Edmonton Design Committee

Standards and Procedures

Table of Contents

Program Impacted	Edmonton Design Committee
Approved By	Andre Corbould, City Manager
Date of Approval	December 3, 2021
Approval History	
Next Scheduled Review	

Introduction

The Edmonton Design Committee (EDC) was established by City Council in 2005 with the mandate to improve the quality of urban design in Edmonton. EDC meets this mandate primarily through the review of private development applications and key City of Edmonton projects.

Why are Standards and Procedures Needed?

The Standards and Procedures provide clear direction on the day-to-day functions of EDC, and clearly define the roles and responsibilities of Administration, Committee members and Applicants. As such, the Standards and Procedures are aligned with other City Policies and Bylaws while identifying those functions, processes and responsibilities specific to EDC.

How Were the Standards and Procedures Developed?

The need for formalized Standards and Procedures were identified through the Policies and Procedures review, which was undertaken to ensure the efficiency, effectiveness and relevance of the Committee. The Standards and Procedures were developed by the EDC in collaboration with City Administration.

What's New?

The EDC will continue to review informal and formal submissions for private development as well as key City of Edmonton projects. Some of the key highlights of the new Standards and Procedures are:

- **The EDC Principles of Urban Design are emphasized as the benchmark for the Committee's review of projects**
- **Certain types of projects with low urban design impact may be exempted from review**
- **The intake process is streamlined and accelerated**
- **The influence of Committee motions and recommendations on the development approval process is clarified**
- **The review and deliberation of formal submissions by the Committee is now done in public, with clear roles for the public in the review process**
- **Committee member roles and responsibilities, as well as member evaluation, are formalized**

EDC Standards and Procedures

1.0   PURPOSE

- The purpose of these Standards and Procedures is to provide clear direction regarding the ongoing activities of the Edmonton Design Committee (EDC), by describing functions, processes and responsibilities of both the Committee and Administration not otherwise addressed in Edmonton Design Committee Bylaw 19784, City Bylaw 18155 or other relevant City Bylaws and Policies.

2.0   DEFINITIONS

- **Formal submissions** refer to the drawings and other information which an Applicant is required to provide to the Committee for review in accordance with EDC Bylaw 19784.
- **Informal submissions** refer to the drawings and other information which an Applicant may choose to provide to the Committee for review and comment prior to a formal submission.
- **Presentations** refer to the verbal and or visual presentation (eg. slide deck) made by the Applicant to the EDC in conjunction with an informal or formal submission.

3.0 PROCEDURES

3.1 Project Applicability and Exemptions

3.1.1 Formal Development Permit Submissions

- Private development and City of Edmonton ("City") development permit submissions shall be referred to the EDC for formal review as described in EDC Bylaw 19784.
- Exemptions for residential development:
  - Shall include single detached and semi-detached residences.
  - May include other small scale ground oriented residential development, including rowhouses and townhouses.
- Exemptions for small scale commercial development projects may include:
  - New development with a site area of less than 1500m2 and less than 2 storeys in height.
  - Building additions in rear and interior side yards.
  - Storefront improvement projects approved through the Facade Improvement Program.
  - Other storefront improvements not involving changes to the location and size of doors and windows.
- Exemptions for City projects may include:
  - New City facility projects of a utilitarian nature and lacking a strong public realm interface.
  - City retrofit projects involving minor upgrades to

building mechanical systems, building envelopes and building accessibility.

- City roadway and bridge projects that are renewal in nature or do not have public realm design features or improvements.

- Projects may also be exempted from formal review at the development permit stage if:
  - The project was supported by EDC at the rezoning stage;
  - No significant design changes were made to the project; and,
  - The formal submission at the rezoning stage met all Urban Design Brief requirements needed for a development permit review.

