Frequently Asked Questions:

What is the purpose/mandate of the committee?
What is expected of me, as a member?
How much time can I expect to spend, as a member?
What does the committee do?
Do I get paid?
Are my expenses reimbursed?
How long am I a member?
How do I apply to become a member of the committee?
How long does the selection process take?
What qualifications do I need to apply?
Does the committee have subcommittees?

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Mandate  (Back to top)

The Edmonton Design Committee* (EDC) will:

- accept submissions and provide recommendations to Urban Form and Corporate Strategic Development and City Council;
- review and provide recommendations on formal rezoning, major development permit applications, public projects city-wide, or special projects in Edmonton at the request of Council or the City Manager;
- review pre-consultations and provide recommendations to applicants;
- review applications and projects against the EDC Principles of Urban Design; and
- as appropriate, provide input to the City in the formulation of Urban Design principles, guidelines, and policies

* Link opens in a new tab
Subcommittees (Back to top)

- On an ad hoc basis, EDC will form subcommittees as required to assist the Committee in the performance of its duties and to make recommendations to the Committee. Currently the EDC subcommittee is working with City Administration on the development of new administrative and Committee procedures.

Current Committee Activities (Back to top)

- Hear pre-consultations
- Hear formal presentations from applicants
- Deliberate and make recommendations regarding applications

Remuneration (Back to top)

Yes - $100.00 per meeting ($200.00 if a meeting is five hours or longer in duration). Eligible expenses are available for members who serve on Council Committees.

Appointment Term (Back to top)

- One-year terms (from May 1 to April 30), renewable to a maximum of six consecutive years
- City of Edmonton Volunteer Management practices include an annual evaluation of Committee Members [City Policy C575C]*

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To Apply (Back to top)

Applicants are required to complete the online application questions, and attach a current resume plus three written letters of reference. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)
Application Process Timeline (Back to top)

Urban Planning Committee of Council serves as the Selection Committee for EDC citizen and architect members. It is anticipated that selection processes will take place on the following (tentative) dates:

- January 17, 2021 – Posting Expires
- February 26, 2021 - Applicant Shortlisting
- March 25, 2021 - Applicant Interviews
- April 6, 2021 - Appointments made by City Council

Qualifications (Back to top)

- Knowledge and demonstrated experience in design and urban design, whether through practical experience while being employed in the industry. 5 years experience is considered an asset.
- Registered architect (AAA) in good standing
- The ability to maintain objectivity with respect to development applications within the geographic boundaries established in the bylaw
- 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 in City Hall and/or the Edmonton Tower at 4 pm. Currently the Committee is meeting virtually due to COVID-19.

Expectations (Back to top)

- To understand the Committee’s mandate, bylaw, Principles of Urban Design*, processes and related City Policy;
- To actively participate in Committee meetings, annual training, Committee orientation and work planning as required:
Edmonton Design Committee
2021-2022 Term - Recruitment Profile
1 Vacancy (Architect)

- To review materials and prepare for meetings, participate in discussions and deliberations in a fair and unbiased manner, and honor decisions of the Committee.
- To abide by the Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees*
- To work with other Committee members, the citizens of Edmonton, developers, design professionals and City staff, in an effective, constructive and professional manner

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