

# What We Did Report

Edmonton Design Committee  
2024-25 Work Plan  
Phase 2

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June 2025

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Edmonton

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## APPENDICES

- A Final Draft - EDC Standards and Procedures
- B Final Draft - EDC Submission Guide

## Land Acknowledgement

The City of Edmonton acknowledges the traditional land on which we reside is in Treaty Six Territory. We would like to thank the diverse Indigenous Peoples whose ancestors' footsteps have marked this territory for centuries, such as nêhiyaw (Cree), Dené, Anishinaabe (Saulteaux), Nakota Isga (Nakota Sioux), and Niitsitapi (Blackfoot) peoples. We also acknowledge this as the Métis' homeland and the home of one of the largest communities of Inuit south of the 60th parallel. It is a welcoming place for all peoples who come from around the world to share Edmonton as a home. Together we call upon all of our collective, honoured traditions, and spirits to work in building a great city for today and future generations.

## Introduction

### Project Background

On March 5, 2024, Urban Planning Committee approved the 2024-25 Edmonton Design Committee work plan, which includes three tasks: reviewing and updating the EDC standards and procedures, the EDC principles of urban design, and the scope of EDC review.

The Edmonton Design Committee was established by City Council in 2005 to improve the quality of the City's urban design. Edmonton Design Committee Bylaw 20673 specifies that the EDC shall meet this mandate primarily by providing recommendations on development applications and advice regarding urban design policies and principles. This generally translates into the review of development permit applications (within the EDC boundary); comprehensive rezoning applications (both within the EDC boundary and for large sites); and City policies, plans, and capital projects.

### Work to Date

Phase 1 of the 2024-25 EDC work plan included engagement with external industry partners and internal business partners in summer 2024. Details and findings of the engagement with external stakeholders were included in the [Phase 1 What We Heard Report](#). As a result of this engagement, the EDC and administration drafted a number of recommendations related to three deliverables - updated standards and procedures; new principles of urban design; and potential changes to the scope of EDC review - a high level summary of which can be found in the [Phase 1 What We Did Report](#).

Internal and external partners were again engaged in fall of 2024 as part of a second phase of engagement on the 2024-25 EDC work plan. This phase built upon the work done in Phase 1 and was focused on further refining the three deliverables. A summary of this feedback can be found in the [Phase 2 What We Heard Report](#).

Following the analysis of the Phase 2 engagement findings, the EDC and administration have prepared final drafts of the updated standards and procedures and new submission guide (including the principles of urban design). The summary of these final draft changes will form the basis of this Phase 2 What We Did Report. Of note, while we input was gathered on the third deliverable - potential changes to the scope of EDC review - the finalization of this work, including amendments to the EDC bylaw, will be the focus of the 2025-26 EDC work plan.

## How to Read This Report

This What We Did Report provides a brief overview of the final drafts of the updated standards and procedures and new submission guide documents. The key revisions are highlighted in this report, and the final draft documents are included in their entirety in Appendices A and B.

## EDC Standards and Procedures

The EDC standards and procedures establish roles and responsibilities and otherwise direct the day-to-day function of the committee. The EDC standards and procedures were developed in 2021 and came into use in 2022. At that time, the EDC committed to the regular review of the standards and procedures to ensure they continue to support the efficiency, effectiveness and relevance of the committee.

### What We Heard (Summary)

As part of the Phase 2 engagement, we asked our partners in the design and development industry about the proposed **mission statement**. We learned that while our partners were generally supportive of this new addition to the standards and procedures, they felt there was room for improvement. This included balancing the aspirations of the committee with the need to clarify the committee's role and ensure the comments of the committee are objective, practical and constructive.

We also asked our partners about the proposed approach to **informal submissions**. We learned that while our partners were generally supportive of this approach, there remained some concern over the value of informals in general and what incentive applicants have to use them. There were also questions about the exemption process and the lack of public involvement. Regarding the idea of mandatory informals, there was mixed support for this concept. There was a concern that this would make EDC a two-step process, increasing the time and cost for applicants, as well as the workload of the committee. There was some interest in instead encouraging more informals.

Finally, we asked our partners about the proposed **guidance on committee recommendations**. We learned that while our partners were supportive of this new guidance, there was room for improvement - regarding committee comments on code issues and project scopes and budgets.

### What We Did

In response to this input, we made the following revisions to the standards and procedures:

- We revised the **mission statement** to emphasize the focus on constructive criticism, and to differentiate EDC's unique advisory role from that of administration.

- Similarly, we revised the **guidance on committee recommendations**, to focus on those aspects / elements of the project that are publicly accessible; provide greater clarity on code or construction issues, and discourage the questioning of basic project objectives.
- We refined the new approach to **informal submissions** that give the committee to, at the informal stage, to exempt projects from subsequent (i.e. formal) review if the design is sufficiently advanced and in alignment with the principles of urban design. The committee did not elect to further explore mandatory informals at this time.

Other changes to the standards and procedures included:

- Encouraging applicants to include the project designer and client in their presentations to the committee.
- Making minor revisions to presentation requirements and procedures to align with the new submission guide. For City projects, we identified the opportunity to break larger projects into a number of more focused submissions / presentations.

See Appendix A for a final draft EDC Standards and Procedures highlighting all changes.

## EDC Principles of Urban Design & Submission Guide

The principles of urban design provide the benchmark against which development applications are reviewed by the EDC. Prior to the current work plan, EDC began developing new principles of urban design to better align with Council priorities and reflect current best practice.

As part of the development of these new principles of urban design, the committee elected to prepare new submission and evaluation criteria, and create one outward-facing document that includes all of this information of relevance to applicants.

### What We Heard (Summary)

As part of the Phase 2 engagement, we asked our partners in the design and development industry about the **principles of urban design**. We learned that our partners felt the principles aligned well with Council mandates and industry standards; however, there was room for improvement. There is a need to consider affordability, winter city design, and to communicate that not all principles may be applicable to all projects. There is also a need to provide more detailed description and context to the principles, and ultimately that these principles may need to be more fully tested as part of their implementation.

We also asked our partners about the **proposed submission process**. We learned that our partners generally felt that the new submission process would improve their interaction with the committee, with particular benefits being a greater focus on graphics over writing, and page limits to

submissions. For development permit (DP) submissions, we did learn there was interest in more closely aligning EDC drawing requirements with that of DPs.

Finally, we asked our partners about the **proposed evaluation process**. We learned that our partners generally felt that the new evaluation process would improve their interaction with the committee; however, a continuing concern is that personal opinion and judgement may still be a factor, and that one committee member can unfairly impact the deliberation process.

The principles of urban design, and the proposed submission and evaluation process reviewed by internal and external partners as part of this engagement can be found in Appendix B of the [Phase 1 What We Did Report](#).

