

Frequently Asked Questions

[What is the purpose/mandate of the Committee?](#)

[What is expected of me, as a member?](#)

[How much time can I expect to spend, as a member?](#)

[What does the Committee do?](#)

[Do I get compensated for my time? Are my expenses reimbursed?](#)

[How long am I a member?](#)

[What qualifications do I need to apply?](#)

[Does the Committee have subcommittees?](#)

Mandate [\(Back to top\)](#)

The [Edmonton Design Committee](#) (EDC) will:

- Accept submissions and provide recommendations to the Urban Planning and Economy Department and City Council;
- Review and provide recommendations on formal rezoning, major development permit applications, public projects city-wide, or special projects in Edmonton at the request of Council or the City Manager;
- Review pre-consultations and provide recommendations to applicants;
- Review applications and projects against the [EDC Principles of Urban Design](#);
- As appropriate, provide input to the City in the formulation of Urban Design principles, guidelines, and policies

Subcommittees [\(Back to top\)](#)

The EDC forms subcommittees as required to assist the Committee in the performance of its duties and to make recommendations to the Committee. Currently, the EDC subcommittee is working with City Administration on the development of new administrative and Committee procedures.

Current Committee Activities [\(Back to top\)](#)

- Hear pre-consultations from applicants
- Hear formal presentations from applicants
- Deliberate and make recommendations regarding applications

Edmonton Design Committee

2022-2023 Term - Recruitment Profile

Edmonton

Honoraria and Expenses [\(Back to top\)](#)

Honoraria and expenses are available to Members who are appointed by City Council in accordance with [Procedure 628 Honoraria and Expenses for City Agencies](#) (members may opt out of receiving an honoraria if they choose).

Honoraria for Advisory and Decision-Making Bodies

Position	Meeting Up to and Including 5 Hours	Meeting Over 5 Hours
Member	\$100	\$200
Chair	\$125	\$250

Members appointed to City agencies may be compensated for out-of-pocket receipted expenses, such as parking, bus fare, and taxis. Mileage is not paid for attendance at meetings. Members who require child care, elder care and/or special needs care in order to attend meetings will be reimbursed with submission of a receipt for the reasonable cost of care.

Appointment Term [\(Back to top\)](#)

- EDC members are appointed for one-year terms, from May 1 to April 30, renewable to a maximum of six consecutive years.
- Civic agency members are evaluated on an annual basis as per [Procedure C575D, Agencies, Boards, Committees and Commissions](#).

Qualifications [\(Back to top\)](#)

All members:

- The ability to maintain objectivity with respect to development applications within the geographic boundaries established in the Bylaw.
- The ability to commit to the following:
 - Approximately 10 hours per month to attend Committee meetings, and approximately 10 hours per month for independent review of submission packages. Additional time may be required for other Committee-related

activities, including subcommittee participation, annual training and work planning.

- The Committee meets the first and third Tuesday of the month in City Hall and/or the Edmonton Tower at 4pm.

Note that meetings are currently held virtually due to COVID-19 restrictions. Members must have the use of a computer or telephone to participate in meetings.

Expectations

- To understand the Committee's mandate, Bylaw, [Principles of Urban Design](#), processes and related City Policy;
- To actively participate in Committee meetings, annual training, Committee orientation, work planning and recruitment, as required;
- To review materials and prepare for meetings, participate in discussions and deliberations in an articulate, constructive, and unbiased manner, and honour decisions of the Committee;
- To work in a collaborative manner and demonstrate team player skills: self control, professionalism, dependability, motivation, flexibility and enthusiasm
- Council-appointed members of Council's committees are required to abide by the [Council Committee Code of Conduct](#);
- To represent the perspectives of, and provide regular feedback to, the constituent profession or professional association (as appropriate); and
- To work with other Committee members, the residents of Edmonton, developers, design professionals and City staff, in an effective, constructive and professional manner.

For more information on the Edmonton Design Committee visit www.edmonton.ca/edc.