



ATTACHMENT 1 / ANNUAL REPORT

1. INTRODUCTION

The Edmonton Design Committee (EDC) was established by Edmonton City Council in 2005. EDC operates under City of Edmonton Bylaw 19784 with the mandate to "...improve the quality of Urban Design in the City of Edmonton".

2. POLICIES, PRINCIPLES AND PROCEDURES

The EDC operating under Bylaw 19784:

- Provides input to the City with respect to urban design principles, guidelines, and policies;
- Accepts submissions and provides recommendations to Urban Planning and Economy (UPE) on development permit applications, as required by Bylaw 19784, and on any other developments with potential design impact on the City, at the discretion of the City Manager or Council, within the established EDC boundaries;
- Accepts submissions and provide recommendations to Council on comprehensive rezoning applications, including Direct Control Provisions, Special Areas Zoning; and Major Commercial Corridor Overlays within the established EDC boundaries;
- Accepts submissions and provides recommendations to Council on comprehensive rezoning applications for Large Site Infill and Significant Transit Oriented Development;
- Reviews and provides recommendations on development applications, public projects or special projects in the City of Edmonton at the request of Council or the City Manager;
- Reviews Formal Applications and Informal Consultations and provides recommendations to the Applicant;
- Makes recommendations to Council as to changes to this bylaw; and



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- Makes recommendations to Council as to changes to other existing bylaws and City policies relevant to urban design.

In addition to Bylaw 19784, the work of the Committee is also guided by EDC Standards and Procedures, which were developed through a collaboration of the Committee and City Administration.

EDC Principles of Urban Design

The EDC Principles of Urban Design express the aspirations of the Committee and facilitate a meaningful conversation with Applicants to support exemplary urban design in Edmonton. The three overarching principles relate to urbanism, design excellence, and scale, connections and context.

The Principles of Urban Design are intended to be reviewed by the EDC Subcommittee in 2023 (See also Attachment 2 / EDC Workplan).

Interacting with Applicants

The Committee interacts with Applicants in two main ways:

Formal Submissions generally coincide with Development Permit and Rezoning Applications. These are required of all projects which fall within the geographic boundary (See Figure 1), as well as for all City projects.

- Submissions are received by Administration and posted on the EDC website for public viewing and Committee review 10 days prior to the meeting date.
- The Applicant makes a 10 minute presentation to the Committee summarizing the project and its response to the Principles of Urban Design;
- Approved public speakers may make presentations to the Committee, and the Committee may ask questions of the speakers;



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- Committee members may ask questions of the Applicant for clarification purposes;
- Following the presentation the Committee deliberates in public on the merits of the submission. The outcome of this deliberation is a recommendation of “support” or “non-support”. This correspondence is forwarded to Administration and the Applicant within 48 hours. Correspondence regarding rezoning projects is appended to Council Reports prepared by Administration.

Formal presentations are also live streamed to the Edmonton Design Committee Youtube channel for public viewing.

Applicants can also opt for an **Informal Pre-consultation** prior to a Formal Submission. These presentations, which are not open to the public, allow an applicant to come to EDC for preliminary advice with respect to a development that is being considered. Because these presentations are not public, no written record of this portion of the meeting is kept.

In an Informal Pre-consultation, the Applicant and EDC can have an open dialogue, allowing Committee members to speak more informally, offer suggestions to improve the project, and clarify the principles and standards that will be expected during a Formal Submission.

In the opinion of the Committee, the Informal Pre-consultation process is extremely valuable. The conversations better prepare Applicants for Formal Submissions. Applicants who attend a Pre-consultation are typically more successful at gaining approval at the Formal Submission.

3. MEMBERSHIP

The EDC consists of up to twelve members appointed by City Council representing various design professions (APPI, APEGA, AALA) and the Edmonton Arts Council. The EDC also includes up to five public members:



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three registered architects (AAA), a representative of the development industry, a representative of post-secondary institutions, and a member at large. The Committee currently has the following ten members (listed from most recently appointed to longest serving):

Melinda (Mindy) Tindall

Public Member at Large

2022 - Current

Mindy is a passionately curious fourth-year architecture student with a background in nursing and healthcare. Her specialization is within healthcare, educational, landscape, and humanitarian architecture. She is working on her MBA in Innovation and Entrepreneurship and studying neuroscience and neurotechnology at Queen's University. Mindy has studied universal design at the University of Alberta, and recently graduated with her Renewable Energy Technologies Certificate. She has also obtained certifications in humanitarian design, renewable architecture, and ecological design.

