

What We Did Report

Edmonton Design Committee
2024-25 Work Plan
Phase 1

UPE02412 New Proposed Principles of Urban Design
Attachment 3

edmonton.ca/edc
October 2024

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Table of Contents

Table of Contents	2
Land Acknowledgement	3
Introduction	4
Project Background	4
Work to Date	4
EDC Standards and Procedures	4
What we Heard and Did	5
EDC Principles of Urban Design / Submission Guide	5
What we Heard and Did	6
Scope of EDC Review	6
What we Heard and Did	7
Next Steps	7

APPENDICES

A	Proposed Changes to EDC Standards and Procedures
B	Draft EDC Submission Guide
C	Potential Changes to Scope of EDC Review

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 of Edmonton plans, policies and capital projects.

Work to Date

Phase 1 of the 2024-25 EDC work plan included engagement with external stakeholders and internal business partners in summer 2024. Details and findings of the engagement with external stakeholders is included in the [What We Heard Report](#).

As a result of this engagement, the EDC and administration have drafted a number of recommendations related to three deliverables - updated standards and procedures; new principles of urban design; and recommended changes to the scope of EDC review. This What We Did report provides a high-level overview of the draft recommendations responding from Phase 1 engagement, and is the basis for Phase 2 of engagement with the stakeholders in fall 2024.

How to Read this Report

This What We Did Report provides a **brief overview** of the recommendations related to the standards and procedures, new principles of urban design, and the scope of review. The detailed recommendations are presented in their entirety in Appendices A, B and C, so that the reader can review and consider those recommendations of most relevance or interest to them.

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 and Did

A key takeaway from the [What We Heard Report](#) is that there have been some positive changes since the standards and procedures were adopted in 2022, and overall the EDC is seen as having value, but there is room for improvement. One of the key areas to further explore is in the recommendations that the committee makes - they need to be consistent, clear, relevant and impactful.

In response, we have identified a number of key changes to the standards and procedures to underscore the value of the committee and maximize the impact of its recommendations:

- **Introducing a mission statement** to help applicants better understand the purpose and value of the committee, and structure their submissions and presentations to take best advantage of the committee's insights.
- **Proposing a new approach to Informal submissions**, that gives the committee the ability to exempt projects from formal review, to encourage greater use of informals and ultimately increase the opportunity to integrate committee input early in the design process.
- **Providing new guidance on committee recommendations** to focus the scope of review, manage the expectations of applicants, and ultimately maximize the committee's impact.

Other highlights include:

- **Improving engagement on City projects** by encouraging alternative engagement methods with the committee (e.g. workshops) for complex projects.
- **Clarifying how administration utilizes recommendations** in the development approval process, and requiring development approval decisions to be relayed back to the committee.
- **General process improvements** to enhance committee function; e.g. chairing meetings, receiving correspondence, holding elections, and providing direction to administration and/or Council outside of the committee's typical area of focus.

See Appendix A Proposed Changes to EDC Standards and Procedures for all recommended changes.

EDC Principles of Urban Design / Submission Guide

The EDC principles of urban design provide the benchmark against which development applications are reviewed by the committee. Prior to the current work plan, EDC began developing new principles of urban design that better align with Council priorities and reflect current best practice; simplifying submission requirements (with a greater emphasis on neighbourhood and site factors); clarifying expectations for project evaluation.

What we Heard and Did

A key takeaway from the [What We Heard Report](#) is that the first draft of these new EDC principles of urban design represents a good starting point; however, as the document is refined, the EDC needs to ensure the process for submitting projects, and their subsequent evaluation by the committee, is clearly articulated. Based on feedback, we also renamed this document the EDC submission guide, for clarity.

In response to this feedback, we are focusing on:

- **Making the submission process simpler and less onerous** through additional refinement and clarification of the principles of urban design, focusing on schematic level design, and requiring more succinct submissions with fewer drawings and less text.
- **Making the evaluation process more straightforward, clear and impactful** by focusing specifically on how the project aligns with the principles of urban design, responds to its context, and achieves the applicant's design intent.

See APPENDIX B Draft EDC Submission Guide for the most recent draft of this document, including the revised EDC principles of urban design.

Scope of EDC Review

Bylaw 20673 - Edmonton Design Committee Bylaw 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 a specific 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, it was originally proposed that this review would only include the identification of *potential* boundary changes - the refinement and ultimate adoption of a new boundary will be the focus of the Committee in 2025.

What we Heard and Did

A key takeaway from the [What We Heard Report](#) is that there is general agreement that an update to the scope of EDC review is needed, including revising the EDC boundary and reviewing the process for exempting projects. In both cases, maximizing the impact of the committee's review is of paramount importance. The concept of aligning the EDC boundary with that of the nodes and corridors network of The City Plan was positively received.

