



Edmonton Design  
Committee



Edmonton

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

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## 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.

- May include exterior alterations (e.g. facade improvement or replacement, revitalization of outdoor amenity areas) Adds additional exemption opportunities.
- Exemptions for commercial development projects may include:
  - New development with a site area of less than 1500m<sup>2</sup> and less than 2 storeys in height.
  - Building additions in rear and interior side yards.
  - Minor storefront improvement projects (e.g. not involving changes to the location or size of doors or windows) and those approved through the Facade Improvement Program. Minor rewording of existing guidelines - no changes.
- 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 submission requirements needed for a development permit review.
- Projects may also be exempted from formal review at the informal stage if, in the opinion of the committee, the project meets the evaluation criteria as set out in the EDC Submission Guide. This proposed change is intended to encourage more informals and streamline the EDC approval process.

#### 4.1.3 City Project Submissions

- All City facility, roadway, bridge and open space projects shall be referred referred to the EDC for

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
- 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).

explore engagement with the committee outside of the typical informal submission / presentation process.

### 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.
  - 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.
  - 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;
  - The synopsis shall be provided in private as required in Section 16(1) of the Freedom of Information and Protection of Privacy Act.
- Provides additional clarity to improve committee function.

#### 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 so 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**



**EDMONTON • DESIGN • COMMITTEE**

**Appendix iii / Member Evaluation Criteria**

Updated June 30, 2021

<b>Current Evaluation Criteria (as per Policy C575C)</b>
<ul style="list-style-type: none"><li>• Attends regular and special board meetings and other events requiring board member attendance</li><li>• Is on time and prepared for each meeting, through the review of background materials and researching issues as required</li><li>• Follows through on tasks in an effective and timely manner, and willingly participates on subcommittees / task forces</li><li>• Has experience and perspectives that is of benefit to the Board, and possesses the qualifications needed to participate</li><li>• Understands the Board's mandate, roles and responsibilities, and the legal and ethical responsibilities as a Board member</li><li>• Exhibits an open mind, makes decisions in an unbiased manner, and avoids participation in issues in which may be perceived as conflict of interest</li><li>• Actively participates in meetings by listening, and presenting complete information in a respectful, articulate and constructive manner</li><li>• Is interested and willing to participate in development opportunities including workshops, information sessions, conferences, and taking on new roles</li><li>• Respects confidentiality requirements and supports decisions of the Board</li><li>• Demonstrates team player skills: self control, professionalism, dependability, motivation, flexibility and enthusiasm</li></ul>
<b>Agency-Specific Criteria (as provided in Policy C575C)</b>
<ul style="list-style-type: none"><li>• Provides design insight which maximizes the value and impact of EDC review within the development approval context</li><li>• Represents the perspectives of, and provides regular feedback to, the</li></ul>

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**





## EDMONTON • DESIGN • COMMITTEE

### **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**.