

## **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), Strathcona District Community Council, 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**