In response to this feedback, we are considering:

- **Exploring revising the EDC boundary to align with nodes and corridors.** The centre city / primary corridor model, as well as priority growth areas (nodes and corridors that the City expects to see the highest dwelling unit growth to the 1.25 million population horizon) ([City of Edmonton](#)) were examined. Both models have a similar geography to that of the current EDC boundary, while adding new areas of focus, and neither will substantially increase the committee's workload.
- **Exploring reviewing projects adjacent to major transportation corridors** (e.g. Anthony Henday, Whitemud Drive, Yellowhead Trail) to ensure a high level of urban design in these highly visible areas which contribute to the perception of the city and its image - for both residents and visitors.
- **Reviewing all large site rezonings** regardless of their proximity to a transit centre.
- **Improving the project exemption process**, including exempting standard rezonings and articulating general principles for when the exemption guidelines do not readily apply.

Please see Appendix C Possible Changes to Scope of EDC Review for more information.

Next Steps

The current phase of engagement, for which this interim report was prepared, concludes at the end of November 2024. At the end of this engagement, administration and the EDC will:

- Prepare an updated What We Heard Report;
- Revise the key deliverables (updated standards and procedures; new submission guide / principles of urban design; and recommended changes to the scope of EDC review);
- Prepare a Council Report presenting the new principles of urban design;
- Finalize approval of the standards and procedures by the City Manager; and
- Advance revisions to EDC Bylaw 20673 as needed.

Edmonton Design Committee

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

Appendix A

Proposed Changes to EDC Standards and Procedures

Updated October 2, 2024

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Table of Contents

1.	EDC Standards and Procedures	PG 3
2.	Appendices	
	i / Procedures for Public Speakers	
	ii / Member Position Descriptions	
	iii / Member Evaluation Criteria	
	iv / Sample Subcommittee Terms of Reference	
	v / Election Procedures (revised)	
	vi / Chair Meeting Script (new)	

Part 1

Standards and Procedures

Notes to the Reader

1. Changes are **highlighted** and accompanied with notes / rationale.
2. Minor changes (e.g. terminology, references to bylaws) are not highlighted.
3. While new sections are proposed to be added, the numbering system will remain unchanged in this draft document to assist users with its review and evaluation relative to the current standards and procedures.

1.0 PURPOSE

- The purpose of these standards and procedures is to provide clear direction regarding the ongoing activities of the Edmonton Design Committee (EDC), by describing functions, processes and responsibilities of both the committee and administration not otherwise addressed in Edmonton Design committee Bylaw 20673, City Bylaw 18155 or other relevant City Bylaws and Policies.

2.0 COMMITTEE OVERVIEW

New section.

- 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 useful 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 as representatives of the Edmonton Arts committee

This mission statement articulates the unique value proposition of EDC to provide more guidance and support to applicants.

and post-secondary institutions, the development industry and the public at large, the committee is experienced in and passionate about good urban design. 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.

2.0 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.

3.0 PROCEDURES

3.1 Project Applicability and Exemptions

3.1.1 Project Exemptions - General Approach

- To maximize the focus and capacity of the committee, projects without a significant impact on the public

This is a new section that articulates a general approach

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.

to project exemptions - which can be helpful when the guidelines don't readily apply.

3.1.1 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)
- Exemptions for commercial development projects may include:
 - New development with a site area of less than 1500m² and less than 2 storeys in height.

Adds additional exemption opportunities.

Reference to 'small scale' removed, as scale alone may not be the determining factor.

- Building additions in rear and interior side yards.
- Storefront improvement projects approved through the Facade Improvement Program.
- 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.

'Storefront improvements not involving changes to the location and size of doors and windows' has been removed.

This proposed change is intended to encourage more informals and streamline the EDC approval process.

3.1.2 City Project Submissions

- All City facility, roadway, bridge and open space projects shall be 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 and lacking a strong public realm interface.
 - City utility upgrades and replacements (e.g. sewer, water).
 - City retrofit projects involving minor upgrades to building mechanical systems, building envelope and building accessibility.

New section - for clarity.

- 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.
- It is the responsibility of the City project manager(s) early in project planning to confirm if a project is exempt from EDC review.

3.1.2 Formal Rezoning Submissions

- Private development and City of Edmonton (“City”) rezoning submissions shall be referred to the EDC for formal review as described in EDC Bylaw 20673.
- Rezoning to standard zones will be exempt from EDC review (except where administration requests site development or similar design documentation of the applicant).
- 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.

Adds an additional exemption opportunity.

3.1.3 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. **Removes the *requirement* to engage the EDC chair -which can expedite the exemption process.**
- 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 general supervisor, development approvals

3.2 Submission Requirements and Procedures

3.2.1 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).** **Additional clarity based on internal input.**
- **For City projects, an informal submission should generally meet the requirements of the EDC** **References the new EDC Submission Guide.**

submission guide.

- 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).

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

3.2.1 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 submission.
- The minimum requirements for an informal submission are a **project design analysis** and **design strategy**, as described in the 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.
- Applicants are responsible for scheduling informal

Clarifies the committee's desire to encourage more informal submissions.

