**Hall Use Committee**

**Terms of Reference**

**Role**

The Hall Use Committee is a Standing Committee responsible for maximizing the community hall’s use by league members and the wider community, this includes rental rates and policies.

**Responsibilities**

The Hall Use Committee will:

- Ensure league property and buildings are well maintained

- Promote and review hall rental practices, policies, and rates to encourage programming, rentals, regular tenants, and other such efforts to utilize the hall and grounds are much as possible and provide community space

- Ensure the hall is rented to balance operating and staff costs.

- Recommend rental policy changes, capital budget spending, and staffing requirements

**Membership and Voting**

The Hall Use Committee shall include 3-5 regular members. The chair of the committee is a member of the SCCL board of directors.

The President is an ex-officio member of the Hall Use Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Hall Use Committee will meet at least twice (2) per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the Hall Use Committee.

**Resources**

The Hall Use Committee may rely upon the Hall Manager and other staff of the league to execute programming and hall rental business, including preparing rental and staff budgets.

**Reporting**

The Hall Use Committee reports to the SCCL’s board of directors. The committee will also file a yearly report to the membership, to be tabled at the Annual General Meeting (AGM).

The Hall Use Committee should play a key role in the overall budget of the league, as rental revenue and staffing are the largest portions of the SCCL budget.

**Date of Last Review – September 2014**

**Building and Grounds Committee**

**Terms of Reference**

**Role**

The Building and Grounds Committee is a Standing Committee responsible for maintaining community league property and ensuring it is in good operating condition.

**Responsibilities**

The Building and Grounds Committee will:

- Ensure league property and buildings are well maintained

- Recommend capital budget spending and staffing requirements

- Work with league staff to acquire contractor quotes and ensure all regular and necessary maintenance and capital budget planning is carried out in a timely and fiscally responsible manner

**Membership and Voting**

The Building and Ground Committee shall include 3-5 regular members. The chair of the committee is a member of the SCCL board of directors.

The President is an ex-officio member of the Building and Grounds Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Building and Grounds Committee will meet at least two (2) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the Building and Grounds Committee.

**Resources**

The Building and Grounds Committee may rely upon the Hall Manager and other staff of the league to execute regular operation of the league property and maintenance, including preparing maintenance and capital budgets.

**Reporting**

The Building and Grounds Committee reports to the SCCL’s board of directors. The committee will also file an annual report to the membership, to be tabled at the Annual General Meeting (AGM).

Along with the committee’s annual budget, the Building and Grounds Committee will be responsible for the league’s longer-term capital budget planning to be submitted annually or as required by the Finance Committee..

**Date of Last Review – September 2014**

**Policy Committee**

**Terms of Reference**

**Role**

The Policy Committee is a Standing Committee tasked with reviewing the SCCL’s board policies, job descriptions, committee terms of reference, and league bylaws on a rotating annual basis. It will report to the board on needed changes, and bring forward bylaw amendments to the membership as needed.

**Responsibilities**

The Policy Committee will oversee regular reviews of the SCCL’s bylaws, at least once every four (4) years. Any recommended amendments, additions, or changes will be presented to the league membership in accordance with current bylaw requirements.

The Policy Committee will oversee reviews of board policies, job descriptions, and committee terms of reference once every four (4) years on a rotating basis. At least one of these areas will be reviewed for changes and amendments each year, though policies may be split into more than one review period due to their size and range.

**Membership, Chair, and Voting**

The Policy Committee shall include three (3) members of the SCCL Board. The Past President shall serve as the chair of the committee. Whenever possible, at least one committee member should be in their first term with the board.

The President is an ex-officio member of the Policy Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Policy Committee will meet at least twice per year, with other meetings called by the committee chair as needed or as policy reviews require.

Quorum of a meeting is all three (3) members of the Policy Committee.

**Resources**

The Policy Committee may need to contact former board members for guidance on policy direction and suggestions. The Edmonton Federation of Community Leagues (EFCL) and provincial Board Development Program (BDP) are also good resources in this area.

**Reporting**

The Policy Committee reports to the SCCL’s board of directors. The committee will also file an annual report to the membership, to be tabled at the Annual General Meeting (AGM).

**Date of Last Review – September 2014**

**(Social) Adult Programs Committee**

**Terms of Reference**

**Role**

The Adult Programs (Social) Committee is a Standing Committee responsible for creating and organizing social events for adult league members, and annual family-friendly events.