## What We Did

In response to this input, we made the following revisions to the principles of urban design and the submission guide:

- We made revisions to the **submission process**, including better aligning drawing requirements with that of the development permit (DP) process, and introducing a page limit for submissions.
- We made minor revisions to further clarify the **evaluation process**. Following the collected feedback, we also revised both the **mission statement** and **guidance on committee recommendations** to focus on constructive criticism over personal, subjective opinion.

There were no substantive changes made to the principles of urban design themselves; however, in implementing the new principles the committee is committed to soliciting regular feedback from applicants (e.g. through an exit survey), and making ongoing refinements to, and clarification of, the principles which may include additional descriptions, rationale and examples.

See APPENDIX B for the final draft of the principles of urban design / submission guide.

## Scope of EDC Review

The Edmonton Design Committee Bylaw (Bylaw 20673) identifies what projects are reviewed by the Committee - by type (e.g. large sites over 1ha, within 400m of a transit station) and location (within the EDC geographic boundary). The Bylaw also includes a provision to exempt projects from review by the Committee.

The review of the geographic boundary in particular was identified by industry during the preparation of the EDC standards and procedures in 2020-21. Through subsequent discussion it was

identified that the nodes and corridors network in The City Plan should be explored as a potential model for a new EDC boundary.

Due to resource constraints this review only included the identification of potential changes. The further refinement of a new boundary will therefore be the focus of the Committee as part of its 2025-26 work plan.

## What We Heard (Summary)

As part of the Phase 2 engagement, we asked our partners in the design and development industry about **potential changes to the scope of EDC review**: aligning the EDC boundary with nodes and corridors; reviewing projects adjacent to major transportation corridors; reviewing all large site rezonings; and updating the project exemption process.

The potential changes to the scope of EDC review can be found in Appendix C of the [Phase 1 What We Did Report](#).

We learned that our partners were generally supportive of further exploring these potential changes to the scope of EDC review. Feedback on this subject included:

- Significant projects in highly visible locations outside of nodes and corridors might be missed;
- An expanded boundary may limit the capacity of the committee;
- Standard rezonings should be reviewed if there is a master plan associated with the project; and
- Only publicly accessible City buildings and facilities should be reviewed.

## What We Did

In response to this input, a number of changes were made to the standards and procedures regarding the scope of review:

- The opportunity to exempt storefront improvement projects not involving changes to windows and doors was added;
- For City projects, it was identified that facility projects without a significant impact on the public realm should be considered for exemption; and
- Standard rezonings including a master plan should be reviewed by the Committee.

Additional project exemptions and further changes to the scope of EDC review and the EDC boundary (including required amendments to the EDC Bylaw), will be undertaken as part of the 2025-26 work plan.

## Next Steps

The current phase of engagement, for which this interim report was prepared, concluded in January 2024. Administration and the EDC are now finalizing the standards and procedures, and the submission guide (including the principles of urban design), in order to be implemented by the Committee in summer 2025.

The implementation of the revised standards and procedures and new submission guide will be a key component of the committee's 2025-26 workplan. In addition to the testing of the principles of urban design (described above), the committee will develop communication and education tools to engage the design and development industry on implementing these new resources. The committee will also identify training requirements to ensure that members are able to effectively evaluate projects using these new principles of urban design.

Finally, in terms of revising the scope of EDC review, this activity will be advanced as part of the committee's 2025 -26 work plan, which was approved by Council in March 2025. This work will include identifying a new EDC boundary, further refining the project exemption process, and amending EDC Bylaw 20673 as necessary.

Edmonton Design  
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**Appendix A**  
**EDC Standards and**  
**Procedures**  
**Final Draft**

Updated April 30, 2025

Peter Spearey, AALA, Lead Urban Designer  
[peter.spearey@edmonton.ca](mailto:peter.spearey@edmonton.ca)  
[edmonton.ca/edc](http://edmonton.ca/edc)

## Part 1

# Standards and Procedures

### *Notes to the Reader*

- 1. All changes are highlighted in purple and accompanied with notes / rationale as needed*
- 2. Minor changes (e.g. terminology, references to bylaws) are not highlighted.*

## 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 20673, City Bylaw 18155 or other relevant City Bylaws and Policies.

## 2.0 COMMITTEE OVERVIEW

- The Edmonton Design committee is committed to working with and supporting applicants in a collaborative manner to enhance city urban form and function; strengthen our neighbourhoods and local character; shape new districts; protect and leverage the value of our built environment; and create vibrant, dynamic, and appealing places to live and work.
- The purpose of the EDC is not to provide recommendations on detailed design; but rather, to assess the unique qualities of each project, and provide constructive feedback to ensure it advances good urban design, placemaking and city-building objectives.
- Ultimately, the strength of the EDC lies in its composition. As a diverse group of architects, landscape architects, planners and engineers, as well

This new section includes a mission statement that articulates the unique value proposition of EDC to provide more guidance and support to applicants.

as representatives of the Edmonton Arts committee and post-secondary institutions, the development industry and the public at large, the committee is experienced in and passionate about good urban design. Whereas administration is governed by regulation, EDC is uniquely positioned to consider a range of perspectives; evaluate tradeoffs, whether economic, environmental or otherwise; and embrace innovation - where often no clear design direction exists.

### 3.0 DEFINITIONS

- **Formal submissions** refer to the drawings and other information which an applicant is required to provide to the committee for review and recommendation in accordance with EDC Bylaw 20673.
- **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 (e.g. slide deck) made by the applicant to the EDC in conjunction with an informal or formal submission.

## 4.0 PROCEDURES

### 4.1 Project Applicability and Exemptions

#### 4.1.1 Project Exemptions - General Approach

- To maximize the focus and capacity of the committee, projects without a significant impact on the public realm may be exempt from review. While this determination is inherently subjective, the guidelines below describe common examples that meet the committee's expectation; however, in certain cases a project that otherwise meets these guidelines may require review by the EDC to ensure it contributes positively to the public realm in its specific context. These instances may include projects in highly visible locations adjacent to major pedestrian or active transportation corridors, or projects that introduce new form, function and density to existing districts.
- This is a new section that articulates a general approach to project exemptions - which can be helpful when the guidelines don't readily apply.