References the new EDC submission guide.

Clarifies the purpose for collecting supplementary information.

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.**

3.2.2 Formal Development Permit Submissions

- A formal development permit submission to EDC shall include:
 - A **project design analysis** and **design strategy**, as described in the EDC submission guide.
 - Responses to previous EDC recommendations (eg. 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.
 - 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.
- References the new EDC submission guide.**
- Provides flexibility to accommodate applicants' timelines.**
- Clarifies the purpose for collecting supplementary information.**

3.2.3 Formal Rezoning Submissions

- A formal rezoning submission to EDC shall include:

- A complete rezoning application, including appendices and text provision. Floor plans will be included for EDC review solely at the discretion of the applicant;
 - **A project design analysis and design strategy,** as described in the EDC submission guide; **References 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 flexibility to accommodate applicants' timelines.**
 - 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. **Clarifies the purpose for collecting supplementary information.**

3.2.4 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 **Added for clarity.**

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.

- 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.
- 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; and

References the new EDC submission guide.

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

- Focusing the formal submission on the key urban design strategies, elements and components identified during the informal submission process.
- City project managers are responsible for scheduling formal presentations with the EDC administrative liaison.

3.2.5 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.

3.3 Presentation Requirements and Procedures

New section - for clarity.

- 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).
- The content of this presentation is at the discretion of the applicant; however, applicants are encouraged to provide a brief overview of the design concept and building program, and how the project addresses the principles of urban design, rather than a detailed summary of the project's statistics and features.

References 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.

Requires backup to EDC administration to mitigate against technical issues.

3.3 Scope of committee Review

- The committee will review projects using the following criteria as described in the EDC submission guide:
 - How the design responds to the key planning and design drivers, including the project brief, zoning requirements, client / community engagement (both opportunities and constraints) and design narrative;
 - How the design responds to the project's architectural, historical, cultural, and social context (i.e. the project design analysis);
 - How the design addresses the principles of urban design and employs the key design priorities; and ultimately
 - How well the urban design responses achieve the stated project objectives and exemplifies good urban design.
- The primary focus of the committee's review should be related to urban design considerations to a level of refinement typical of schematic design or design development. Committee members *may* comment on other considerations (e.g. architectural design;

This new section provides additional clarity regarding the scope of the committee's review.

construction details; building, energy or fire code) that, in their opinion, have a clear urban design impact and are directly related to the evaluation process described in the [EDC submission guide](#).

- 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 underlying project assumptions 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).

3.4 Committee Meetings

3.4.1 Meeting Schedule

- The committee shall meet the first and third Tuesday of each month in accordance with EDC Bylaw 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.

3.4.2 Quorum

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

3.4.3 Conflict of Interest Guideline

- A committee member who has a personal relationship with an applicant, an ownership stake in the project, and / or has been retained (as a Consultant, Subconsultant or employee of a consulting firm) to provide service on the project being reviewed either informally or formally by EDC must not participate in any deliberations associated with the project.
- Personal and business relationships between an applicant and a committee member involving projects not being reviewed by EDC do not constitute a conflict of interest.

3.4.4 Meetings - General

- All meetings, for their duration, must be chaired by the chair or vice chair.
 - 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.
- This is a new section that includes general items that have previously been missed.**

- 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.

3.4.4 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 opportunity for administration to provide other information relevant to 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 improved clarity regarding project synopses.

Allows for feedback on previous development application decisions to be provided to the committee.

3.4.6 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.

This section now includes the new informal pathway in which applicants can present informals in public and

- Members of the public may request to speak to an item on the meeting agenda in accordance with Council Procedures Bylaw 18155. **potentially be exempt from subsequent formal review.**
- 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. **Provides flexibility where needed.**
 - Presentation(s) by approved public speakers (5 minutes maximum per speaker).
 - Questions of public speakers by the committee (5 minutes maximum per member)
 - Questions of the applicant by the committee (2 questions per member, additional rounds of questions at the discretion of the Chair).
 - Deliberation by the committee.
- Those portions of committee meetings held in public are part of the public record and may be recorded or otherwise made accessible to anyone.

3.4.7 Committee Deliberations

- Following a presentation, the committee shall make a recommendation of 'support' or 'non-support'. **Aligns with the new submission pathways.**
 - 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. **References the new EDC submission guide.**
 - 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).
 - 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.
- 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.

Aligns with the new submission pathways.

Provides the ability for the committee to provide additional direction as needed.

- 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.

3.4.6 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). Provides broader awareness of EDC recommendations.
- 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.

3.4.7 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.

This is a new section that provides guidance for when the committee receives correspondence.

3.4.8 Committee Feedback

- Administration may undertake a review of built projects previously reviewed by the EDC to evaluate the impact of committee recommendations.
- The committee may, at its discretion, may prepare memos and reports to Council on matters of urban design within its established mandate.