3.1.2   Formal Rezoning Submissions

- Private development and City of Edmonton ("City") rezoning submissions shall be referred to the EDC for formal review as described in EDC Bylaw 19784.
- Exemptions for rezoning submissions may include changes, additions and / or removal of uses.
- Rezoning submissions which have previously been reviewed by EDC may be exempt from subsequent review if there is no substantive change in the proposed built form.

3.1.3   Exemption Procedure

- The procedure for exempting projects shall be as follows:

- The Development Officer / Rezoning Planner or City Project Manager (for City projects) shall identify that a project may be considered for exemption, and will prepare a brief recommendation, with supporting justification and documentation as needed, for review by the EDC Administrative Liaison.
- The EDC Administrative Liaison will seek the input of the EDC chair and provide a written recommendation within 48 hours.
- The EDC Administrative Liaison may recommend that a project that would otherwise be reviewed as a formal submission instead be reviewed by the EDC as an informal submission.
- The final decision for project exemptions resides with the Administrative Liaison.

3.2   Submission Requirements and Procedures

3.2.1   Informal Submissions - General

- Applicants may make informal submissions to the Committee for any project that would otherwise require formal review.
- For City projects, informal submissions to EDC should generally correspond to the completion of the Schematic Design phase (for facilities) or Concept Design phase (for roadways).
- The minimum requirements for an informal submission are:
  - Site plan
  - Building elevations

- Context plan
- Preliminary design narrative referencing the EDC Principles of Urban Design as appropriate

- For rezoning projects, the proposed text provision should be provided if possible.
- For City projects, these requirements can be modified to suit the specifics of each project.
- Applicants are responsible for scheduling informal presentations with the EDC Administrative Liaison.
- Informal submissions shall be provided in digital format not exceeding 50 MB in size.
- The content of presentations made to the EDC is at the discretion of the Applicant.
- Informal submissions and presentations shall not be made public.

3.2.2   Formal Development Permit Submissions

- A formal development permit submission to EDC shall include:
  - Site plans and building elevations submitted as part of the development permit process. Floor plans will be included for EDC review solely at the discretion of the Applicant;
  - An Urban Design Brief; and
  - Responses to previous EDC recommendations (eg. during an informal presentation).
- Upon receipt of a complete Urban Design Brief, the Development Officer will coordinate the scheduling of an EDC

presentation with the EDC Administrative Liaison.

3.2.3   Formal Rezoning Submissions

- A formal rezoning submission to EDC shall include:
  - A complete rezoning application, including appendices and text provision. Floor plans will be included for EDC review solely at the discretion of the Applicant;
  - An Urban Design Brief; and
  - Responses to previous EDC recommendations (eg. during an informal presentation).
- Upon receipt of a complete Urban Design Brief, the Rezoning Planner will coordinate the scheduling of an EDC presentation with the EDC Administrative Liaison. Formal rezoning presentations will generally be scheduled following the first circulation, or at the discretion of the Rezoning Planner.

3.2.4   Formal City of Edmonton Project Submissions

- As a guideline, formal submissions to EDC should correspond to the completion (or upcoming completion) of the Design Development phase and / or application for Development Permit (for facilities) or the completion (or upcoming completion) of the Preliminary Design phase (for roadways).
- A formal submission shall include responses to previous EDC recommendations (eg. during an informal presentation). Other submission requirements are at the discretion of the Applicant; however, the requirements for an Urban Design Brief should be

used as a general guideline.

- Design reports prepared by Consultants may be appropriate for a formal submission if the applicable requirements of an Urban Design Brief can be met; however, Consultants are strongly discouraged from submitting design reports in their entirety, particularly if these reports include excessive technical details and other information not relevant to the Committee's review.

- City Project Managers are responsible for scheduling formal presentations with the EDC Administrative Liaison.

3.2.5   Formal Submissions - General

- The EDC Administrative Liaison shall endeavor to schedule formal presentations in as timely a manner as possible, allowing sufficient time for posting agendas and review by the Committee (2 weeks preferred).

- The content of presentations made to the EDC is at the discretion of the Applicant; however, Applicants are encouraged to provide a brief overview of the project and its urban design approach rather than a detailed summary of the project's statistics and features.