#### 4.1.2 Formal Development Permit Submissions

- Private development and City of Edmonton ("City") projects shall be referred to the EDC for formal review as described in EDC Bylaw 20673.
- 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.



formal review as described in EDC Bylaw 20673;

however, the following City projects may be exempted:

- New City facility projects of a utilitarian nature without a significant impact on the public realm (e.g. Low visibility projects away from major pedestrian or active transportation corridors). Based on engagement with internal business partners
- City utility upgrades and replacements (e.g. sewer, water).
- City retrofit projects involving minor upgrades to building mechanical systems, building envelope and building accessibility.
- City roadway and bridge projects that are renewal in nature or do not have public realm design features or improvements.
- City open space projects without major social spaces and/or gathering areas. Metropolitan parks, and squares, plazas and promenades (as defined in *Breathe*) would generally be expected to be reviewed by the EDC. To provide additional clarity for City projects and project managers.
- It is the responsibility of the City project manager(s) early in project planning to confirm if a project is exempt from EDC review.

#### 4.1.4 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 20673.
- Rezoning to standard zones will be exempt from EDC review (except where administration requests site Based on industry feedback from internal and external business

development or similar design documentation of the applicant). partners.

- Exemptions for rezoning submissions may also include changes, additions and/or the 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.

#### 4.1.5 Exemption Procedure

- The procedure for exempting projects shall be as follows:
  - The development planner / rezoning planner / 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 may 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. Aligns with corporate authority.

## 4.2 Submission Requirements and Procedures

### 4.2.1 Informal Submissions - City Projects

- The timing of informal submissions for City projects is at the discretion of the City project manager(s); however, as a guideline informal submissions should generally correspond to the completion (or upcoming completion) of the schematic design phase (for facilities) or concept design phase (for roadways).

New section that provides additional clarity for City projects.
- For City projects, an informal submission should generally meet the requirements of the EDC submission guide.

Provides an opportunity to explore engagement with the committee outside of the typical informal submission / presentation process.
- For projects of a large and complex nature, City project managers should ensure that EDC is provided a sufficient opportunity for engagement. It may be appropriate to forgo the typical EDC informal submission process in favor of a more specific, focused engagement tactic (e.g. workshop).

### 4.2.1 Informal Submissions - General

- Applicants may make informal submissions to the committee for any project that would otherwise require formal review. With the exception of City projects, informal submissions are OPTIONAL; however, applicants are strongly encouraged to take advantage of the informal submission process in order to receive beneficial input from the committee that can be more easily incorporated into the proposed design, and ultimately be better prepared for a formal

To encourage greater use of informals by applicants.

submission.

- The minimum requirements for an informal submission are a **project design analysis** and **design narrative**, as described in the EDC submission guide. Aligns with the new EDC submission guide.
- An applicant may be requested to provide information that is missing or, in the opinion of the EDC administrative liaison, provides additional clarity to expedite and otherwise benefit the review of a submission by the committee. Provides more clarity to improve the submission process.
- Applicants are responsible for scheduling informal presentations with the EDC administrative liaison.
- Informal submissions are private unless the applicant elects to present in public. In this situation, the committee may make a motion to exempt the applicant from a subsequent formal submission. Identifies the opportunity for informal projects to be exempted from subsequent formal review.

#### 4.2.3 Formal Development Permit Submissions

- A formal development permit submission to EDC shall include:
  - A **project design analysis** and **design narrative**, as described in the EDC submission guide. Aligns with the new EDC submission guide.
  - Responses to previous EDC recommendations (e.g. during an informal presentation).
- Upon receipt of a complete submission, the development / rezoning planner will coordinate the scheduling of an EDC presentation with the EDC administrative liaison.
  - In some cases the EDC administrative liaison

may accept an incomplete submission with the understanding that the applicant will provide supplementary information.

Provides greater clarity to improve the submission process.

- For any submission, the EDC administrative liaison may request supplementary information that provides greater clarity to expedite or other benefit the review of a submission by the committee.

#### 4.2.4 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;

- A **project design analysis and design narrative** as described in the EDC submission guide;

Aligns with the new EDC submission guide.

- Responses to previous EDC recommendations (e.g. during an informal presentation).

- Upon receipt of a complete submission, 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.

- In some cases the EDC administrative liaison may accept an incomplete submission with the understanding that the applicant will provide supplementary information.

Provides greater clarity to improve the submission process.

- For any submission, the EDC administrative liaison may request supplementary information that provides greater clarity to expedite or other benefit the review of a submission by the committee.

#### 4.2.5 Formal City of Edmonton Project Submissions

- The timing of formal submissions for City projects is at the discretion of the City project manager(s); however, 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). Ultimately, the formal submission should be timed to maximize the value and impact of the EDC review.
  - Provides greater clarity to improve the submission process.
- A formal submission shall include responses to previous EDC recommendations (e.g. during an informal presentation). Other submission requirements are at the discretion of the applicant; however, the EDC submission guide should be used as a general guideline.
  - Provides greater clarity to improve the submission process.
  - Aligns with the new EDC submission guide.
- Design reports prepared by Consultants may be appropriate for a formal submission if the applicable requirements of the EDC submission guide 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.

- For City projects of a large and complex nature, engagement with the committee should be as meaningful and focused as possible. City project managers are encouraged to work closely with the EDC administrative liaison to pursue strategies such as, but not limited to:
  - Augmenting the formal submission with providing committee members access to online engagement opportunities;
  - Breaking large projects up into a number of smaller, more focused submissions
- City project managers are responsible for scheduling formal presentations with the EDC administrative liaison.

Provides an opportunity to explore engagement with the committee outside of the typical formal submission / presentation process.

#### 4.2.6 All Submissions - General

- 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 (e.g. floor plans) shall only be provided at the discretion of the applicant.

Minor rewording of existing procedures - no changes.

### 4.3 Presentation Requirements and Procedures

- The EDC administrative liaison shall endeavor to schedule presentations in as timely a manner as possible, allowing sufficient time for posting agendas (10 days minimum) and review by the committee (2 weeks preferred).

This section generally reorganizes existing procedures into one location.
- The content of this presentation is at the discretion of the applicant; however, applicants are encouraged to utilize the **design narrative** to convey the key planning and design drivers, including: how the design responds to the project's architectural, historical, cultural, and social context; how the design addresses the principles of urban design and key design priorities; and how the urban design responses achieve the project objectives and exemplify good urban design.

Aligns with the new EDC submission guide.
- The presentation should be in PDF format, 25 MB maximum file size. A copy of the presentation should be forwarded to the EDC administrative liaison prior to the meeting.
- Presentations can be made in-person or in a virtual format.

New addition to clarify processes.
- Applicants are strongly encouraged to include the project designer and client in the presentation.

New addition to maximize the benefit of committee interactions.