This is a new section that facilitates feedback on previous development application decisions, and allows the committee to communicate to Council on other urban design matters.

4.0 ROLES AND RESPONSIBILITIES

4.1 All Members

- Attending meetings and contributing in a constructive, respectful and professional manner in accordance with the committee's mandate, function and scope.

- Committee Members may attend meetings through remote participation in accordance with Council committees Bylaw 18155.
- If members are unable to attend meetings a minimum of 24 hours notice should be provided to the chair / vice-chair.
- If unforeseen or emergency situations arise, members must provide notice as soon as reasonably possible.
- Abiding by Conflict of Interest Guidelines and conducting themselves in accordance with all relevant City Policies and Bylaws.
- Liaising regularly with their respective organizations (as appropriate) to report back on the work of the committee and support the recruitment of new members.
- Member position descriptions are included in APPENDIX ii.

4.2 Chair

- Providing input to the EDC administrative liaison on recommended project exemptions.
- Facilitating effective and efficient meetings, ensuring committee members act in accordance with the mandate, function and scope of the committee, as well as all relevant City Policies and Bylaws (Refer to Appendix vi for meeting script)
- Overseeing the approval of public speakers and managing the participation of speakers during committee meetings.

This is a new reference to assist both chairs and vice-chairs.

- 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.

Aligns with changes in other sections.

4.3 Vice Chairs

- The committee shall have two vice-chairs.
- Supporting the chair during meetings (including assuming the role of chair as needed).
- Conducting annual member evaluations with the chair.

4.4 Subcommittees

- Subcommittees may be established by the EDC to assist in the performance of the committee's duties, including but not limited to the preparation of an Annual Work Plan for the committee.
- The 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.

4.5 EDC Administrative Liaison

- Verifying completeness of EDC submissions, identifying areas of clarification and other information that might benefit the committee's review. **Aligns with changes in other sections.**
- 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 changes in other sections.

4.6 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.

Aligns with changes in other sections.

4.8 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.

4.9 Member Orientation and Training

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

4.10 Member Evaluation

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

5.0 ANNUAL PLANNING AND REPORTING

5.1 Annual Work Plan and Budget

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

5.2 Annual Membership Report

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



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.



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



EDMONTON • DESIGN • COMMITTEE

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.



EDMONTON • DESIGN • COMMITTEE

Appendix iv / Sample Subcommittee Terms of Reference

Updated June 9 2021

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



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.



EDMONTON • DESIGN • COMMITTEE

Appendix vi / Chair Meeting Script *(new)*

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 sans-serif font on a dark blue rectangular background.

Appendix B

Draft Submission Guide

Updated October 30, 2024

Peter Spearey, AALA, Lead Urban Designer
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edmonton.ca/edc

TABLE OF CONTENTS

1.	Introduction	PG 3
2.	Making a Submission to EDC	PG 3
3.	Submission Requirements	PG 5
4.	Format	PG 9
5.	Evaluation	PG 10

Notes to the Reader

This draft submission guide has been prepared by the Edmonton Design Committee (EDC), with the assistance of City of Edmonton administration, to provide a more current and robust framework for the submission and evaluation of EDC submissions. This work is being undertaken as part of the 2024-25 EDC Work Plan with the intention of replacing the current EDC principles of urban design, which were originally developed in 2005 in conjunction with the establishment of the Edmonton Design Committee.

For more information on the EDC Work Plan please visit www.edmonton.ca/edc.

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 Edmonton Design Committee has adopted **principles of urban design** (the 'what' and the 'why') (Figure 1) and **key design priorities** (the 'how') (Figure 2) 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.

2.0 Making a Submission to EDC

There are two pathways to making a submission to EDC:

Pathway 1 / Formal submission only

Pathway 2 / Informal and formal submission (*preferred*)

Pathway 1 involves proceeding directly to a formal submission, providing the **project design analysis** and a completed **design narrative**.

Pathway 2 involves providing the required information in a two-step process. For the informal submission, the applicant will provide the project design analysis and the design narrative (to schematic level) for review by the Committee.

Figure 1

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.

Figure 2

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.

Informal submissions will be continued to be made in 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. If a formal submission is required, the applicant will be directed to focus on those aspects of the design revised in response to EDC recommendations made at the informal stage.

This pathway is preferred by the Committee as it provides the applicant the opportunity to incorporate EDC recommendations early in the design process.

3.0 Submission Requirements

The two key components of an EDC submission are the **project design analysis** and a **design narrative**.

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).

3.1 Project Design Analysis

The project design analysis includes a project overview and a site and neighbourhood analysis. For a typical development permit submission the project design analysis should be no more than 5-8 pages.

Project Overview

The project overview is to provide a high-level overview of the key planning and design project components and how these components reflect and enhance the surrounding area and contribute to the economic, social, and environmental vitality of the city. The overview should include:

Base development information, including:

- A 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.
- A location map, aerial views, and site photos that illustrate the site location and surrounding site context.