- All materials provided by the Applicant to the EDC as part of a formal submission shall be available for public viewing on the EDC website, and posted in conjunction with the appropriate meeting agenda.

  - Information of a private or sensitive nature (eg. floor plans) shall only be provided at the discretion of the Applicant.

3.3   Scope of Committee Review

- Committee Members will review informal and formal submissions using criteria established in the EDC Principles of Urban Design that will become the basis for the Committee's motions and recommendation to Administration or Council.
- The EDC Principles of Urban Design are included in APPENDIX A.

3.4   Committee Meetings

3.4.1   Meeting Schedule

- The Committee shall meet the first and third Tuesday of each month in accordance with EDC Bylaw 19784.
- Additional meetings can be called by the Chair in accordance with the *Municipal Government Act*.
- If there are no agenda items, or quorum is not present, the meeting will be deemed cancelled in accordance with Council Procedures Bylaw 18155.

3.4.2   Quorum

- Quorum is a majority of Committee Members, in accordance with EDC Bylaw 19784.

3.4.3   Conflict of Interest Guideline

- A Committee Member who has a personal relationship with an

Applicant, an ownership stake in the project, and / or has been retained (as a consultant, subconsultant or employee of a consulting firm) to provide service on the project being reviewed either informally or formally by EDC must not participate in any deliberations associated with the project.

● Personal and business relationships between an Applicant and a Committee member involving projects not being reviewed by EDC do not constitute a conflict of interest.

3.4.4   Committee Procedures - General

● At the beginning of each meeting, Administration will present a project synopsis - an overview of each project in terms of its compliance with applicable statutory plans and zoning. This review shall be provided in private as provided for in the *Freedom of Information and Protection of Privacy Act*.

3.4.5   Committee Procedures - Informal Presentations

● Informal presentations shall be made by the Applicant to the EDC in private as provided for in the *Freedom of Information and Protection of Privacy Act*.
● Applicants shall be given a maximum of 10 minutes to make an informal presentation.
● No minutes of the presentation will be taken; however, the EDC Administrative Liaison may take notes for the information of the Committee and these notes will not be shared with Applicant or otherwise made public.

3.4.6   Committee Procedures - Formal Presentations

- Formal presentations shall be made by the Applicant to the EDC in public.
- Members of the public may request to speak to an item on the meeting agenda in accordance with Council Procedures Bylaw 18155. The procedure relative to EDC is detailed in Appendix B.
- The sequence for formal presentations shall be as follows:
  - Presentation by the Applicant (10 minutes maximum).
  - Presentation(s) by approved public speakers (5 minutes maximum per speaker).
  - Questions of public speakers by the Committee (5 minutes maximum per member).
  - Questions of the Applicant by the Committee (2 questions per member, additional rounds of questions at the discretion of the Chair.
  - Deliberation by the Committee.
- Those portions of Committee meetings held in public are part of the public record and may be recorded or otherwise made accessible to anyone.

3.4.7   Committee Deliberations

- Following a formal presentation the Committee shall make a motion of 'support' or 'non-support'.
  - Support indicates that the project generally meets the EDC Principles of Urban Design and should proceed with no or minimal changes.

- Non-support indicates that the project fails to meet the EDC Principles of Urban Design, in whole or in part, and significant design changes should be considered by the Applicant.
- Motions shall clearly reference the EDC Principles of Urban Design wherever possible.
- Motions and recommendations are non-binding and are intended to be used at the discretion of Administration or Council as appropriate.
- Projects receiving a motion of non-support shall return to EDC only at the discretion of the Applicant; however, the Development Officer shall take into account the recommendations of the Committee prior to the development permit decision.
- The Committee shall deliberate and make motions in public as required by the *Municipal Government Act*.
    - The Committee may employ shared working documents (eg. Google Doc) to capture comments of Committee members and assist with the drafting of a motion.
    - Shared working documents shall not be used for private communication between Committee members.
    - A motion drafted in a shared working document shall be displayed to all members of the Committee and the public prior to a vote.

