

Terms of Reference

Building Housing Choices Initiative: Keheewin Community Advisory Committee

Introduction

Keheewin is one of nine communities with a surplus school site which will be repurposed for a mixed-market residential development adhering to the the City's [Guidelines for Development of the 2009 Surplus School Sites](#). The Keheewin Community Advisory Committee was formed to work directly with the City of Edmonton Building Housing Choices Project team as they work to develop specific new land use recommendations to present to council in the future that meets City Council's direction and considers the input of the community.

Objective

To provide community input and perspective on the Building Housing Choices initiative and pilot community engagement process for the undeveloped building site in Keheewin, and to ensure all viewpoints are heard and represented in a respectful and effective way through the process.

Scope of Work

- Provide one point of contact for the City's Building Housing Choices project team to obtain input on the project and engagement process in Keheewin prior to broader public engagement.
- Review information and provide input regarding the development of a concept option for the Building House Choices development in Keheewin.
- Review information and materials, and provide input on the public engagement process in Keheewin.
- Advise the project team on appropriate methods of communication with Keheewin residents, community groups and stakeholders.
- Work with the project team to promote awareness and engagement opportunities in Keheewin.
- Identify knowledge gaps in the community around the Building Housing Choices project and work with the project team to address these gaps.

Membership

Membership of the Committee will consist of:

- Eight individuals committed to effective public engagement and the equitable representation of community viewpoints into the Building Housing Choices process, selected to represent diverse viewpoints and backgrounds where possible.
- Two members of the City of Edmonton project team to provide advisory and administrative support.

Member Selection and Term

Members will be selected by the City of Edmonton project team from a pool of residents who expressed interest in participating more at the initial Building Housing Choices community meeting. Volunteers may be asked follow-up questions related to their interest in the project to ensure a diversity of perspectives and backgrounds.

Members will be selected for a term coinciding with the length of the Keheewin engagement process (approximately one year). In the event of a vacancy during the term, the project team may fill the appointment with a volunteer from the original pool or through an open call for volunteers.

Meetings

The Committee will meet a minimum of four times in 2016 - once during each public engagement phase, prior to each public event and one wrap-up evaluation meeting at the end of phase 4. Members must notify the project team at least two business days before the meeting if they are unable to attend.

Budget

Administrative costs including venue rental, materials cost, staff expenses and refreshments will be allocated from the City of Edmonton Civic Property Services and Housing and Homelessness Sections, Sustainable Development Department.

Administrative Support

The City of Edmonton project team will provide administrative support to the Committee, including:

- Creation of agendas in collaboration with the Committee
- Distribution of agenda packages to Committee members
- Creation and distribution of draft meeting minutes
- Receiving and management of Committee correspondence
- Maintaining a list of concerns and opportunities for Committee action in accordance with the Committee's scope of work