committee reviews placemaking and urban design matters and makes recommendations to The Forks Management Team for subsequent approval by the Board of Directors. All members participate in formulating the recommendations. In the event consensus is not achieved, majority rules.

5. Composition:

The Panel is comprised of five (5) to seven (7) qualified design professionals – urban designers, architects, landscape architects, and planners – including at least one member representing the accessibility community, plus a student member (enrolled in a graduate program at the Faculty of Architecture). The members of the Panel shall elect from its members a Chair.

6. Appointment Process & Term Limits:

The first Panel Members comprising the Founding Design Review Panel shall be appointed by the Chief Executive Officer. All subsequent appointments to the Panel will be undertaken by the current Panel members serving at that time.

Panel members shall serve three (3) year terms or until their successor is appointed. Term lengths of Panel members shall be staggered so as not to all expire simultaneously. The first Panel members shall determine which length of term each initial member shall serve. No person shall serve more than three (3) continuous terms as a member of The Forks Urban Design Review Panel.

7. Meetings:

Meetings are convened on an as needed basis, at a minimum of (1) one time per year.

Meetings of the Design Review Panel may be called by either the Chair or member of The Forks Management Team with a minimum of two (2) weeks notice to Panel members.

The Agenda for each Design Review Panel meeting will be sent to Panel members together with the complete presentation packages, one (1) week prior to each meeting.

The Agenda for each meeting will be prepared by the Chair, allotting the appropriate time for presentation, review, and discussion commensurate with the complexity of the project. Generally, project proponents will be given up to 30 minutes to present their proposed design.

Meetings may be held at any place in Winnipeg, Manitoba as determined by the Chair.

If all Panel members consent, members may participate in a meeting via telephone or video conference.

The minutes of each meeting, and recording of the Design Review Panel recommendations will be performed by a member of FRC's staff as assigned by The Forks Management Team.

The Panel will provide clear consensus to The Forks Management Team and Board on their recommendations, including design aspects requiring changes or improvements for each project reviewed.

The meeting minutes will be reviewed by the Chair and The Forks Management Team prior to distribution to the Panel members and project proponent in their final form.

Panel members will be asked to approve the minutes of the previous meeting, at the next scheduled Design Review meeting.

8. Quorum:

A quorum of the Panel shall be a majority of the designated number of members.

9. Resources and Budget:

Resources available for meetings of the Design Review Panel (i.e., minute taking, other administrative duties, meeting rooms, refreshments, telecom, scheduling, etc.) will be coordinated by an FRC staff member as assigned by The Forks Management Team.

10. Terms of Reference Review:

The Design Review Panel Terms of Reference should be reviewed and confirmed annually by the Board of Director's Governance Committee and approved by the Board.

11. Conflict of Interest:

Each member of the Panel has the duty to advise the Chair and the CEO of any conflict of interest prior to a project review. If a conflict of interest arises, the Panel member shall decline to participate in the project review and remove themselves from the meeting. A conflict of interest is defined as any Panel member having a financial, personal or business interest in the project (e.g. retained as a consultant for the same project), or where multiple interests, one of which could influence, corrupt or exploit a decision, or where the appearance of a conflict exists. Any declared conflicts will be recorded in the minutes.