3.4.8   Committee Correspondence

- Committee motions will be included in correspondence to the

Branch Manager, Development Services, with copies to the Applicant and Development Officer / Rezoning Planner.

- Correspondence may include any other observation or guidance which the Committee feels may be of value to the Applicant or Administration.
- Correspondence regarding rezoning projects shall be appended to Council Reports prepared by Administration.
- Correspondence shall be provided to the Branch Manager within 48 hours of the meeting.

4.0 ROLES AND RESPONSIBILITIES

4.1 All Members

- Attending meetings and contributing in a constructive, respectful and professional manner in accordance with the Committee's mandate, function and scope.
  - Committee Members may attend meetings through remote participation in accordance with Council Committees Bylaw 18155.
  - If members are unable to attend meetings a minimum of 24 hours notice should be provided to the Chair / Vice-Chair.
  - If unforeseen or emergency situations arise, members must provide notice as soon as reasonably possible.
- Abiding by Conflict of Interest Guidelines and conducting themselves in accordance with all relevant City Policies and Bylaws.

- Liaising regularly with their respective organizations (as appropriate) to report back on the work of the Committee and support the recruitment of new members.
- Member position descriptions are included in APPENDIX C.

4.2 Chair

- Providing input to the EDC Administrative Liaison on recommended project exemptions.
- Facilitating effective and efficient meetings, ensuring Committee Members act in accordance with the mandate, function and scope of the Committee, as well as all relevant City Policies and Bylaws.
- Overseeing the approval of public speakers and managing the participation of speakers during Committee meetings.
- Managing Committee member attendance and quorum.
- Preparing correspondence to the Branch Manager.
- Providing basic orientation and training to new Committee Members.
- Conducting annual Member evaluations with Vice-Chairs.
  - Member evaluation criteria is included in APPENDIX D.
- Facilitating the preparation and presentation of an Annual Work Plan, EDC Annual Report and Chair Membership Report.
- Representing the Committee at Council and in the public domain.
- Calling special meetings as required.

4.3   Vice Chairs

- The Committee shall have two Vice-chairs
- Vice-chairs shall:
    - Support the Chair during meetings (including assuming the role of Chair as needed).
    - Conduct annual Member evaluations with the Chair.

4.4   Subcommittees

- Subcommittees may be established by the EDC to assist in the performance of the Committee's duties, including but not limited to the preparation of an Annual Work Plan for the Committee.
- The work of the Subcommittee shall be conducted in public in accordance with the *Municipal Government Act*.
- A sample Subcommittee Terms of Reference is included in APPENDIX E.

4.5   EDC Administrative Liaison

- Advising Development Officers / Rezoning Planners on the completeness of formal submissions.
- Scheduling formal and informal presentations and working with Applicants to understand EDC processes.
- Reviewing recommendations for project exemptions.
- Preparing and distributing agendas and minutes for Committee and Subcommittee meetings. Agendas shall be posted a

minimum of 10 days prior to any meeting.

- Booking meeting space and catering, and providing audio/visual support.

- Conducting elections for Chair and Vice-Chair.

- Assisting the Office of the City Clerk with recruitment and other requests.

- Liaising with members of the public requesting to speak at Committee meetings.

- Providing administrative and other support to the Chair and Committee during EDC meetings, in particular the preparation of motions for Committee consideration. Other support relates to such matters as annual reporting, training, member evaluation, and Council outreach.

- Addressing inquiries and FOIP requests.

- Processing honoraria, expenses and other financial management.

- Providing support to Administration related to the interpretation and application of EDC recommendations, including the preparation of reports, presentations and other materials as needed for City Council Public Hearing involving rezoning projects reviewed by EDC.