#### 4.4 Scope of Committee Review and Evaluation

- The committee will generally review and evaluate projects as described in the EDC submission guide. Aligns with the new EDC submission guide.
- The committee's review should generally be focused on the urban design elements of the project which are publicly accessible, to a level of refinement typical of schematic design or design development. Committee members *may* comment on other considerations (e.g. architectural design; construction details; building, energy or fire code) provided the urban design impact is clearly identified. Provides greater clarity to the scope of committee review, in response to internal and external business partners.
- All comments made by the committee should be clear, direct and constructive. Subjective comments of a personal nature should be avoided. Comments should be directed at those aspects of the design that can reasonably be refined or revised within the scope of the project; revisiting previous decisions or questioning basic project objectives should generally be avoided.
- For formal submissions, comments should be focused on those aspects of the design that have been refined or otherwise addressed as a result of a previous informal submission (if applicable).

#### 4.5 Committee Meetings

##### 4.5.1 Meeting Schedule

- The committee shall meet the first and third Tuesday

of each month in accordance with EDC Bylaw 20673.

- 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.

#### 4.5.2 Quorum

- Quorum is a majority of committee Members, in accordance with EDC Bylaw 14054.

#### 4.5.3 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.

#### 4.5.4 Meetings - General

- All meetings, for their duration, must be chaired by the chair or vice chair. Provides greater clarity related to committee function.

- If the chair is not available, the chair shall be given sufficient notice shall be given to the vice chair(s)
- If the chair and vice-chair(s) are unable to chair a meeting, committee members shall nominate, and elect by majority, a chair for the duration of the meeting.
- All meetings will be held in a hybrid format, with committee members able to participate in-person or online.
  - If participating online, committee members should turn their cameras on when interacting with applicants. Added in response to internal and external business partners.

#### 4.5.5 Committee Procedures - Project Synopses

- At the beginning of each meeting, administration will provide a project synopsis for each submission. The objective of this synopsis is to provide:
  - The development / rezoning planner the opportunity to convey key information about the project; its compliance with applicable statutory plans and zoning; and to identify key areas for committee consideration;
  - The committee the opportunity to clarify any aspects of the submission;Provides additional clarity to improve committee function.
- The synopsis shall be provided in private as required in Section 16(1) of the Freedom of Information and Protection of Privacy Act.

#### 4.5.6 Committee Procedures - Public Presentations

- Formal presentations shall be made by the applicant to the EDC in public. Applicants may also elect to make informal presentations in public, in which case the procedures in this section will apply.
- Members of the public may request to speak to an item on the meeting agenda in accordance with Council Procedures Bylaw 18155.
- The sequence for formal presentations shall be as follows:

  - Presentation by the applicant (10 minutes maximum. Additional time must be approved by the EDC administrative liaison prior to the meeting.
  - 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.

This section now includes the new informal pathway in which applicants can present informals in public and potentially be exempt from subsequent formal review.

Provides additional clarity to support committee function.

#### 4.5.7 Committee Deliberations

- Following a presentation, the committee shall make a

recommendation of 'support' or 'non-support'.

- Support indicates that the project generally meets the EDC principles of urban design and reflects good urban planning and design, and should proceed with no or minimal changes. Minor changes to acknowledge best practice.
  - Non-support indicates that the project fails to meet the EDC principles of urban design and reflects good urban planning and design, in whole or in part, and significant design changes should be considered by the applicant. .
- Following an informal presentation, the committee may also make a recommendation that the project be exempt from further review (i.e. formal submission). Identifies the opportunity for informal projects to be exempted from subsequent formal review.
  - If further review is required, the recommendation should identify those aspects of the design requiring further refinement, which shall form the basis of the applicant's subsequent formal submission.
- Motions shall clearly reference the EDC principles of urban design, wherever possible.
- In addition to a recommendation of support or non-support, committee motions may include other recommendations that, while not directly applicable to the specific submission, provide additional value to the applicant, administration or Council. All motions provided by the EDC must fall within the mandate of the committee. Provides the ability for the committee to provide additional direction as needed.
- Motions and recommendations are non-binding and are intended to be used at the discretion of

administration or Council as appropriate.

- Formal submissions 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 (e.g. 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.

#### 4.5.8 Correspondence from the Committee

- Committee motions will be included in correspondence to the Branch Manager, Development Services, with copies to the applicant and development / rezoning planner. *At the discretion of the committee, correspondence will also be forwarded to other branch managers (e.g., Urban Planning and Economy).* Accommodates greater communication with internal business partners.
- 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.

#### 4.5.9 Correspondence to the Committee

- Any correspondence to the committee shall be directed to the EDC chair with copies provided to all committee members within a reasonable time.
- If the letter requires any follow-up actions from the committee/chair, it shall be added to the committee's agenda for their next meeting so the committee can discuss and pass an appropriate motion to authorize the chair to respond.
- The chair shall prepare a response with the support of administration as needed. The letter must be approved by committee motion, and will become part of the meeting minutes for future reference.

New section providing direction regarding correspondence to and from the committee.

#### 4.5.10 Committee Feedback

- The committee may, at its discretion, may prepare memos and reports to Council on matters of urban design within its established mandate.

New section facilitating correspondence with Council.

## 5.0 ROLES AND RESPONSIBILITIES

### 5.1 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 ii.

## **5.2 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 (Refer to Appendix vi for meeting script).
- 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.
- Receiving and responding to correspondence forwarded to the committee.
- Providing basic orientation and training to new committee members.
- Conducting annual member evaluations with vice-chairs. Member evaluation criteria is included in APPENDIX iii.
- 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 that are responsible for:
  - Supporting the chair during meetings (including assuming the role of chair as needed).
  - Conducting annual member evaluations with the chair.

#### **5.4 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 composition and function of the subcommittees shall be in general accordance with the EDC Bylaw 20673.
- 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 iv.

## 5.5 EDC Administrative Liaison

- Verifying completeness of EDC submissions, identifying areas of clarification and other information that might benefit the committee's review. Provides additional role clarity.
- Scheduling formal and informal presentations.
- Reviewing recommendations for project exemptions / coordinating with the EDC chair.
- 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 relating to such matters as annual reporting, training, member evaluation, and Council outreach.
- Addressing inquiries and FOIP requests.
- Distributing correspondence to committee members and, as needed, supporting the chair in preparing responses.
- Processing honoraria, expenses and other financial management.

Aligns with other procedures regarding committee correspondence.

## 5.6 Development / Rezoning planner

- Receiving formal submissions and confirming completeness.
- Preparing recommendations for project exemptions.
- Preparing and presenting project synopses for each submission at EDC meetings.
- Receiving recommendations from the EDC. Unless otherwise specified in the Zoning-Bylaw, the recommendations shall be applied solely at the discretion of the Development planner / Rezoning planner.
- Providing other information as needed to the committee.

Provides additional clarity for development planners / rezoning planners.

## 5.7 Elections

- Elections for new chair and vice-chairs shall take place at the beginning of each term in accordance with

APPENDIX v.