Key planning and design drivers, including:

- An overview of the program brief 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; and
- A brief design narrative, identifying the key project objectives and an assessment of why the project exemplifies good urban design.

Site and Neighbourhood Analysis

The site and neighbourhood analysis is to provide an illustrative overview of the key project analysis and how the analysis relates to the project and surrounding context; has been used to establish meaningful planning and design responses

and decision-making; optimizes form and function; acknowledges, capitalizes, and integrates site networks and the complex relationships between people, built form, and the site; and aligns with the guiding principles. The overview should include:

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 (e.g., direct or indirect design approaches that establish relevance, meaning, originality, vitality and positive sense of place).

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 relates 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.

3.2 Design Strategy

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 strategy must clearly communicate the key planning and design drivers; 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 strategy will utilize plans, elevations, 3-d views, renderings and/or diagrams (preferably annotated) to address and describe:

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.

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.

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.

Materiality - Built form components, materials, cladding, finishes, colours, signing, and lighting incorporating design essences/character, analysis, and assessment. *The submission should include all building elevations, in colour, to assist with this assessment.*

Lighting - The general design intent relating to building and site lighting, with a focus on the public realm and the public realm interface. *The submission should include annotated site plans and building elevations, product cut sheets and/or nighttime renderings.*

Signage - The general design intent relating to building and site signage, with a focus on the public realm and the public realm interface. *The submission should indicate the general location, size, type and construction (e.g., materials, illumination, etc.)*

Sustainability - Key environmental, social, and economic principles (e.g., energy performance, materials, climate resilience, and energy transition) applied to building and site development

Connectivity - Site access and circulation (active modes and vehicular), accessibility, inclusivity, and active modes of transportation at the site level.

Futureproofing - Staged development and futureproofing of potential issues or opportunities that affect either the project development or surrounding context.

For a typical development permit submission, the design strategy deliverable should be no more than 8-10 pages. Applicants are strongly encouraged to rely mainly on drawings and images and avoid excessive text.

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 design narrative will serve as the basis for the committee's evaluation, with particular attention focused on:

- How the design responds to the key planning and design drivers, including the project brief, zoning requirements, client / community engagement (both opportunities and constraints) and design narrative;
- How the design responds to the project's architectural, historical, cultural, and social context (i.e. the project design analysis);
- How the design addresses the principles of urban design and employs the key design priorities; and ultimately
- How well the urban design responses achieve the stated project objectives and exemplifies good urban design.

Edmonton Design Committee



Appendix C

Potential Changes to Scope of EDC Review

Updated October 30, 2024

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1.0 Introduction

Current EDC Boundary

- The current boundary (Figure 1) includes downtown and surrounding neighbourhoods, Whyte Avenue, 99 and 109 Streets south to 63 Avenue, and Calgary Trail / Gateway Boulevard to the south City limit.
- In 2023, 247 permits were received within the current EDC boundary (See Figure 4).