4.6   Development Officers / Rezoning Planners

- Receiving formal submissions and confirming completeness.
- Preparing recommendations for project exemptions.
- Preparing and presenting project synopses for each submission at EDC meetings.

- Project synopses shall be made available to Committee members for review prior each meeting.

4.8   Elections

- Elections for new Chair and Vice-Chairs shall take place at the beginning of each term in accordance with APPENDIX F.
- Committee members must be present or available through remote participation to take part in elections.

4.9   Member Orientation and Training

- New members will be provided basic orientation and training relating to the mandate, function and scope of EDC prior to the start of each term.

4.10   Member Evaluation

- The evaluation of Committee Members will occur on an annual basis as directed by the Office of the City Clerk and in accordance with City Policy C575D.
- The evaluations will be conducted by the Chair and Vice-Chair(s).
- Membership evaluation criteria are included in APPENDIX D.
- A summary of the evaluations are to be included in the Annual Membership Report.

5.0   ANNUAL PLANNING AND REPORTING

5.1   Annual Work Plan and Budget

- The Committee will prepare an annual Work Plan in accordance with City Policy C575.
- The Committee will provide recommendations to Administration on the establishment of the annual EDC budget.
- The Chair will prepare an EDC Annual Report, in accordance with City Policy C575, which includes the annual Work Plan and the annual EDC Budget.
- The EDC Annual Report will be presented by the Chair to Council on an annual basis.

5.2   Annual Membership Report

- The Chair will prepare an annual Membership Report in accordance with City Policy C575D.
- The Chair Membership Report will be presented by the Chair to Council on an annual basis.

Part 2

Appendices

Appendix A

EDC Principles of Urban Design

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PRINCIPLES OF URBAN DESIGN

ASPIRATIONS

The Edmonton Design Committee (EDC) is committed to working with proponents presenting their designs to the committee. We regard the process as a collaborative one in which we hope to work together for the betterment of the design and the City of Edmonton as a whole. The following Principles of Urban Design express the aspirations of the EDC. It is our hope that we will engage in a collaborative process with proponents that generates evocative discussions and leads to exemplary urban design. These principles should not be interpreted as a "checklist". Rather, the EDC members will look to the applicant to explain how the project has addressed relevant principles and the best practices of contemporary urban design.

There are three overarching principles that the Committee consider to be essential to achieving good urban design. Each overarching principle contains supporting principles that are elaborated through questions intended to stimulate discussion and guide proponent presentations. Some questions may not be applicable to a particular project. Exploration of a project may reveal other questions not contained in this document. As a result of this uncertainty and collaborative process we envision a dynamic, creative and delightful new urban landscape.

PRINCIPLE A - URBANISM

STRIVE TO CREATE AND RESTORE THE EXISTING URBAN FABRIC WITHIN THE METROPOLITAN REGION, CREATE REAL COMMUNITIES AND DIVERSE DISTRICTS, CONSERVE THE NATURAL ENVIRONMENT AND RESPECT EDMONTON'S BUILT LEGACY.

A1 CREATING + ENHANCING THE CITY

ℍ Is new development integrated with the broader existing city pattern?
ℍ Does this project respect historical boundaries, patterns and precedents?
ℍ Does this project support or enhance the city's alternative transportation framework?

A2 CREATING + ENHANCING THE NEIGHBOURHOOD, DISTRICT + CORRIDOR

ℍ Does this project contribute to creating a neighbourhood that is diverse, compact, pedestrian-friendly and mixed-use?
ℍ Does this project create opportunities for daily living activities within walking distance?
ℍ Does this project contribute to creating a broad range of housing types?
ℍ Does this project embed civic, cultural or commercial uses within the neighbourhood or district (avoids creating remote, single-use complexes)?
ℍ Does this project respect or use conservation areas or open space to define and link different neighbourhoods or districts?
ℍ How do the landscape and amenities enhance the project and the community?