- Committee members must be present or available through remote participation to take part in elections.

## **5.8 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.

## **5.9 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 iii.
- A summary of the evaluations are to be included in the Annual Membership Report.

## **6.0 ANNUAL PLANNING AND REPORTING**

### **6.1 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.

## **6.2 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.

# Appendices

Appendix i

## **Procedures for Public Speakers**



## EDMONTON • DESIGN • COMMITTEE

### Appendix i / 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 to speak through a show of hands.
9. There shall be no questions, conversation or other interaction between speakers and Applicants.

Appendix ii

## **Member Position Descriptions**



## EDMONTON • DESIGN • COMMITTEE

### Appendix ii / Member Position Descriptions

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 iii

## **Member Evaluation Criteria**



## Appendix iii / 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 iv

## **Sample Sub-committee Terms of Reference**



**EDMONTON • DESIGN • COMMITTEE**

**Appendix iv / Sample Sub-committee Terms of Reference**

Updated June 9 2021

<b>Name</b>	Policies and Procedures Review Subcommittee
<b>Type</b>	Standing Committee
<b>Purpose</b>	To assist the Edmonton Design Committee (EDC) in the performance of its duties, undertake a review of current EDC policies and procedures.
<b>Meets</b>	Last Tuesday of each month, or as agreed to by the Subcommittee.
<b>Reports to</b>	EDC, at a frequency to be determined by EDC.
<b>Chair</b>	EDC Member self-selected from the Sub-committee.
<b>Membership</b>	Not less than 4 members and no greater than 6 members. Persons outside of EDC may be appointed to this Sub-committee.
<b>Terms</b>	There are no term limits.
<b>Procedures</b>	<p>Specific to this Committee, as directed and approved by EDC:</p> <ul style="list-style-type: none"><li>• Undertake a review of EDC Policies and Procedures in accordance with a workplan jointly developed by the Sub-committee and City Administration.</li><li>• Engage with affected stakeholders and solicit input from the public as necessary.</li><li>• Regularly report back to the Committee on the ongoing progress of the review.</li><li>• At the conclusion of the review, make recommendations to EDC, including potential amendments to Bylaw #14054.</li></ul> <p>General Procedures:</p> <ul style="list-style-type: none"><li>• Meetings to be held in public, with agendas and minutes posted on the EDC website in accordance with Edmonton Design Committee Standards and Procedures.</li></ul>
<b>Support</b>	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.

Appendix v

## **Election Procedures**



## Appendix v / Election Procedures

Updated October 17 2024

### 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 two 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

### **IF ONE OR TWO candidates**

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

### **IF MORE THAN TWO CANDIDATES**

1. If more than two people have 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 will be repeated until two candidates are chosen.

Appendix vi

## **Sample Chair Meeting Script**



**EDMONTON • DESIGN • COMMITTEE**

## **Appendix vi / Chair Meeting Script**

Updated October 17, 2024

### **CALL TO ORDER**

Call the meeting to order at **XX:XX PM**

### **ADOPTION OF AGENDA**

Adoption of the Agenda for the **(Insert Meeting Date)** Meeting. Any additions, deletions or clarifications?

(No additions/deletions) *I make a motion to adopt the **(insert date)** Meeting Agenda.*

(With additions/deletions) *I make a motion to adopt the **(insert date)** Meeting Agenda with the following revisions:*

- **XXXX** *(List additions, deletions or clarifications)*

Second? **(XXXX Committee Member** to second motion)

*Is there any objection to the motion to adopt the Agenda? (Pause, wait 3-5 seconds) Hearing no objections, the motion is passed unanimously.*

### **ADOPTION OF MINUTES**

Adoption of the Previous Regular Meeting Minutes dated **(Insert Date)**. Any revisions noted?

(No Revisions) *I make a motion to adopt the **(insert date)** Meeting Minutes*

(With revisions) *I make a motion to adopt the **(insert date)** Meeting Minutes with the following revisions*

- **XXXX** *(List Revisions)*

Second? **(XXXX Committee Member** to second motion)

*Is there any objection to the motion to adopt the Agenda? (Pause, wait 3-5 seconds) Hearing no objections, the motion is passed unanimously.*

### **REQUEST TO SPEAK**

Administration, are there any requests to speak?

- If none – no action.
- Discuss any request to speak on informal presentations. Recommendation to reject and have the public speak at the formal presentation.
  - If **one** speaker to any one Agenda Item: *I make a motion to allow **XXXX (list speaker name)** to speak to Agenda item(s) **XXXX (list agenda item(s))**. Note, speaker will have a 5-minute time limit to speak to the Agenda item noted above. Speaker order will be after the applicant presentation prior to the Committee roundtable.*

Second? (XXXX Committee Member to second motion)

For the Motion (NOTE: Roundtable Voting of Committee members present – cannot be done through unanimous support like adoption of agenda/minutes)

- If **more than one** speaker to any one Agenda Item:

If time is a concern based on number of Agenda Items: *I make a motion to PANEL speakers **XXXX (list speaker names)** to speak to Agenda item **XXXX (list agenda item)**. Note, speakers in a panel will have a combined 5-minute time limit to speak to the Agenda item noted above. Speaker order will be after the applicant presentation prior to the Committee roundtable.*

Second? (XXXX Committee Member to second motion)

For the Motion (NOTE: Roundtable Voting of Committee members present – cannot be done through unanimous support like adoption of agenda/minutes)

- If time is not a concern based on number of Agenda Items: *I make a motion to allow **XXXX (list speaker names)** to speak to Agenda item(s) **XXXX (list agenda item(s))**. Note, speakers have a 5-minute time limit to speak to the Agenda item noted above. Speaker order will be after the applicant presentation prior to the Committee roundtable.*

Second? (XXXX Committee Member to second motion)

For the Motion (NOTE: Roundtable Voting of Committee members present – cannot be done through unanimous support like adoption of agenda/minutes)

#### **PRIOR TO GOING TO PROJECT SYNOPSIS:**

*I make a motion that the Edmonton Design Committee meets in private pursuant to Section 24 of the Freedom of Information and Protection of Privacy Act for the discussion of item B.1.*

Second? (**XXXX Committee Member** to second motion)

*Is there any objection to the motion to meet in private? (Pause, wait 3-5 seconds) Hearing no objections, the motion is passed unanimously.*

#### **PROJECT SYNOPSIS**

Turn it over to Administration to provide project synopsis.

## APPLICATIONS

### INFORMAL

Welcome to the Edmonton Design Committee for the Informal **XXXX (Development Permit/Rezoning)** presentation of **XXXX (Insert Project Name)**. We would like to remind you that this portion of the meeting is in-camera and private.