**Responsibilities**

The Adult Programs (Social) Committee will:

- Create and organize relevant programs and events for adult league members, and families

- Operate a regular pub night for adults, in accordance with Alberta Gaming and Liquor (AGCL) and City of Edmonton regulations and laws

- Organize, and work with the Membership and Volunteer Committee, annual family-friendly and league-wide events such as the fall arts BBQ and Winterfest

- Working with the City of Edmonton to facilitate and organize programming and events for adult members of the league and reisdent of the neighbourhood

- Reviewing SCCL, City of Edmonton, and neighbourhood programming offered for adults, and families, to ensure options are available locally to create a welcoming neighbourhood

**Membership and Voting**

The Adult Programs (Social) Committee shall include 3-5 regular members. The chair of the committee is a member of the SCCL board of directors.

The President is an ex-officio member of the Adult Programs (Social) Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Adult Programs (Social) Committee will meet at least four (4) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the Adult Programs (Social) Committee.

**Resources**

The Adult Programs (Social) Committee may rely upon and work with other committees of the board, including the Membership and Volunteer Committee, for best practices, programming ideas, and volunteers.

**Reporting**

The Adult Programs (Social) Committee reports to the SCCL’s board of directors. The committee will file an annual report to the membership, to be tabled at the Annual General Meeting (AGM).

The Garden Sub-Committee will report to the Adult Programs (Social) Committee, with the Standing Committee providing the SCCL’s board of directors with relevant, required, and requested information of the sub-committee’s actions and activities.

**Date of Last Review – September 2014**

**Nominating Committee**

**Terms of Reference**

**Role**

The Nominating Committee is a Standing Committee responsible for finding suitable candidates to fill SCCL board positions.

**Responsibilities**

The Nominating Committee will track and monitor pending and ongoing board vacancies, creating a list of open positions prior to each Annual General Meeting (AGM).

The Nominating Committee will lead recruitment efforts prior to AGMs and throughout the year for all vacant board positions. The committee will ensure board job descriptions, committee terms of reference, and board policies are updated to aid in recruitment of the best candidates for the board.

The committee will advise the board on best practices for finding new members (example: where to post recruitment and AGM notices).

**Membership, Chair, and Voting**

The Nominating Committee will consist of three (3) members of the SCCL board.

The committee will be chaired by the board’s Vice President.

The President is an ex-officio member of the Nominating Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Nominating Committee will meet at least twice each year, including once prior to the AGM to prepare for recruitment of new board members. Other meetings may be called by the chair as needed.

Quorum of a meeting is all three (3) members of the Nominating Committee.

**Resources**

The committee may work with outside groups like the Edmonton Federation of Community Leagues (EFCL) or Edmonton Chamber of Voluntary Organizations (ECVO) to increase knowledge of board member recruiment.

**Reporting**

The Nominating Committee reports to the SCCL’s board of directors. The committee may file an annual report to the membership to be tabled at the Annual General Meeting (AGM) if it so chooses.

**Date of Last Review – September 2014**

**Communications Committee**

**Terms of Reference**

**Role**

The Communications Committee is a Standing Committee responsible for sharing league information with membership and the wider community.

**Responsibilities**

The Communications Committee will:

- Draft and update a communications plan and strategies for the SCCL board and league, and ensure the board follows and uses agreed upon protocols and publications

- Write, edit, publish and seek content for all league-related publications and information sources, including but not limited to a printed newsletter, electronic newsletters, website posts and uploads, social media, mailouts

- Organize and oversee publication and distribution of all league information, news, and content to be shared

- Ensure the board President and any other contributor(s) or spokesperson(s) is informed on their role and responsibilities as it comes to publicly sharing information

- Act as a public representative of the board and league where the President or most relevant director or committee member is unavailable

**Membership and Voting**

The Communications Committee shall include 3-5 regular members. The chair of the committee is a member of the SCCL board of directors.

The President is an ex-officio member of the Communications Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Communications Committee will meet at least four (4) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the Committee.

**Resources**

The Communications Committee can rely on the Edmonton Federation of Community Leagues (EFCL) for communications feedback and templates. The committee should recruit members with relevant communications and publishing experience to draw upon their skills and those of related industries.

**Reporting**

The Communications Committee reports to the SCCL’s board of directors. The committee will also file an annual report to the membership, to be tabled at the Annual General Meeting (AGM).

**Date of Last Review – September 2014**

**Finance Committee**

**Terms of Reference**

**Role**

The Finance Committee is a Standing Committee responsible for tracking the league’s revenue and expenditures, creating annual budgets, and filing all relevant league reports with municipal and provincial governments.