A3 CREATING + ENHANCING THE BLOCK, STREET + BUILDING

ℍ What elements does the project design exhibit that contribute to a positive human experience?
ℍ How does the project respect human scale, encourage activity and engage the passer-by at street level?
ℍ How does this project enhance the physical definition of streets and public spaces as places of shared use?
ℍ Are there window openings and diversity of uses to encourage active edges?
ℍ How does this project provide its inhabitants with a clear sense of time, weather and location?
ℍ How are quiet spaces integrated into the project?
ℍ How does the project encourage a safe environment?
ℍ How is the project designed for both day and night?
ℍ If a civic building or public gathering space - how does this project reinforce the community identity?

PRINCIPLE B – DESIGN EXCELLENCE

EXEMPLIFY DESIGN EXCELLENCE BY INCORPORATING, TRANSLATING AND INTERPRETING ALL THREE DESIGN PRINCIPLES TO THE GREATEST EXTENT POSSIBLE, CONSISTENT WITH BEST CONTEMPORARY PRACTICES.

B1 SUSTAINABILITY IS AN INTEGRAL COMPONENT OF THE DESIGN

H Has the economic, social and environmental sustainability of the project been considered?

H Has a recognized standard sustainability evaluation tool been used?

H Have air, water and energy conservation + quality strategies been incorporated?

B2 INTEGRATION AND ENCOURAGEMENT OF PUBLIC ARTS AND CULTURE

H How does the design intend to embrace and incorporate the arts such as visual and performing arts into its design?

H How do the design and the project intend to contribute to Edmonton's cultural fabric?

H Does it treat architecture as art?

B3 CELEBRATE THE WINTER CITY + EDMONTON'S CLIMATE

H Does the design interpret and embrace Edmonton's four season climate?

H How is the design adaptable to constantly changing weather patterns?

H How is protection from the elements built into the design?

H How does the design address indoor and outdoor connectivity during extreme weather conditions?

H How does the design celebrate the extended daylight hours in Edmonton in the summer and the minimal daylight hours in the winter?

H Does it provide public and private outdoor spaces?

B4 DURABLE, PERMANENT AND TIMELESS MATERIALS

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B5 APPROPRIATE USE OF INNOVATION

H How has innovation been incorporated into the design?

H How is this project different from comparable projects?

H Does this project address or challenge current development policy?

PRINCIPLE C – SCALE, CONNECTIONS + CONTEXT

DEMONSTRATE APPROPRIATE SCALE, INTEGRATION OF DESIGN ELEMENTS AND FIT WITHIN THE CONTEXT OF THE PRECINCT.

C1 EXEMPLIFY NEIGHBOURLINESS: CELEBRATE, ENGAGE AND ENHANCE THE UNIQUE CONTEXT OF LOCATION

- What are the unique features of the precinct that the design is celebrating and building upon?
- How does the project contribute to the surrounding neighbourhood?
- How does the visual impact of the project relate to its surroundings?
- Does it provide clarity and consistency of form and detail?
- Is the signage compatible with the building and surrounding community?
- How does this project deal with the roofscapes that it creates?

C2 CELEBRATE + RESPECT HERITAGE

- How does the project respect, contribute or renew the memory or heritage of buildings, districts and landscapes?
- If the project does not respect and contribute to the heritage of the area, why not?

C3 ENHANCE + PRESERVE CONNECTIONS

- Are there clear and multiple points of arrival to the development?
- How does the project address wayfinding to key destinations in the community?
- How does the project encourage and support non-motorized modes of transportation including pedestrian circulation?
- How does the project connect with or incorporate public transit?
- How does the project incorporate vehicles and parking?
- How does this project impact the movement or activities of animals and birds, or visibility of plantings, at the edges of the development?
- How does the project preserve or establish connections with significant landmarks, public spaces and the river valley?
- How does the project respect the coherence of the current urban structure in the area (hierarchy of streets, green spaces and local daily activity patterns)
- How is the ecology of the surrounding community holistically connected with the project design?