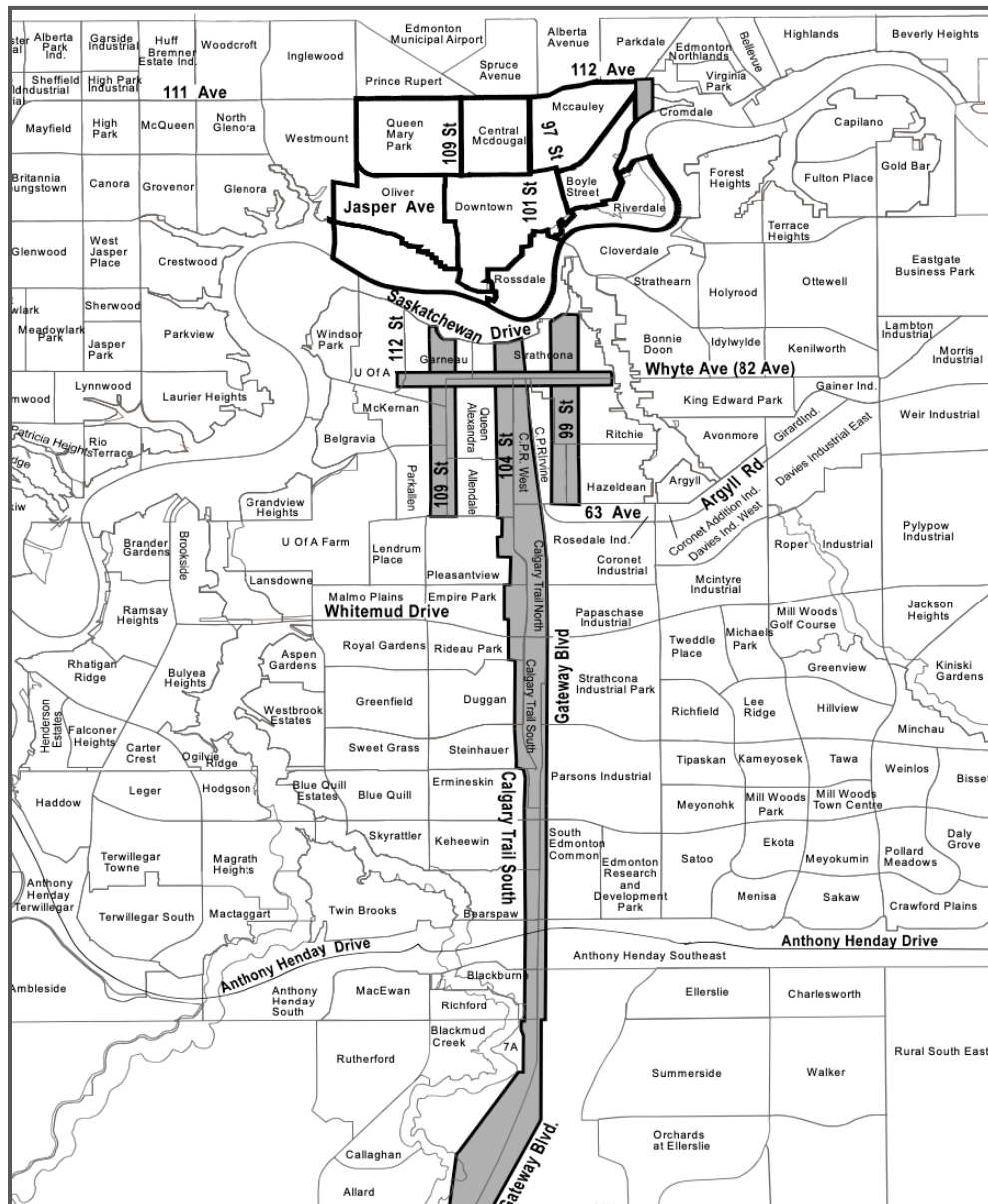


Figure 1: Current EDC Boundary

2.0 Realigning the EDC Boundary with Nodes and Corridors

The nodes and corridors network is identified in The City Plan as the focus of Edmonton's intensification efforts as the City moves towards two million people. For this scenario, two iterations of this network were evaluated - one including the **centre city node** and **primary corridors**, and another focusing on **priority growth areas**.

Centre City Node / Primary Corridors

Of the various types of nodes and corridors identified in The City Plan (Figure 2), the centre city node and primary corridors most closely align with the current EDC boundary.