**Responsibilities**

The Finance Committee oversees the league’s regular revenue and expenditures, ensuring banking and transactions are done in a manner consistent with non-profit governance in Alberta.

The committee will provide the board with monthly profit and loss statements, tracking of budgets compared to actual spending, account reconciliation and balance statements, and other relevant financial information the board requests.

The Finance Committee will monitor for and recommend policy and procedure changes as required by accounting rules the board may be required to follow by municipal and provincial regulation and other general accounting and budget best practices.

The Finance Committee is responsible for creating a draft budget for board approval prior to the fiscal year-end.

The Finance Committee will strike an audit committee of at least two (2) people from outside of the board to review the reconciliations and reporting of the previous year, every year, to table an audit at the Annual General Meeting (AGM).

**Membership, Chair, and Voting**

The Finance Committee shall include at least three (3) members. The Treasurer shall serve as the chair of the committee. In the absence of a Fundraising Committee, the Casino Director will sit on the Finance Committee.

The President is an ex-officio member of the Finance Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Finance Committee will meet at least six (6) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is all three (3) members of the Finance Committee.

**Resources**

The Finance Committee will liaise with the Hall Manager and other staff as required for regular banking and reconciliation.

The Edmonton Federation of Community Leagues (EFCL), the City of Edmonton (through the board’s appointed Community Recreation Coordinator), and the provincial Board Development Program (BDP) and Alberta Gaming and Liquor Commission (AGLC) may provide additional advice and best practices.

**Reporting**

The Finance Committee reports to the SCCL’s board of directors. The committee will also file an annual report to the membership, to be tabled at the Annual General Meeting (AGM).

The Committee will be responsible for filing all board annual statements, registrations, grant applications, and other governance, regulatory, and licensing reports as needed and required.

**Date of Last Review – September 2014**

**Membership and Volunteer Committee**

**Terms of Reference**

**Role**

The Membership and Volunteer Committee is a Standing Committee responsible for recruiting league members, including selling and tracking memberships, and recruiting, organizing, and recognizing all league volunteers on an annual basis.

**Responsibilities**

The Membership and Volunteer Committee will:

- Sell memberships on an annual basis, beginning in September (or the month designated by the Edmonton Federation of Community Leagues calendar)

- Track and organize membership information, including member contact information, and volunteer interests

- Grow membership base year-over-year

- Recruit volunteers for league events and activities, work with the Nominating Committee to identify potential board and committee members

- Maintain and track volunteer information

- Organize an annual appreciation event or programming for all league volunteers

**Membership and Voting**

The Membership and Volunteer Committee shall include 3-5 regular members. The chair of the committee is a member of the SCCL board of directors.

The President is an ex-officio member of the Membership and Volunteer Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Membership and Volunteer Committee will meet at least six (6) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the Membership and Volunteer Committee.

**Resources**

The Membership and Volunteer Committee will find the Edmonton Federation of Community Leagues (EFCL) helpful in membership sales, volunteer recruitment efforts, and related activities.

The Edmonton Chamber of Voluntary Organizations (ECVO) and Volunteer Edmonton are two organizations that can provide feedback and planning for volunteer recruitment.

**Reporting**

The Membership and Volunteer Committee reports to the SCCL’s board of directors. The committee will also file an annual report to the membership, to be tabled at the Annual General Meeting (AGM).

Along with the committee’s annual budget, the Membership and Volunteer Committee will be responsible for ensuring membership sales are regularly tracked and updated for the Finance Committee’s budgeting and financial reporting needs.

**Date of Last Review – September 2014**

**Fundraising Committee**

**Terms of Reference**

**Role**

The Fundraising Committee is a Standing Committee responsible for all league efforts in raising and collecting money outside of regular sources of annual revenue (City of Edmonton operating grant, hall rental income).

**Responsibilities**

The Fundraising Committee will:

- Identify all potential revenue-generating and grant opportunities that are available to a non-profit community league

- Organize and operate any fundraising efforts approved by the board of directors, including but not limited to Alberta Gaming and Liquor Control (AGLC) casinos every 18-24 months

- Oversee and file all relevant grant applications, forms, and regulatory reports required by fundraising efforts (may require working with Finance Committee)

- Work with the board and committees to identify and pursue fundraising efforts for needed or sought programming and capital items (ex: playground equipment)

- Ensure the SCCL is updated and in good standing with any potential granting agencies or bodies municipally, provincially, and federally

- Partner with external organizations where efforts may increase viability and/or visibility of fundraising, increasing likelihood of success for mutually beneficial programming, equipment, or funds

**Membership and Voting**

The Fundraising Committee shall include 3-5 regular members. The chair of the committee is a member of the SCCL board of directors.