We have all received and reviewed your submission package. Your team will have 10 minutes to present and then we will go virtual roundtable of the committee members for questions. As for this is an informal, please take your own notes as the committee will not be providing follow up in writing.

IF THERE IS A CONFLICT OF INTEREST:

We would like to acknowledge **X** conflict(s) for this project. **XXXX (Insert Names(s)); he/she/they** will remain in the meeting as a member of the project team, but **he/she/they** will not participate in the roundtable of questions.

I will now turn it over to you to introduce your team and project.

### **Presentation Portion (applicant presents)**

Thank you for the presentation.

IF THERE IS A SPEAKER TO THE AGENDA ITEM:

**Speaker** – *Introduce any public speaker from above, recommend not having public speakers to informal items.*

Speaker **XXXX (insert speaker name)**, as a speaker you will have 5-minutes to present to the EDC about the **XXXX** project (*Insert Project Name*). Speakers are to only address the Edmonton Design Committee and not the Applicant. The Applicant may not respond to the Speaker. The Committee may take the opportunity at the end of the presentation to ask questions or provide comments. Speaker **XXXX (insert speaker name)** you may present to the Committee.

**Roundtable Questions to the Speaker:** Does the committee have any questions or comments of the Speaker?

Thank you Speaker **XXXX (insert speaker name)**.

**Roundtable Questions to the Applicant:** As we move to questions to the Applicant, I would like to remind the committee and the applicant to please attempt to keep questions and responses concise and limit questions to two per committee member. If committee members have additional questions, please identify it at the end of your two questions and if time is permitting we will follow up after the remainder of the committee members have had an opportunity to ask questions.

With that **XXXX**, please start us off!

**Committee Question Order:** Paste into chat

Thank you for bringing this before the Edmonton Design Committee. We look forward to seeing this in the future as a formal presentation!

## **FORMAL**

PRIOR TO GOING INTO FORMAL PRESENTATIONS OR OUT OF CAMERA/PRIVATE:

*I make a motion that the Edmonton Design Committee meets in public.*

Second? (**XXXX Committee Member** to second motion)

*Is there any objection to the motion to meet in public? Hearing no objections, the motion is passed unanimously.*

Welcome to the Edmonton Design Committee for the **XXXX (Development Permit/Rezoning)** presentation of **XXXX (Insert Project Name)**. We would like to remind you that this is a public meeting.

We have all received and reviewed your submission package. Your team will have 10 minutes to present and then we will go virtual roundtable of the committee members for questions. After the presentation the committee will deliberate and respond to you in writing within 48 hours.

IF THERE IS A CONFLICT OF INTEREST:

We would like to acknowledge **X** conflict(s) for this project. **XXXX (Insert Names(s)); he/she/they** will remain in the meeting as a member of the project team, but **he/she/they** will not participate in the roundtable of questions.

I will now turn it over to you to introduce your team and project.

### **Presentation Portion (applicant presents)**

Thank you for the presentation.

IF THERE IS A SPEAKER TO THE AGENDA ITEM:

**Speaker** – *Introduce any public speaker from above, recommend not having public speakers to informal items.*

Speaker **XXXX (insert speaker name)**, as a speaker you will have 5-minutes to present to the EDC about the **XXXX** project (**Insert Project Name**). Speakers are to only address the Edmonton Design Committee and not the Applicant. The Applicant may not respond to the Speaker. The Committee may take the opportunity at the end of the presentation to ask questions or provide comments. Speaker **XXXX (insert speaker name)** you may present to the Committee.

**Roundtable Questions to the Speaker:** Does the committee have any questions or comments of the Speaker?

Thank you Speaker **XXXX (insert speaker name)**

**Roundtable Questions to the Applicant:** As we move to questions to the Applicant, I would like to remind the committee and the applicant to please attempt to keep questions and responses concise and limit questions to two per committee member. If committee members have additional questions, please identify it at the end of your two questions and if time is permitting we will follow up after the remainder of the committee members have had an opportunity to ask questions.

With that **XXXX**, please start us off!

**Committee Question Order:** Paste into chat

Thank you for bringing this before the Edmonton Design Committee. We will take a brief 2 minute break prior to deliberating.

**Deliberations:** *Facilitate deliberation as required. Use Google Doc.*

**Motion: XXXX**

Second? (**XXXX Committee Member** to second motion)

For the motion of **XXXX (support/non-support)** as presented on screen

*(Call out each committee member name individually. NOTE: Roundtable Voting of Committee members present – cannot be done through unanimous support like adoption of agenda/minutes)*

### **OTHER BUSINESS**

*Per the agenda.*

### **UPCOMING APPLICATIONS, CONFLICTS AND REGRETS**

*Review upcoming applications with administrations, identify any known conflicts of interest or regrets. This helps to identify if there will be quorum concerns.*

### **ADJOURNMENT**

Adjourn the meeting at **XX:XXpm**.

Edmonton Design  
Committee

The logo for the City of Edmonton, featuring the word "Edmonton" in white text on a dark blue rectangular background.

**Appendix B**  
**EDC Submission Guide**  
**Final Draft**

Updated April 8, 2024

Peter Spearey, AALA, Lead Urban Designer  
[peter.spearey@edmonton.ca](mailto:peter.spearey@edmonton.ca)  
[edmonton.ca/edc](http://edmonton.ca/edc)

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## 1.0 Introduction

The Edmonton Design Committee (EDC) is committed to working with proponents in presenting their proposed projects to the Committee. We regard this process as a collaborative one, where we endeavour to work together with a continued commitment to designing projects to enhance city urban form and function; strengthen our neighbourhoods and local character; shape new districts; protect and leverage the value of our built environment; and create vibrant, dynamic, and appealing places to live and work.

The purpose of the EDC is not to provide recommendations on detailed design; but rather, to assess and seek common ground with respect to the unique qualities of each project and how they support good urban design, placemaking and city-building.

## 1.2 Principles of Urban Design

The EDC has adopted **principles of urban design** (the 'what' and the 'why') and **key design priorities** (the 'how') (below) that not only reflect current best practice in urban design, placemaking and city-building, but also align with ConnectEdmonton and translate the policy intentions of The City Plan (Belong, Live, Thrive, Access, Preserve and Create) into more specific urban design principles and priorities.

### EDC Principles of Urban Design

**Authentic** and meaningful - Celebrating people, cultures, natural and built heritage and climate while promoting the evolution of culture for generations to come.