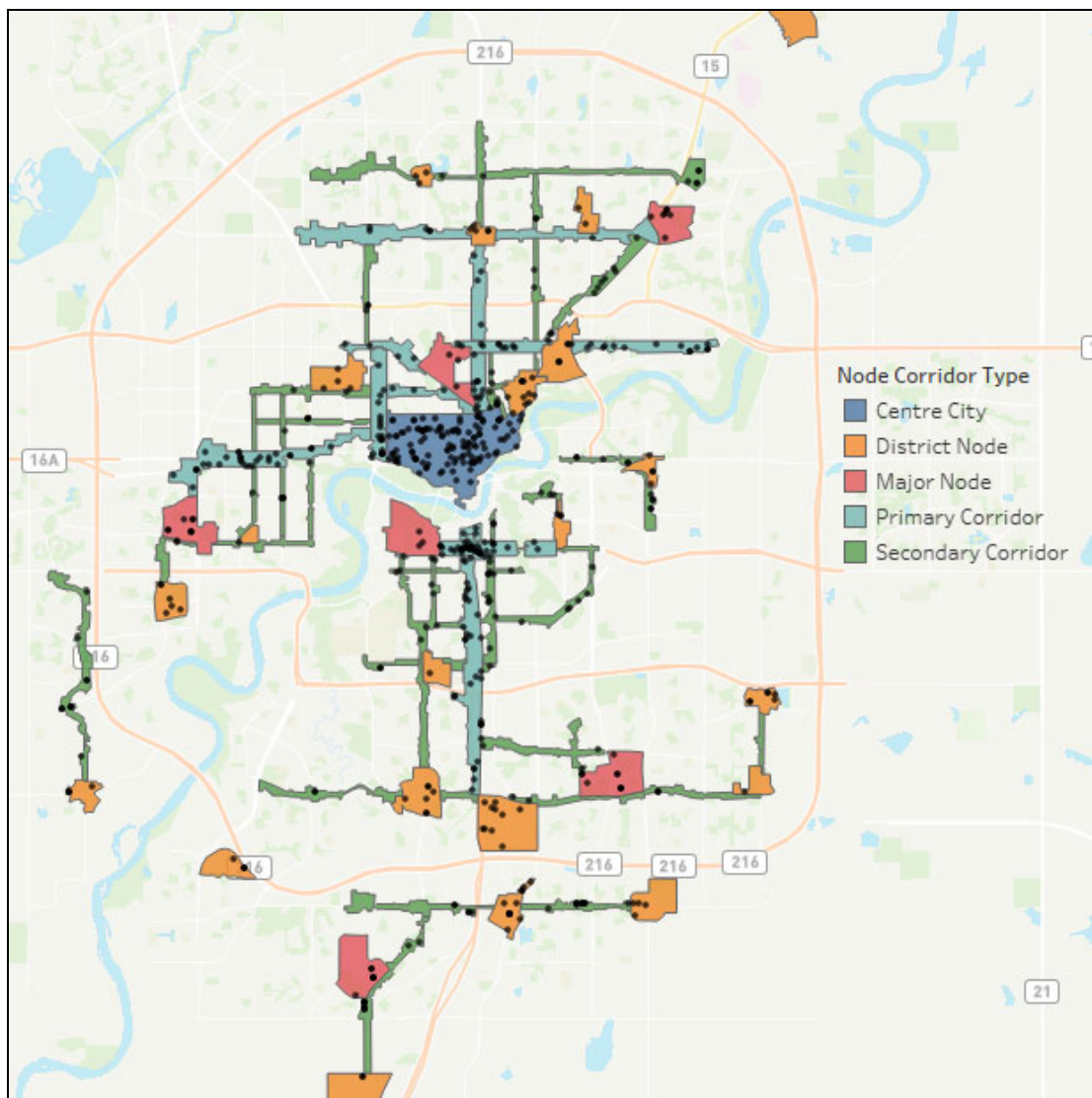


Figure 2: Nodes and Corridors

- This model adds new areas of focus - Stony Plain Road, 97 Street and 118 and 137 Avenues. Calgary Trail and Gateway Boulevard south of 23 Avenue are not included.
- This model creates a strong and enduring alignment between EDC and Council policy (i.e. The City Plan)
- This model generates permit numbers to the current EDC boundary (See Figure 4).

Priority Growth Areas

Priority growth areas (Figure 3) are specific nodes and corridors that the City expects to see the highest dwelling unit growth to the 1.25 million population horizon.