The President is an ex-officio member of the Fundraising Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Fundraising Committee will meet at least two (2) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the Fundraising Committee.

**Resources**

The City of Edmonton, Government of Alberta (including Service Alberta and the AGLC), Edmonton Federation of Community Leagues (EFCL), and other community leagues and neighbourhood-level organizations will be relevant and regular contacts of the Fundraising Committee. This will include best practices, fundraising sources and planning, and any needed or required regulatory information, education, and training.

**Reporting**

The Fundraising Committee reports to the SCCL’s board of directors. The committee will also file an annual report to the membership, to be tabled at the Annual General Meeting (AGM).

The Fundraising Committee may be required to work with the board or committees on budget planning, budget needs, and other financial reporting and filing. The Fundraising Committee will work with the Finance Committee to ensure all required paperwork is filed on time for league-related revenue or potential revenue as necessitated by grant applications, income, fundraising, and other financial streams and reporting.

**Date of Last Review – September 2014**

**Children’s Programming Committee**

**Terms of Reference**

**Role**

The Children’s Programming Committee is a Standing Committee responsible for creating, operating, and reviewing all league-run programing for children. This may include programming run by external organizations and provided on league property (like the City of Edmonton’s summer camps and the Green Shacks).

**Responsibilities**

The Children’s Programming Committee is responsible for:

- Working to provide relevant programs and events for neighbourhood children and families

- Operating a pre-school drop-in program

- Working with the City of Edmonton to facilitate and organize day camps, the Green Shack program, spray park access, and other programming as the City offers or creates

- Reviewing SCCL, City of Edmonton, and neighbourhood programming offered for families with children and working with any relevant stakeholders to ensure options are available locally to create a welcoming neighbourhood for families

**Membership and Voting**

The Children’s Programming Committee shall include 3-5 regular members. The chair of the committee is a member of the SCCL board of directors.

The President is an ex-officio member of the Children’s Programming Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Children’s Programming Committee will meet at least four (4) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the Children’s Programming Committee.

**Resources**

The Children’s Programming Committee may rely upon the Hall Manager and other staff of the league to execute programming. External service providers, the City of Edmonton, King Edward School, and other neighbourhood and children’s organizations may be key to creating and operating programming through the SCCL.

**Reporting**

The Children’s Programming Committee reports to the SCCL’s board of directors. The committee will also file an annual report to the membership, to be tabled at the Annual General Meeting (AGM).

**Date of Last Review – September 2014**

**Garden Committee**

**Terms of Reference**

**Role**

The Garden Committee is responsible for operating and maintaining the SCCL’s community garden location along the streetcar tracks between 85 and 86 Avenue (near 106 Street) and any other gardening plots and activities organized by the sub-committee, or league.

**Responsibilities**

The Garden Committee will:

- organize, maintain, and program the league’s community garden alongside the streetcar tracks at 106 Street

- promote community gardening and other “green” efforts throughout the neighbourhood and wider community, including liaising with farmers’ markets, the Edmonton Food Bank, Fruit Rescue Edmonton and similarly minded groups, and training and teaching league members about home and balcony gardening

- maintain a list of regular and waiting list gardeners

- sell SCCL league memberships to neighbours as required

- ensure all community gardeners have a community league membership from one of Edmonton’s recognized leagues

**Membership and Voting**

The Garden Committee shall include at least three (3) members. The chair of the committee is a member of the SCCL board of directors

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Garden Committee will meet at least four (4) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the committee.

**Resources**

The Garden Committee can rely upon Edmonton’s network of community gardens for feedback and best practices. The Old Strathcona Farmers’ Market and Fruit Rescue Edmonton are other groups to consider for information.

**Reporting**

The Garden Committee reports to the SCCL board of directors. This will include drafting and monitoring a garden budget and submitting an annual report to the membership at the Annual General Meeting.

The Committee will also work with the Membership and Volunteer Committee to ensure gardeners buying memberships are properly included in league reports.

**Date of Last Review – September 2014**

**Soccer Committee**

**Terms of Reference**

**Role**

The Soccer Committee is responsible for organizing the SCCL’s inclusion and involvement in the Southeast Soccer Association’s indoor and outdoor soccer programs.