Mindy is an experienced entrepreneur and has amalgamated her interests in these fields by founding Biotecture Inc. – a catalyst for wellness through design – which was featured in the 2022 summer cohort of Startup Edmonton's Student Founders Program. She recently served two terms as Chair of the Royal Architectural Institute of Canada's Edmonton Network. She is passionate about innovative health-oriented design and looks forward to her second term on the Edmonton Design Committee.

Neal Lamontagne

Post-Secondary Faculty Member

2022 - Current

Neal is a registered city planner and academic focused on policy planning and urban design. He is a full time faculty lecturer at the University of Alberta School of Urban and Regional Planning and a PhD candidate at UCLA focused



on design review and governance. Prior to returning to Alberta, Neal worked as a planner in San Diego, San Francisco and Metro Vancouver and taught planning and design at the NewSchool of Architecture and Design, UC San Diego, Langara College, UBC School of Community and Regional Planning and School of Architecture and Landscape Architecture and the SFU City Program. He is a former co-chair of the Vancouver City Planning Commission and vice-chair of the Vancouver Urban Design Panel.

Neal currently sits on the EDC Subcommittee.

Nick Pryce

Alberta Professional Planners Institute (APPI)

2021 - Current

Nick is a Registered Professional Planner (RPP) with over 30 years of planning, engagement, and facilitation experience across Canada and internationally. In his career he has been involved in many aspects of developing policy and regulatory planning documents. Nick has also been at the forefront of training Councils and Administrations on planning in Alberta. In carrying out planning projects, Nick has been extensively involved with the engagement and communication with a focus to help people to understand the importance of planning documents and to get the public more involved. To achieve this requires a range of tools to reach out to people and a process that provides time to inform people on the topic of what the document is, how it works, and why it is important for members of the community to participate in the process. Nick's approach to engagement in working with municipalities has generally resulted in unanimous approval from Council. This is the result of spending time to inform, listen, and provide clarity on the reasons for the recommended policy. Nick has been involved in a wide range of planning projects, from policy development through to urban design implementation. Part of his career involved working in Halifax, Nova Scotia where he was one of the first representatives on the City of Halifax Downtown Design Committee. Nick's key attributes are understanding how



development fits together in creating functional design balanced with understanding the relationship of development with its surroundings and the economics of land development. Nick is currently the Director of Planning for V3 Companies of Canada.

Jared Candlish

Alberta Professional Planners Institute (APPI)

2021 - Current

Jared is an urbanist and community builder with an interest in how the built environment impacts our well-being and forms places of connection. He strives to understand the context of local challenges and to develop innovative solutions. Policy and plan development, urban design, sustainable urban integration, and capacity building are some of the many aspects of his work. His urban design philosophy is rooted in a collaborative interdisciplinary approach to better organize physical space and create inclusive cities. Since 2019, Jared has been working with the Edmonton-based planning consulting firm Green Space Alliance, where he is involved in a number of public and private sector projects throughout central Alberta. When he's not dreaming up new ideas, Jared can be found exploring new landscapes by foot and by bike.

Tai Ziola (Vice-Chair)

Registered Architect (AAA)

2021 - Current

As an architectural Principal with DIALOG, Tai lends her expertise to a wide range of residential, institutional, and commercial projects. Tai believes that we thrive best in collaborative networks and robust communities, and that truly hearing and incorporating the perspectives of diverse stakeholders are a core part of the design process. Her definition of a successful project is when the ambitions of the design and the aspirations of the community are both realized. Tai is an advocate for the role of architecture and urban design in improving the livability of our cities. She consistently connects with



stakeholder groups, clients, and members of the broader community in her role as project leader and facilitator. Tai joined the EDC in May 2021.

In addition to serving as Vice-Chair, Tai also currently sits on the EDC Subcommittee.

