



# Civics and Planning - Co-Directors

## Accountability

Board of Directors  
General Membership

## Term

A two year term, elected in even-numbered years (2022, 2024, 2026, etc.)

## Mandate

- Guide the Strathcona Centre Community League in actions that shape the physical and social infrastructure of our community.
- Civics directors should have an understanding of the principles and core values to assist in the creation of healthy, thriving neighbourhoods (e.g., good urban design, safe mobility, complete communities, access to green space) and an understanding of advocacy and engagement with other groups.
- Other guiding lenses to shape decision making include:
  - Justice, equality, inclusion, and dignity;
  - Sustainability; and
  - Community benefit.
- Civics Directors and Committee members:
  - Engage community members on civic and planning issues;
  - Develop and shape policy that affects our community, based on principles and core values;

- Understand and navigate the planning and development system in Edmonton;
- Respond to development applications in our community.

Much of this requires working with other district and city-wide groups (e.g., participating in meetings or responding to correspondence).

- Protect the integrity of the SCCL by ensuring the following:
  - That it is operated on a consensus basis within a democratic format.
  - That the Board and membership adhere to the Bylaws, Code of Conduct, Mission & Goal Statement, and the EFCL Code of Ethics
  - That SCCL activities are guided by current policies and procedures

## **General Duties**

As a Board Member, the Civics and Planning Director must do the following:

- Develop, monitor, and review all Board policies and procedures.
- Ensure the Board's conduct and performance is in compliance with the bylaws and policy.
- Assist in developing and maintaining positive relations among the Board, committees, and community to enhance the SCCL's mission.
- Participate in establishing policy and other recommendations received from the Board, its standing committees, and staff.
- Participate in the development of the SCCL's organizational plan, annual review, and budget.
- Prepare and present report(s) at Board Meetings.
- Exercise voting privilege.
- Provide orientation and continuity for new Board Members.

## **Meetings**

- Prepare for regular monthly board meetings by reading over materials prior to the meeting, including preparing regular reports on development issues.
- Chair meetings of the Civics and Planning Committee, including preparing agendas.
- Prepare an annual report to be presented to membership at the AGM.

## **Representation on Committees**

- Serve as co-chair of Civics and Planning Committee.

- Aid in recruitment and selection of Civics and Planning committee members.
- May sit as a member of any other committee of the board.

## **Volunteer Recognition**

- Submit list of volunteers to be recognized at regular volunteer appreciation events.

## **Relationship Building**

- Encourage Executive Board and membership to participate in meetings and SCCL activities.
- Encourage other stakeholders to communicate with the board, league, and community members.

## **Requirements**

- Ability to attend regular board meetings (September-June)
- Time commitment is approximately 10 hours per month to attend and prepare for board meetings, and regular committee meetings and duties.
- More time will be required to engage with other stakeholder individuals or groups, and prepare and present recommended directions to the City of Edmonton. This should be shared among the co-directors and committee members.