For more information, please visit our website at

edmonton.ca/designcommittee

Appendix B

Procedures for Public Speakers

EDMONTON · DESIGN · COMMITTEE

Procedures for Public Speakers

Updated October 8, 2021

Members of the public are welcome to attend Edmonton Design Committee meetings and make presentations to EDC. Presentations must address urban design considerations related to a proposal being reviewed by the Committee. Public speakers should note that EDC is an advisory committee and does not approve or deny development proposals. Public speakers may wish to familiarize themselves with the mandate of EDC and the Principles of Urban Design which guide the Committee's review of each proposal.

Meeting agendas will be posted on the EDC website 10 days prior to each meeting.

Prior to EDC Meeting

1. Members of the public interested in speaking at an EDC meeting must register to do so via an online form by 4:30 pm of the Friday immediately preceding the meeting.

2. Members of the public must register to speak to a specific agenda item.

3. The EDC Administrative Liaison may contact speakers to clarify meeting processes and the mandate of the Committee.

4. Names of speakers will not be shared with the Committee in advance of the meeting.

5. Any correspondence provided by a speaker in advance of the meeting will be shared with all Committee members.

During an EDC Meeting

6. At the beginning of each meeting, the Committee will make a motion to hear speakers. Wherever possible, speakers will be heard in panels.

7. Approved speakers will make their presentation to the Committee following the presentation by the Applicant. Speakers will be given 5 minutes maximum to make a presentation.

8. Each Committee member will be given 5 minutes maximum to ask questions of the speaker or panel. Committee members will indicate their intention so speak through a show of hands.

9. There shall be no questions, conversation or other interaction between speakers and Applicants.

Appendix C

Member Position Descriptions

EDMONTON · DESIGN · COMMITTEE

Member Position Description
Updated June 30, 2021

Qualifications

- Knowledge and demonstrated experience in design and urban design, through practical experience while being employed in the industry. 5 years experience in the Edmonton region is considered an asset

- Member in good standing of an appropriate professional organization

- The ability to commit +/-10 hours per month to attend Committee meetings, and +/-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

- Previous board experience would be considered an asset

In accordance with City Policy C575C, Members of City Agencies will be recruited through processes that honour Council's commitment to increasing diversity on City Agencies.

Expectations

- To clearly understand the Committee's mandate function and scope, Bylaw, Principles of Urban Design, processes and relevant City Policy

- To actively participate in Committee meetings, annual training, Committee orientation and work planning, and member recruitment as required

- To review materials and prepare for meetings, openly participate in discussions and deliberations in an articulate, constructive, and unbiased manner

- To work in a collaborative manner and demonstrate team player skills: self control, professionalism, dependability, motivation, flexibility and enthusiasm

- To honor the decisions of the Committee and represent the Committee with integrity

- To abide by the Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees

- To represent the perspectives of, and provide regular feedback to, the constituent profession / professional association

- To work with other Committee members, the citizens of Edmonton, developers, design professionals and City staff, in an effective, insightful and professional manner

Appendix D

Member Evaluation Criteria

EDMONTON · DESIGN · COMMITTEE

Member Evaluation Criteria

Updated June 30, 2021

Current Evaluation Criteria (as per Policy C575C)
- Attends regular and special board meetings and other events requiring board member attendance   - Is on time and prepared for each meeting, through the review of background materials and researching issues as required   - Follows through on tasks in an effective and timely manner, and willingly participates on subcommittees / task forces   - Has experience and perspectives that is of benefit to the Board, and possesses the qualifications needed to participate   - Understands the Board's mandate, roles and responsibilities, and the legal and ethical responsibilities as a Board member   - Exhibits an open mind, makes decisions in an unbiased manner, and avoids participation in issues in which may be perceived as conflict of interest   - Actively participates in meetings by listening, and presenting complete information in a respectful, articulate and constructive manner   - Is interested and willing to participate in development opportunities including workshops, information sessions, conferences, and taking on new roles   - Respects confidentiality requirements and supports decisions of the Board   - Demonstrates team player skills: self control, professionalism, dependability, motivation, flexibility and enthusiasm
Agency-Specific Criteria (as provided in Policy C575C)
- Provides design insight which maximizes the value and impact of EDC review within the development approval context   - Represents the perspectives of, and provides regular feedback to, the constituent profession / professional organization

Chair Evaluation

- Runs meetings efficiently and effectively

- Supports City Administration in providing training required to ensure proper governance, work and reporting procedures are followed.