Kevin Dieterman (Vice-Chair)

Alberta Association of Landscape Architects (AALA)

2021 - Current

Kevin Dieterman has been practicing in the fields of Landscape Architecture and Urban Design in Edmonton for almost twenty years. He brings a depth of experience based on his work on the design and implementation of urban parks and public spaces, streetscapes, institutional campuses, low impact development stormwater management systems, and commercial sites. With a strong focus on placemaking and sustainable urbanism, Kevin focuses on creative design solutions for each project he undertakes. His diverse experience includes complex assignments at various scales and with large multidisciplinary teams. He is a founding member of the High Level Line Society and is passionate about seeing Edmonton continue to develop into a well-designed and sustainable city. Kevin joined the EDC in May of 2021.

David Brown

Alberta Association of Landscape Architects (AALA)

2018 - Current

David is currently the Landscape Architecture - Division Manager for McElhanney Consulting Services Ltd., (Edmonton). David has close to 30 years of public and private landscape architectural experience in both Ontario and throughout Western Canada. David has been a full member of the Alberta Association of Landscape Architects since 1992, and in 2010 was made a Fellow Landscape Architect in the Canadian Society of Landscape Architects - the highest honour for a professional Landscape Architect in Canada. David has undertaken a broad range of planning, design and implementation



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assignments as a professional landscape architect. His project experiences are multi-disciplinary, including urban planning and design; recreation, open space and tourism; environmental planning; institutional; industrial; commercial and LEED™ building and sustainable/Low Impact Development projects. David joined the EDC in May of 2018.

David previously served as Vice-Chair of EDC, and currently sits on the EDC Subcommittee.

Janice Mills (Chair)

Edmonton Arts Council (EAC)

2018 - Current

Janice is an Associate and a Senior Architectural Contract Administrator with DIALOG and holds a Masters of Structural Engineering from the University of Alberta. Janice possesses an enthusiastic drive to meaningfully improve the wellbeing of our communities and the environment that we all share by upholding the integrity of design. Good design has the power to engage, inspire, unite and connect communities. Janice holds a position on the Edmonton Public Arts Committee which develops visions and objectives for the Percent for Art program and makes recommendations regarding the City of Edmonton Public Art Collection. She holds a position on the 104th Street Steering Committee which provides a mechanism for residents and businesses along 104th Street to build a great community and advocate for the community they want. Janice joined the EDC in May of 2018.

In addition to serving as EDC Chair, Janice continues to sit on the EDC Subcommittee.

Outgoing Members and Vacancies

The following members will be concluding their terms or vacated their positions during the 2021-22 term:



Adrian Benoit (Vice-Chair)

Registered Architect (AAA)

2019 - 2023

Adrian is a registered architect and Principal with GEC Architecture with over 10 years of architectural and urban design experience in Alberta and Manitoba. He holds a Master of Architecture and a Bachelor of Environmental Design degrees from the University of Manitoba. Adrian's experience ranges from large-scale mixed-use developments, to affordable and permanent supportive housing, to major recreation and civic improvement projects. Adrian joined the EDC in May 2019.

Adrian has previously served as a Vice-Chair of EDC and has been a member of the EDC Subcommittee.

Adam Zepp

Development Industry Representative

2017 - 2023

Adam is a lifelong Edmontonian who is extremely passionate about the city he lives in. He graduated from the University of Alberta with a civil engineering degree in 2011 and is currently working at Stantec as a Land Development Engineer. His strong belief in the importance of integrating environmental oversight with planning, led him to complete his LEED certification. Recently, Adam became a Stantec Brand Ambassador and frequently attends community events as a representative of Stantec. Adam joined the EDC in May of 2017.



Ken Liu

**Association of Professional Engineers and Geoscientists of Alberta
(APEGA)**

2021 - 2022

Ken is the Principal Engineer of Invistec Consulting Ltd with 29 years experience. He is a civil engineer specializing in urban planning and land development in Edmonton and surrounding municipalities. Ken currently serves as a standing member of the Discipline Committee of APEGA and was the Past-Chair for the Discipline Committee between 2018 to 2020. Ken joined the EDC in May 2021.

4. ACTIVITIES

Meetings and Presentations

Presently, EDC meets on the first and third Tuesday of each month, typically reviewing two to four applications at each meeting. Periodically, an extra meeting will be scheduled to review applications in a timely manner and reduce any backlog. Additional time is required by Committee members to review the development packages prior to the meeting.