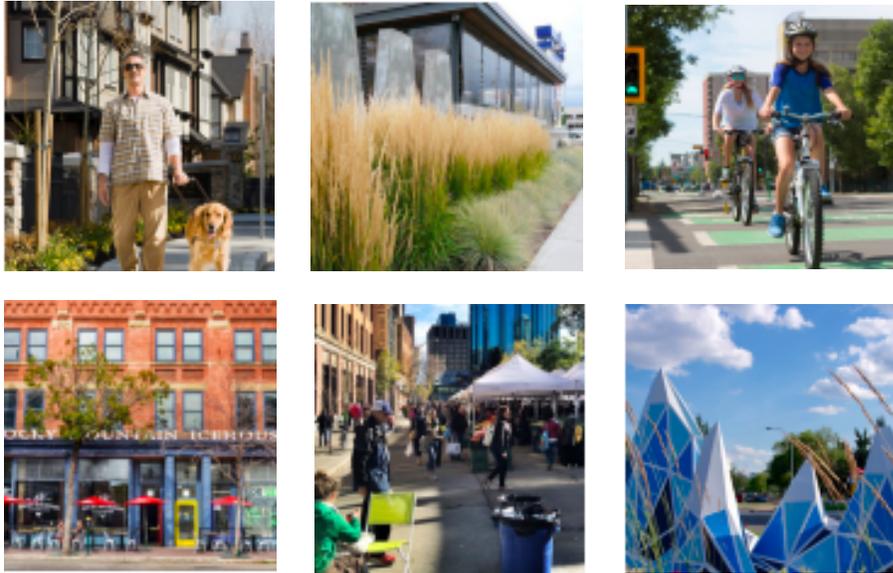
**Healthy** and inclusive - Creating safe and welcoming places for people of all cultures, incomes, ages, abilities and genders

**Attractive** and human-scaled - Creating a comfortable, well-scaled public realm that supports walkability and creates a memorable city image.

**Connected** and walkable - Integrating the movement of people within the public realm across a multitude of modes, systems and scales, with a focus on walking and wheeling.

**Resilient** and sustainable - Facilitating urbanization that supports energy transition and climate resilience, and reduces our ecological footprint.

**Vibrant** and thriving - Enabling diverse activities, amenities, and uses that contribute to lively, people-focused places.



### EDC Key Design Priorities

**Context** - Compatibility with the unique qualities of the site such as built form, natural systems, topography and climate. Particular attention should be directed to massing and the use of appropriate setbacks, transitions, connections, as well as the future area context (i.e. future proofing).

**Human-centered design** - A primary focus on the needs and desires of users and the public, ensuring quality of life through comfort, functionality and aesthetic pleasure. Human-centered design is critical to meeting Council’s priorities of creating vibrant, inclusive and sustainable communities.

**Integration, innovation and excellence** - The planning and design of buildings, landscapes and infrastructure will employ an integrated systems approach, embrace collaboration, and strive for innovation and design excellence - contributing to Edmonton’s reputation as a leader in urban design.

## 2.0 Submission Requirements

There are three components of an EDC submission:

- Base development information
- Project design analysis
- Design narrative

## 2.1 Base Development Information

- A basic description of the project, including major statistics (e.g. height, density and parking), address, size, current zoning and planning history (e.g., previous approvals) - with copies of relevant documents.
- Key site information including a location map, aerial views, and photos that illustrate the site location and surrounding site context.

## 2.2 Project Design Analysis

The project design analysis includes the **key planning and design drivers** and the **site and neighbourhood analysis**.

### Key Planning and Design Drivers

- An overview of the program and key functional requirements.
- Compliance with relevant statutory plans and / or zoning, clearly identify areas of non-compliance and rationale.
- A summary of the engagement process with community and client groups and any key feedback.
- Proposed approach to meeting the **Principles of Urban Design** and **Key Design Priorities** (as appropriate to suit the unique circumstances of each project).
- A brief summary of the key project objectives and an assessment of why the project exemplifies good urban design.

### Site and Neighbourhood Analysis

Provide an illustrative (graphic) analysis of how the project relates to its surrounding context. The analysis should inform meaningful planning and design responses and decision-making; optimize form and function; acknowledge, capitalize, and integrate site networks and the complex relationships between people, built form, and the site. The analysis should address the following considerations:

- **Essence & Character** – An illustrative overview of the key essences (e.g., the predominant colours, textures, patterns, materials, forms, sounds and activities that occur in the surrounding natural and built environment) and authentic character components that establish relevance, meaning, originality, vitality and positive sense of place) (Figure 1).

- **Design Framework** – An illustrative overview of the key planning and design responses that enhance the visual quality or legibility of the project within the surrounding neighbourhood context, and how they support the relationships and interface with the surrounding context and enhance the sense of place. The design framework should address key aspects of **district** (how does the project relate to the block, neighbourhood, community, or city with respect to existing and future zoning and planning, and integrating areas of recognizable and common character), **landmarks** (how does the project relate and enhance surrounding reference points, destinations, and wayfinding), **nodes** (how does the project interface with the public realm and enhance surrounding focal points, key intersections, etc.), **edges** (how does the project interface with the public realm and enhance the surrounding natural and built boundaries) and **connectivity** (how does the project interface with the public realm and existing/future forms of movement (e.g., roads, walkways, public transit, bicycle routes, etc.) and promote connectivity, walkability, vibrancy, accessibility and inclusivity. Other design framework considerations include:
  - **Sensory** – The visual, auditory, tactile, olfactory aspects of the site and surrounding context (type, duration, intensity, and quality (+ or -)) that have been identified and addressed in the project.
  - **Human & Cultural** – The cultural, psychological, behavioural, and sociological aspects related to well-being and human experience; activities, human relationships, patterns of human characteristics (+ or -); indigenous or cultural/heritage engagement and application; human-centric/human scaled aspects related to the neighbourhood, street, built form and site; and CPTED considerations and applications that have been identified and addressed in the project.
  - **Adaptation and Resiliency** – The processes or actions applied to support the project and surrounding context and/or design components incorporated to anticipate and mitigate variation in climate and changes to the surrounding context. For example, built form orientation and features (courtyards, forecourts, canopies, etc.); low energy/low impact/durable building features and materials; hardscape applications; site design (e.g., low impact development applications); project staging and future potential changes to the surrounding context; etc.

The specific scope of the site and neighbourhood analysis (including the physical extent of the analysis) is at the discretion of the Applicant and should reflect the unique circumstances of the project, including the program and functional requirements. Examples of typical site and neighbourhood analyses are shown in Figure 2.

For a typical development permit submission the **project design analysis** should be no more than 3-5 pages.

## 2.3 Design Narrative

Applying the **project design analysis**, describe and illustrate the key urban design responses that evoke a sense of place and enhance the surrounding context and urban experience. The **design narrative** must clearly communicate the key planning and design drivers, including: how the design responds to the project's architectural, historical, cultural, and social context; how the design addresses the principles of urban design and key design priorities; and how the urban design responses achieve the project objectives and exemplify good urban design.