**Responsibilities**

The Soccer Committee will:

- organize and facilitate the SCCL’s involvement in indoor and outdoor soccer programs offered by the Edmonton Minor Soccer Association in the Southeast Soccer Assocation zone

- form and create any annual and ad-hoc committees as required for volunteer recruitment, training, team management, referees, and other areas as needed

- present and manage indoor and outdoor soccer budgets, including registration fees and league membership sales, and advise the Standing Committee in annual budget planning

- coordinate all volunteers needed to operate soccer programming

**Membership and Voting**

The Soccer Committee shall include at least three (3) members. The chair of the committee is a member of the SCCL board of directors.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Soccer Committee will meet at least four (4) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the sub-committee.

**Resources**

The Soccer Committee will be involved in regular and required meetings with the Southeast Soccer Association and the Edmonton Minor Soccer Association, and both can provide feedback and support.

**Reporting**

The Soccer Committee reports to SCCL board of directors. There may be other reporting as required by the Southeast Soccer Association and Edmonton Minor Soccer Association. An annual report will also be filed to the SCCL membership at the Annual General Meeting.

The Committee will also work with the Membership and Volunteer Committee to ensure soccer families buying memberships are properly included in league reports.

**Date of Last Review – September 2014**

**99 Street Task Force Ad-hoc Committee**

**Terms of Reference**

**Role**

The 99 Street Task Force is an ad-hoc committee of the Civics and Planning Standing Committee. Its focus is on development of pedestrian-friendly and complete streets installations and improvements to the 99 Street corridor, following on street redevelopment in 2012.

**Responsibilities**

The 99 Street Task Force ad-hoc committee will:

- Advise The City of Edmonton on pedestrian-friendly and complete streets plans and installations along the 99 Street corridor

- Work with the City of Edmonton’s Transportation, Planning, and Neighbourhood Engagement departments to monitor and encourage a balanced approach to transportation along 99 Street in Old Strathcona

- Develop and execute relevant art and culture installations for the 99 Street corridor

- Work with The City of Edmonton and relevant organizations external to the SCCL to plan for a balanced transportation plan (personal auto, transit, cycling, pedestrians) for 99 Street and connecting Old Strathcona to Ritchie, the river valley, and downtown Edmonton.

**Membership and Voting**

The 99 Street Task Force Ad-hoc Committee shall include at least three (3) members.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The 99 Street Task Force Ad-hoc Committee will meet at least four (4) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the sub-committee.

**Resources**

The 99 Street Task Force Ad-hoc Committee will work with the City of Edmonton, Edmonton Federation of Community Leagues (EFCL), Central Area Council of Community Leagues (CACCL) Councillor Ben Henderson’s office, and other organizations it deems relevant to reviewing and implementing balanced transportation planning and pedestrian-friendly plans for the 99 Street corridor.

**Reporting**

The 99 Street Task Force Ad-hoc Committee reports to the Standing Committee of Civics and Planning. This includes regular reports on efforts and engagement opportunities.

The committee can file annual reports if wanted and will file a wrap-up report to the Standing Committee upon conclusion of its term in October 2015.

**Date of Last Review – September 2014**

**Personnel Committee**

**Terms of Reference**

**Role**

The Personnel Committee is a Standing Committee that serves as the SCCL’s Human Resources (HR) manager, responsible for hiring and management of staff, staff policies and procedures, and advising the board on staff processes and reviews.

**Responsibilities**

The Personnel Committee shall be responsible for all league staff, including hiring, performance management, termination, and other reviews and processes as may be required.

The Personnel Committee shall primarily oversee the full-time Hall Manager, and may delegate part-time, casual, and contract staff responsibilities to the Hall Manager or another representative as seen fit.

The Personnel Committee is responsible for drafting and updating all staffing policies, procedures, and job descriptions. This will include policies for, but is not limited to, hiring, performance management, termination, contracting, and employee health and safety.

The Personnel Committee will advise the board on recommended staffing needs, requirements, outsourcing/contracting, and best practices.

**Membership, Chair, and Voting**

The Personnel Committee shall include three (3) members of the SCCL Board. It will consist of the President, a member chosen by the Hall Manager, and one member chosen by the board.are voting or non-voting.

The President shall serve as the chair of the committee.

There are no ex-officio members of the Personnel Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Personnel Committee will meet at least twice per year. Other meetings may be called by the committee chair as needed.

Quorum of a meeting is all three (3) current members of the Personnel Committee.