During the 2022-23 term, EDC reviewed **22** Formal Submissions (compared to 35 in the previous term). Of these submissions:

- **18** received a motion of support (81%)
- **4** received a motion of non-support (18%)

The Committee also reviewed **8** Informal Pre-Consultations.

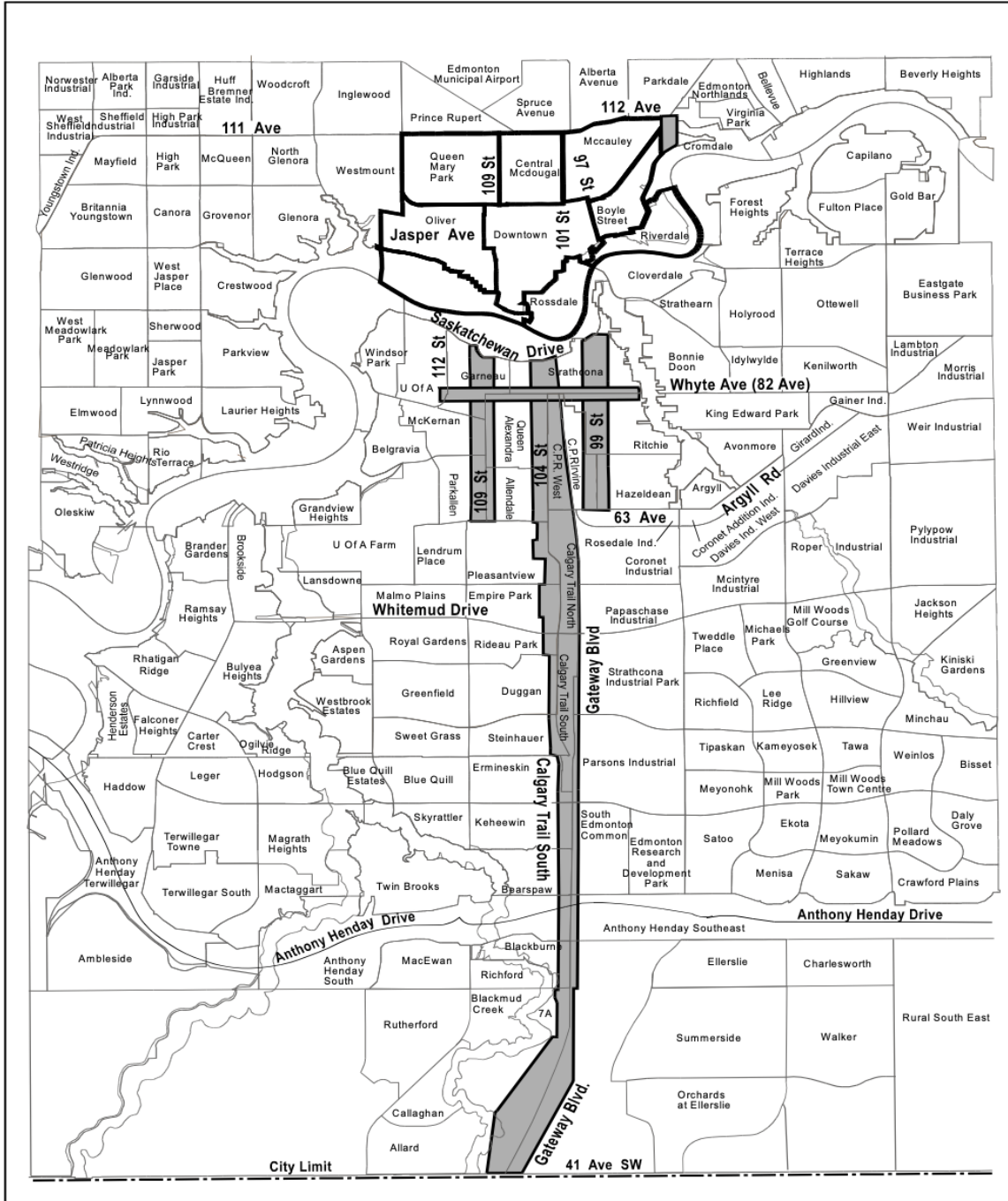


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Over the course of the term, EDC met **14 times** with the average meeting being approximately **3.0 hours** in duration (compared to 3.5 hours in the previous term and 4.0 hours in the 2020-2021 term).



