

Advisory Committee Terms of Reference

Updated January 27, 2023

Background

The Edmonton Urban Design Awards recognizes exemplary urban design projects in Edmonton. The biennial Awards were last held in 2019, and were postponed in 2021 due to COVID-19. The Awards Program is returning in 2023 to coincide with the 2024 National Urban Design Awards, hosted by the Royal Architectural Institute of Canada (RAIC).

In order to effectively plan and deliver a successful Awards Program, the City of Edmonton typically forms an Advisory Committee with representation from the design community in Edmonton, including the Royal Architectural Institute of Canada (Alberta Chapter), Alberta Association of Architects, Alberta Association of Landscape Architects, Alberta Professional Planners Institute, Edmonton Arts Council, Edmonton Design Committee, and MADE.

Responsibilities

The Advisory Committee will work collaboratively with City of Edmonton Administration to plan and deliver the 2023 Awards Program. While this involvement impacts all aspects of the Awards Program, the Advisory Committee is primarily responsible for selecting the Jury, promoting the Awards Program and planning the Awards Gala. Ongoing administration, project communications, and hosting of the Awards Gala is typically the responsibility of City of Edmonton Administration.

The full scope of the responsibilities of the Advisory Committee's are to be determined.

Time Commitment

The Advisory Committee will meet once a month through the end of 2023, though the number or frequency of meetings may be adjusted as needed to meet deadlines. Typically the Advisory Committee meets during the lunch hour, but this can be adjusted as appropriate. Given our current COVID-19 situation, meetings will be held at Edmonton Tower, with Committee members welcome to participate remotely.

Awards Program Schedule + Key Timelines (Preliminary)

- Advisory Committee Kick-off: Mid-February
- Jury members confirmed / Communications go live: Late June
- Submissions Open: Mid-July
- Submissions Close: Early September
- Judging: Mid-late September
- Gala: November 24, 2023

For more information on the role or responsibilities of the Advisory Committee, or the Edmonton Urban Design Awards in general, please contact Peter Spearey, Urban Design Lead at peter.spearey@edmonton.ca or 780.508.9503.