**Resources**

The Personnel Committee may ask the Hall Manager, other board members or committees to hire or contract out work as required, adhering to the policies and procedures as set out by the committee. This will frequently include the Building and Grounds Committee.

**Reporting**

The Personnel Committee reports to the SCCL’s board of directors. The committee will also file an annual report to the membership, to be tabled at the Annual General Meeting (AGM).

**Date of Last Review – September 2014**

**Civics and Planning Committee**

**Terms of Reference**

**Role**

The Civics and Planning Committee is a Standing Committee responsible for reviewing and responding to property development, redevelopment, zoning, and other related matters within the Strathcona Centre Community League boundaries, Old Strathcona neighbourhood, the Strathcona Area Redevelopment Plan (ARP), and other zoning issues as requested or recommended by the City of Edmonton, Edmonton Federation of Community Leagues (EFCL), Central Area Council or Community Leagues (CACCL), and other items deemed relevant by the SCCL board, on behalf of the league and its members.

**Responsibilities**

The Civics and Planning Committee will:

- Track and maintain a record of property development, redevelopment, and other zoning changes for the league’s future and historical use

- Research and respond to issues of development and zoning the league is requested to offer comment and information on

- Represent the league and its membership on issues of development and zoning, with developers, neighbours, external organizations, and the City of Edmonton

- Encourage and create an atmosphere of proactive development discussion with those involved in building, redeveloping, and bylaw and zoning within the city of Edmonton, including developers, City of Edmonton staff, league members, external groups and businesses, and neighbourhood residents

- Draft a document to be made available publicly on best practices and development goals for property and businesses within Old Strathcona

**Membership and Voting**

The Civics and Planning Committee shall include at least three (3) regular members. The chair of the committee is a member of the SCCL board of directors.

The President is an ex-officio member of the Civics and Planning Committee.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Civics and Planning Committee will meet at least six (6) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the Planning and Development Committee.

**Resources**

Many organizations will offer information, best practices, and other relevant information, including but not limited to: the City of Edmonton (through the league-appointed Community Recreation Coordinator, Planning Department, Transportation Department, Councillor’s office), the Edmonton Federation of Community Leagues (EFCL) and its Planning Committee, Central Area Council of Community Leagues (CACCL).

**Reporting**

The Civics and Planning Committee reports to the SCCL’s board of directors. The committee will also file an annual report to the membership, to be tabled at the Annual General Meeting (AGM).

The Committee will also write and present recommendations, responses, and future-planning documents and strategies for filing with the City of Edmonton and other external organizations seeking comment on development and zoning issues specific and general.

**Date of Last Review – September 2014**

**Community and Neighbour Engagement Committee**

**Terms of Reference**

**Role**

The Community and Neighbour Engagement Committee is responsible for organizing and facilitating meetings, discussions, open houses, information-gathering, and other such forums to coordinate partnerships with external organizations, regular contact with the league’s closest neighbours, and groups involved in efforts related to and requiring involvement from the SCCL.

**Responsibilities**

The Community and Neighbour Committee will:

- meet annually, and as needed, with neighbours living within 3 blocks of the community hall and grounds

- work with partner organizations, like the City of Edmonton and Ice on Whyte festival, to draft required agreements for programming and use of league property

- promote and ensure the community hall is an active hub of neighbourhood discussion and engagement through open houses, information sessions, focus groups, and other such meetings run and required by the league itself, the City of Edmonton, Old Strathcona groups and businesses, league members and neighbours

- work with and report to/from the Old Strathcona Area Community Council (OSACC), Central Area Council of Community Leagues (CACCL), and other groups involving neighbouring organizations and communities

**Membership and Voting**

The Community and Neighbour Engagement Committee shall include at least three (3) members. The chair of the committee is a member of the SCCL board of Directors.

Voting will be by a show of hands, with the chair also casting a vote.

**Frequency of Meetings and Quorum**

The Community and Neighbour Engagement Committee will meet at least four (4) times per year, with other meetings called as necessary by the chair.

Quorum of a meeting is at least three (3) members of the sub-committee.

**Resources**

The Community and Neighbour Engagement Sub-Committee will work with OSACC, CACCL, the City of Edmonton, the Edmonton Federation of Community Leagues (EFCL) and other partner organizations to build best practices of engagement.

**Reporting**

The Community and Neighbour Engagement Committee reports to the SCCL board of directors. This includes an annual report to be tabled to the membership at the Annual General Meeting.

**Date of Last Review – September 2014**