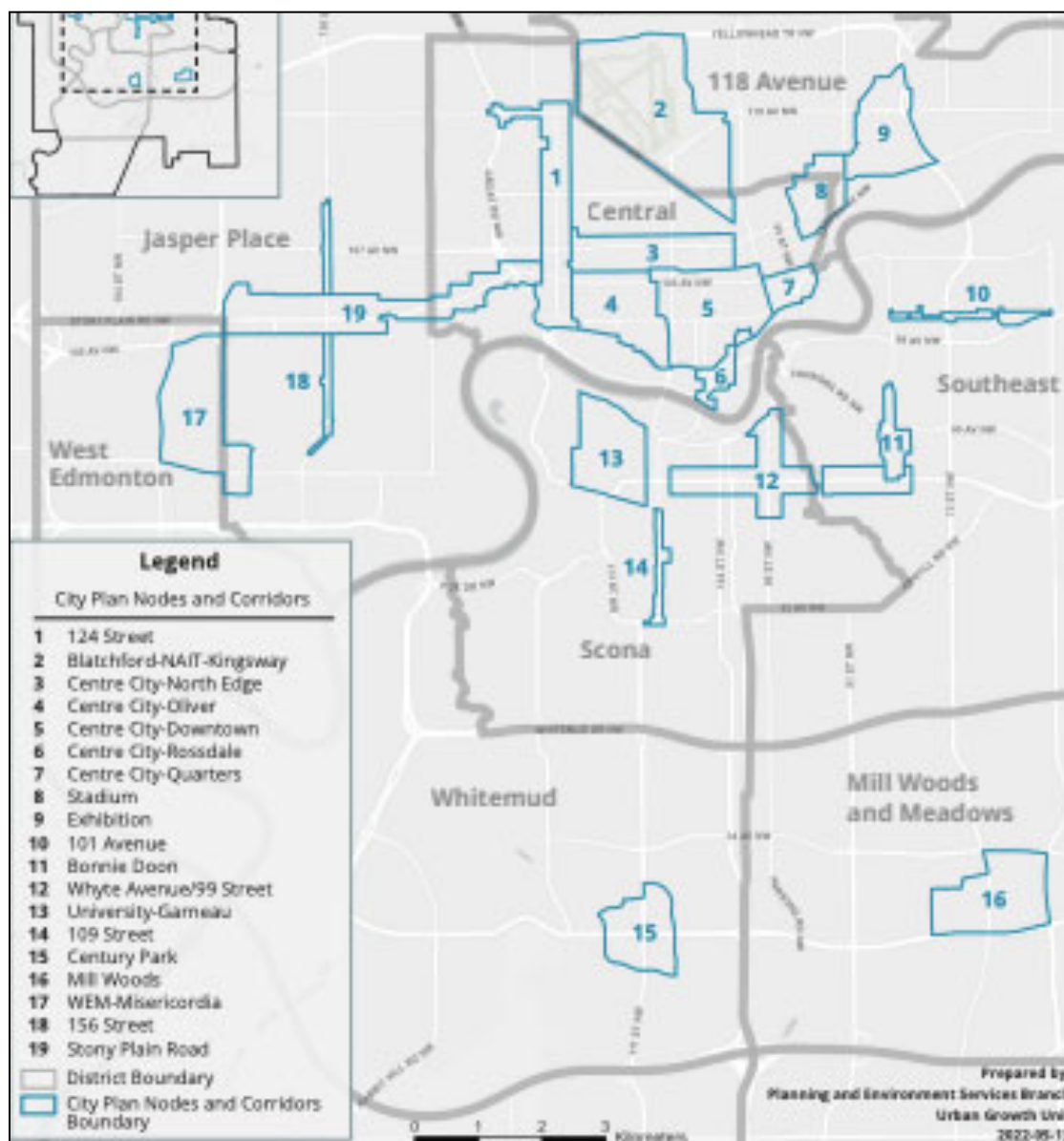


Figure 3: Priority Growth Areas

- While priority growth areas generally align EDC with The City Plan, the particular strength of this model is that EDC would focus on those areas currently being targeted for increased densification. Conversely, because priority growth areas are a relatively short term initiative, the EDC boundary may have to be regularly re-evaluated as Council priorities shift.
- This model is similar to the current EDC boundary, while adding new areas of focus - Stony Plain Road and 156 Street corridors, as well as a number of nodes - West Edmonton Mall / Misericordia Hospital, Century Park, Millwoods Town Centre, Bonnie Doon, Blatchford and Stadium and Coliseum Stations. In this model, Gateway Boulevard and Calgary Trail are omitted completely.
- This model generates permit numbers to the current EDC boundary (See Figure 4).

Year: 2023	Total permits (1)	Increase	Notes
Current EDC Boundary	247		
Priority Growth Areas	269	108%	
Nodes and Corridors			
Centre City / Primary Corridors	310	125%	<i>Closest to current EDC boundary</i>
PLUS Major Nodes	347	140%	
PLUS District Nodes	443	180%	
PLUS Secondary Corridors	539	218%	

Note 1: Total permits include all development permits, Land Development Applications (LDAs), changes of use, additions and exterior alterations.

Source: City of Edmonton

Figure 4: Total permit activity in various boundaries / geographies

- Based on this information, priority growth areas and centre city / primary corridors could both be potential models for a new EDC boundary. Both models represent only small increases in Committee activity which can be easily accommodated given the EDC’s current capacity. The selection of a preferred model will ultimately reflect the Committee’s desire to best focus its efforts and maximize its impact on the quality of urban design in the city.

3.0 Reviewing Projects Adjacent to Major Transportation Corridors

This scenario has been identified by the Edmonton Design Committee as a means to ensure a high level of urban design in these highly visible areas, which contribute to the perception of the city and its image - for both residents and visitors.

There are a number of significant considerations related to further exploring this scenario:

- Identifying the physical scope of this review (including the specific transportation corridors and adjacent properties). Preliminary candidates include Anthony Henday Drive, Whitemud Drive, and Yellowhead Trail; however, evaluation criteria would need to be developed to identify the most impactful corridors and properties to be reviewed, balanced against increased demands on the Committee.
- Identifying the most impactful types of projects to be reviewed within adjacent properties, and developing appropriate exemption criteria as needed to focus the Committee's review and maintain its capacity.

4.0 Reviewing All Large Site Rezoning

The current EDC Bylaw requires comprehensive rezoning (i.e. Direct Control) applications for sites 1 hectare or more in size, **and** within 400 meters of an existing or planned transit station or stop, to be reviewed by the EDC (in comparison, the previous EDC Bylaw 19784 required sites 1 hectare or more in size, **or** within 400 meters of an existing or planned transit station or stop, to be reviewed by the committee). The EDC proposes to return to the previous Bylaw language to ensure as many of these projects are reviewed by the committee.

5.0 Improving the Project Exemption Process

Facilitating project exemptions is essential in maintaining the focus and impact of the Committee, and builds on and strengthens the project exemption process established in the previous iteration of the EDC Standards and Procedures. To this end, the Committee proposes the following improvements be incorporated into the Standards and Procedures Update:

- Exempting rezoning applications to standard zones (except where Administration requests site development or similar design documentation of the Applicant; e.g. for large sites).
- Broadening potential commercial exemptions beyond 'small scale' projects.
- Potential exemptions for exterior alterations (in residential projects).
- Potential exemptions for City open space projects with low urban design impact.

- Articulating general guidance related to exemptions, to maximize the focus and impact of the committee, for instances where the guidelines do not readily apply.

(Refer to the Standards and Procedures, Section 3.1 Project Applicability and Exemptions for specific references).

Additional improvements to the project exemption process are expected to be identified as the refinement of the Standards and Procedures continues through late 2024 and early 2025.