Appendix E

Sample Subcommittee
Terms of Reference

SUBCOMMITTEE TERMS OF REFERENCE
Updated <Insert date>

Name	<Insert name> Subcommittee
Type	Standing Committee
Purpose	To assist the Edmonton Design Committee (EDC) in the performance of its duties; specifically, <Insert description>
Meets	<Insert frequency>, or as agreed to by the Subcommittee.
Reports to	EDC, at a frequency to be determined by EDC.
Chair	EDC Member self-selected from the Sub-committee.
Membership	<Insert minimum and maximum number of members>. Persons outside of EDC may be appointed to this Sub-committee.
Terms	There are no term limits.

Procedures   Specific to this Committee, as directed and approved by EDC:
- <Insert procedures / tasks>

General Procedures:
- Meetings to be held in public, with agendas and minutes posted on the EDC website in accordance with Edmonton Design Committee Standards and Procedures.

Support   City Administration will provide administrative and other support to the Sub-committee, including but not limited to, planning and facilitating engagement, undertaking technical analyses and preparing draft policies and procedures for consideration by the Sub-committee. The Subcommittee may also be supported by an EDC intern (or interns) as those opportunities may arise.

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Date approved

Appendix F

Election Procedures

EDMONTON · DESIGN · COMMITTEE

Election Procedures

Updated June 30, 2021

PROCEDURES FOR ELECTING A CHAIR

1. The Meeting Manager will call for nominations for Chair. Note:

   a. Members should indicate their intention to be a candidate for Chair.

   b. Any member can be nominated for Chair. Members can nominate themselves

   c. Members can decline nominations

2. Members may move to go in-private if they wish (vote required)

3. After at least one person has been nominated, the Meeting Manager will ask again if there are any further nominations. Note:

4. If no further nominations, Meeting Manager declares nominations closed

5. Meeting Manager requests a motion that "X" be elected as Chair

6. Vote, ensuring a majority of votes in favour

7. Declare "X" elected once the motion has passed

OR if more than one candidate

1. If more than one person has been nominated, the vote may be by secret ballot

2. When ballots are counted, the candidate with a majority of committee votes will be declared by the Meeting Manager to be "elected as Chair"

3. If the votes are tied, or if no candidate has a majority, the ballot process will be repeated

4. If the Committee is still unable to elect a Chair, the matter will be forwarded to Council for consideration at its next meeting. A Vice-Chair can assume the role of Chair for the meeting, or the Committee may select (by same process outlined above) a Chair for that meeting only

PROCEDURES FOR ELECTING VICE-CHAIRS

1. The Chair will call for nominations for Vice-Chairs. Note:

    a. Members should indicate their intention to be a candidate for Vice-Chair.

    b. Any member can be nominated for Vice-Chair. Members can nominate themselves

    c. Members can decline nominations

2. Members may move to go in-private if they wish (vote required)

3. After at least two people have been nominated, the Meeting Manager will ask again if there are any further nominations.

4. If no further nominations, Chair declares nominations closed

5. Request a motion that "X" and "Y" be elected as Vice-Chairs

6. Vote, ensuring a majority of votes in favour

7. Chair declares "X" and "Y" elected once the motion has passed

OR if more than one candidate

1. If more than one person has been nominated, the vote may be by secret ballot

2. When ballots are counted, the candidates with a majority of committee votes will be declared by the Chair to be "elected as Vice-Chairs"

3. The ballot process are to be repeated until two candidates are chosen.