Figure 1 / Edmonton Design Committee Geographic Boundary



(S.3, Bylaw 14844, January 30, 2008)



ATTACHMENT 2 / WORK PLAN

Implementing New EDC Standards and Procedures

Outside of the regular activities of the Committee, through 2022 the Committee focused on assisting Administration with the implementation of the new EDC Standards and Procedures, which were approved by the City Manager on December 3, 2021.

A Work Plan for 2022-23 and Beyond

In late 2022 a Subcommittee was struck to formalize a new work plan to be initiated during the remainder of the 2022-2023 term. This workplan focuses on four key activities:

1. Improved Onboarding / Training Tools

Ensuring new EDC Members receive sufficient training has consistently been identified as a priority of the Committee. The Subcommittee will lead this activity, with input from the Committee and the support of Administration as needed. This is a high priority activity with the intent to be completed to coincide with the introduction of new Committee Members in May 2023.

2. Reviewing the EDC Principles of Urban Design

Reviewing the EDC Principles of Urban Design was identified as a key concern of the design and development industry during the 2021 Standards and Procedures project; however, due to resource and timing constraints, reviewing the principles was not possible at that time.



The Subcommittee will collaborate with Administration on this activity, with input from the Committee as well as the design and development industry (see below). The primary objective of this exercise is threefold:

- To better align the Principles with the policy objectives of The City Plan and other City plans and standards (e.g. Complete Streets)
- To ensure the Principles are focused on those considerations of greatest importance to the Committee at the present time.
- To ensure the Principles are tailored to the specific requirements of both Development Permit and Rezoning submissions.

This is a high priority activity intended to commence in Spring 2023; however, continued resource constraints may limit the ability of the Subcommittee to significantly advance this work this year.

3. Industry Engagement

Administration committed to a followup with the design and development industry to evaluate the effectiveness of the new EDC Standards and Procedures. At the same time, the review of the EDC Principles of Urban Design will necessitate engagement with external stakeholders. The Subcommittee will support Administration, who intend to initiate this activity in Spring 2023.

4. Councillor Luncheon

Prior to COVID-19, EDC hosted an annual luncheon with the Mayor and City Councillors. The purpose of the luncheon was twofold - to provide an informal setting for the Mayor and City Councillors to meet EDC Members and learn more about the work of the Committee, and at the same time recognize outgoing Committee members. The Subcommittee will collaborate with Administration to host the first Councillor Luncheon since 2019 in Fall 2023, prior to the Edmonton Design Awards Gala.



ATTACHMENT 3 / BUDGET INFORMATION

The annual budget for the Edmonton Design Committee is as follows:

Item	2022 Budget (1)	2022 Actuals
Honoraria	\$84,399.96 (2)	\$19,075.00 (3)
Hosting	\$3,249.96 (4)	\$0 (5)
Courier	\$3,250.00 (6)	\$0 (7)
Volunteer Recognition	\$500.04 (8)	\$0 (9)
Printing	\$999.96 (10)	\$0 (11)

Notes

- (1) Approved operating budget representing the 12 month period beginning January 1, 2022.
- (2) Committee Members receive a \$100.00 honorarium per meeting, with the Chair receiving \$125.00. For meetings that exceed 5.0 hours in duration, members receive a \$200.00 honorarium. Value is based on full member attendance, maximum meeting duration (e.g. >5.0 hours), allowance for additional meetings due to volume of applications, training, etc.
- (3) Lower costs reflect a number of Committee vacancies and shorter meetings than in previous years..
- (4) Catering for meetings.
- (5) No catering was needed as all meetings in 2022 were held virtually.
- (6) To courier printed submission packages to Committee members.
- (7) No courier services were needed as all packages were submitted electronically.
- (8) Primarily for recognition of outgoing members' service to the Committee.
- (9) No recognition events were held in 2022 due to COVID-19 restrictions / concerns.
- (10) Printing of meeting agendas, minutes, etc., for meetings.
- (11) No printing was required as all meetings in 2022 were held virtually.