The **design narrative** will utilize plans, elevations, 3-d projections, sections, renderings, diagrams and/or images as needed (see below). Applicants are encouraged to utilize and / or annotate existing drawings (e.g. development permit) as much as possible.

A typical design narrative should include the following:

- **Built form** - Scale, massing, transitions and other considerations which relate to the surrounding context and design framework, while supporting densification, diversification of housing options, etc. *3-dimensional projections and/or sections recommended (Figure TBD).*
- **Site development** - Key components (hardscape, softscape, gathering spaces, amenity areas, site furniture, amenities and features (e.g., fencing, lighting, public art, etc.)) and their form, seasonal (e.g., winter) considerations/variation, materials, textures, and colours (i.e. design essences and character), and analysis and assessment. Proposed off-site improvements (administered through Servicing Agreements or Municipal Improvement Agreements) should also be noted. *Annotated site plans and/or landscape plans recommended.*
- **Public realm interface** -The building/public realm interface with a focus on establishing a human-scaled environment that promotes animation, social interaction, vibrancy, walkability, and various forms of defined and mixed-use ground floor experiences; and supports essence, character, and sense of place. *For buildings, renders, 3-dimensional projections and/or section drawings are recommended for all building faces adjacent to and/or visible from the public realm (See Figure 3).*
- **Materiality** - Built form components, materials, cladding, finishes, colours, incorporating design essences/character, analysis, and assessment. *Annotated. coloured building elevations with product images recommended.*

- **Lighting** - The general design intent relating to building and site lighting, with a focus on the public realm and the public realm interface. *Annotated site plans and building elevations, product cut sheets and / or nighttime renderings recommended.*
- **Signage** - The general design intent relating to building and site signage, with a focus on the public realm and the public realm interface. *Annotated building elevations indicating the general location, size, type and construction (e.g., materials, illumination, etc.) recommended.*
- **Sustainability** - Key environmental, social, and economic principles (e.g., energy performance, materials, climate resilience, and energy transition). *Annotated site plans and/or building elevations recommended.*
- **Connectivity** - Site access and circulation (active modes and vehicular), accessibility, inclusivity, and active modes of transportation at the site level. *Annotated site plans recommended.*
- **Futureproofing** - Staged development and futureproofing of potential issues or opportunities that affect either the project development or surrounding context. *Annotated site plans recommended.*

For a typical development permit submission, the **design narrative** should be no more than 5-8 pages.

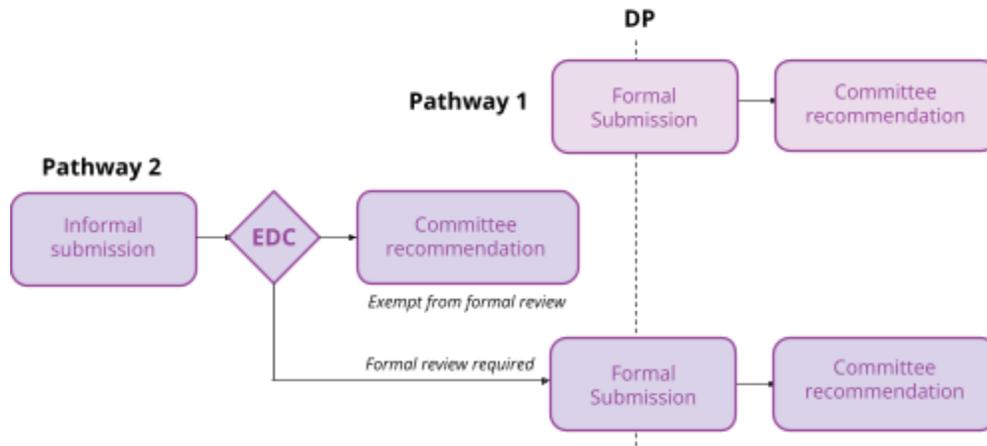
Applicants are also required to submit information provided to the City as part of the development approval process, including (but not limited to) text provisions and drawing appendices (for rezoning applications) and sun / shadow studies (for development permit applications).



*EDC Submission requirements at a glance*

### 3.0 Making a Submission to EDC

There are two pathways to making a submission to EDC:



**Pathway 1** involves proceeding directly to a formal submission, preparing a package to a level of refinement typical of a development permit or rezoning submission.

**Pathway 2** is a two-step process. For the informal submission, the applicant will submit a package to a schematic level of refinement. The Committee may make a motion to exempt the applicant from formal review. To be considered for such an exemption, the applicant must make the informal submission in public.

### 4.0 Format

The EDC submission shall be prepared in 11 x 17" landscape format and provided in PDF format. File sizes should not exceed 25 MB, and be saved at a sufficient resolution to ensure drawing notes and annotations are easy to read on a desktop or desktop display without excessive zooming or scrolling.

### 5.0 Evaluation

The evaluation of a submission will be based on how well the proposed design, as communicated in the **design narrative**, responds to the **project design analysis**; and in particular:

- The **key planning and design drivers**; and
- The **site and neighbourhood analysis**

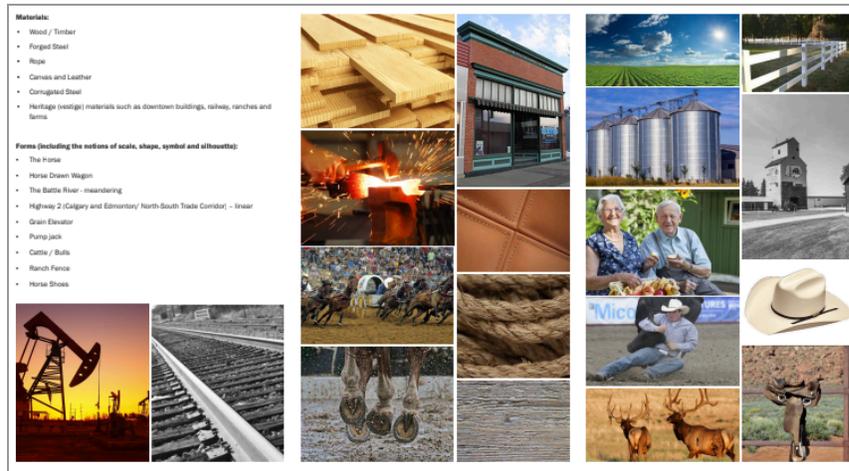


Figure 1: Essence and Character Mapping (Source: McElhanney)



Figure 2: Site and Neighbourhood Analyses (Source: Green Space Alliance)



Figure 3: Public Realm Interface Visual (Source: City of Edmonton)