

Edmonton Design Committee

2024-2026 Term - Recruitment Profile (For Externally-Nominated Representatives)

Edmonton

Mandate

The mandate of the [Edmonton Design Committee](#) (EDC) is to improve the quality of the City's urban design by providing:

- (a) recommendations regarding development applications; and
- (b) advice regarding urban design policies and principles.

Current Committee Activities

- Hear pre-consultations from applicants.
- Hear formal presentations from applicants.
- Deliberate and make recommendations regarding applications to the City of Edmonton's Urban Planning and Economy Department and City Council.

Under Bylaw 18156 - Council Committees Bylaw, if approved to do so by Council, a Council Committee [EDC] may establish sub-committees to conduct research, obtain and summarize public input, or to obtain specialized expertise and provide reports on those matters to the Council Committee [EDC].

Governing Bylaws and Policies for City Agencies

Honoraria and Expenses

Honoraria and expenses are available to Members who are appointed by City Council in accordance with [Procedure C628 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

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Members appointed to City agencies may be compensated for out-of-pocket receipted expenses, such as parking, transit and care-giving expenses to attend regular meetings. Mileage is not paid for attendance at meetings.

Council Committees Code of Conduct

Council appointed members of Council Committees are required to abide by Bylaw 19870 [Council Committee Code of Conduct](#) Bylaw.

Publicly Accessible Meetings

All Council Committee meetings will be publicly accessible, which includes being live streamed via the Committee's YouTube channel. This aligns with Bylaw 18155 Council Procedures Bylaw requirement to have a live audio and video view of Council Committee meetings and *Municipal Government Act* requirements.

Appointment Term

- EDC members are appointed for two-year terms, from May 1 to April 30, renewable to a maximum of eight consecutive years.
- Civic agency members eligible for reappointment will be evaluated as per [Procedure C575D, Agencies, Boards, Committees and Commissions](#).

Eligibility (NEW)

- Members appointed to Advisory Committees must be residents of the City of Edmonton.

Qualifications

All members:

- The ability to maintain objectivity with respect to development applications within the geographic boundaries established in the Bylaw.

Time Commitment

- The ability to commit to the following:

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- 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, annual training and work planning.
- The Committee meets the first and third Tuesday of the month in City Hall or the Edmonton Tower at 4:00 p.m.
- Members must have appropriate technology to participate in meetings virtually.

Expectations

- To understand the Committee's mandate, Bylaw and [Principles of Urban Design](#), processes.
- 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, including: self control, professionalism, dependability, motivation, flexibility and enthusiasm.
- To represent the perspectives of, and provide regular feedback to, the constituent profession or professional association (as appropriate).
- To work with other Committee members, the residents of Edmonton, developers, design professionals and City of Edmonton staff, in an effective, constructive and professional manner.