

Edmonton Design Committee

2025-2027 Term - Recruitment Profile

1 Vacancy - Architect

Edmonton

Edmonton City Council values the voices of citizens in local governance and is committed to appointing individuals who reflect the diversity of the community. These appointments are made through a fair, equitable and inclusive recruitment process.

Mandate

The mandate of the [Edmonton Design Committee](#) (EDC) is to improve the quality of the City's urban design by providing:

- (a) recommendations regarding development applications; and
- (b) advice regarding urban design policies and principles.

Current Committee Activities

- Hear pre-consultations from applicants.
- Hear formal presentations from applicants.
- Deliberate and make recommendations regarding applications to the City of Edmonton's Urban Planning and Economy Department and City Council.

Under Bylaw 18156 - Council Committees Bylaw, a Council Committee [EDC] may establish sub-committees, with Council approval, to conduct research, obtain and summarize public input, or to obtain specialized expertise. These sub-committees provide reports to the Council Committee [EDC] on the matter assigned to them.

Governing Bylaws and Policies for City Agencies

Honoraria and Expenses

Honoraria and expenses are available to Members who are appointed by City Council in accordance with [Procedure C628 Honoraria and Expenses for City Agencies](#) (members may opt out of receiving an honoraria if they choose).

Honoraria for Advisory and Decision-Making Bodies

Position	Meeting Up to and Including 5 Hours	Meeting Over 5 Hours
Member	\$100	\$200
Chair	\$125	\$250

Edmonton Design Committee

2025-2027 Term - Recruitment Profile

1 Vacancy - Architect

Edmonton

Members appointed to City agencies may be compensated for out-of-pocket receipted expenses, such as parking, transit and care-giving expenses to attend regular meetings. Mileage is not paid for attendance at meetings.

Council Committees Code of Conduct

Council appointed members of Council Committees are required to abide by Bylaw 19870 [Council Committee Code of Conduct](#) Bylaw.

Publicly Accessible Meetings

All Council Committee meetings will be publicly accessible, which includes being live streamed via the Committee's YouTube channel. This aligns with Bylaw 18155 Council Procedures Bylaw requirement to have a live audio and video view of Council Committee meetings and *Municipal Government Act* requirements.

Appointment Term

- EDC members are appointed for two-year terms, from May 1 to April 30, renewable to a maximum of eight consecutive years.
- Civic agency members eligible for reappointment will be evaluated as per [Procedure C575E, Agencies, Boards, Committees and Commissions](#).

To Apply

- Applicants must complete the online application questions and attach a current resume.
- Candidates who are shortlisted are required to submit two written letters of reference prior to the applicant interviews. References should be from individuals that can verify your suitability for this Committee.
- We strive to provide reasonable access and accommodations throughout the application and selection process. To request an accommodation, please contact 780-496-8178 civic.agencies@edmonton.ca.

Edmonton Design Committee

2025-2027 Term - Recruitment Profile

1 Vacancy - Architect

Edmonton

Application Process Timeline

The Urban Planning Committee serves as the Selection Committee for EDC members. It is anticipated that selection processes will take place on the following dates:

- January 12, 2025 - Posting closes
- March 12, 2025 - Applicant Shortlisting
- April 15, 2025 - Applicant Interviews
- April 22, 2025 - Appointments made by City Council

Eligibility (NEW)

- Members appointed to Advisory Committees must be residents of the City of Edmonton.
- City employees are eligible for appointment to Advisory Committees [with due consideration given to potential conflicts of interest].

Qualifications

All members:

- The ability to maintain objectivity with respect to development applications within the geographic boundaries established in the Bylaw.

Architect positions:

- An Architect in good standing, Registered with the Alberta Association of Architects.
- An intermediate architect with five to ten or more years experience is preferred.

Time Commitment

- The ability to commit to the following:
 - Approximately 10 hours per month to attend Committee meetings, and approximately 10 hours per month for independent review of submission packages. Additional time may be required for other Committee-related activities, including annual training and work planning.
 - The Committee meets the first and third Tuesday of the month in City Hall or the Edmonton Tower and virtually at 4:00 p.m.
- Members must have appropriate technology to participate in meetings virtually.

Edmonton Design Committee

2025-2027 Term - Recruitment Profile

1 Vacancy - Architect

Edmonton

Expectations

- To understand the Committee's mandate, Bylaw and [Principles of Urban Design](#), processes.
- To actively participate in Committee meetings, annual training, Committee orientation, work planning and recruitment, as required.
- To review materials and prepare for meetings, participate in discussions and deliberations in an articulate, constructive, and unbiased manner, and honour decisions of the Committee.
- To work in a collaborative manner and demonstrate team player skills, including: self control, professionalism, dependability, motivation, flexibility and enthusiasm.
- To represent the perspectives of, and provide regular feedback to, the constituent profession or professional association (as appropriate).
- To work with other Committee members, the residents of Edmonton, developers, design professionals and City of Edmonton staff, in an effective, constructive and professional manner.