**Edmonton Federation of Community Leagues**

## Planning and Development Committee

## Terms of Reference

## Type & Standing of Membership; reporting to

## Classification: the Board

**Purpose:** To provide input and recommendations to the Board, Membership, City Administration & City Council with respect to Urban Planning matters from a neighbourhood perspective

**Duties:**

* to participate in urban planning and transportation related consultation processes
* to champion green space as it relates to parks and open space planning
* to review developments with city-wide implications and determine community league impact and consistency with City bylaw and policy
* to review planning and transportation policy proposals and accompanying engagement processes
* to encourage and engage community leagues to become involved in urban planning matters
* to advise communities of the potential impacts of developments and policy or bylaw changes
* to make recommendations to the Board, Membership, City Administration & City Council on planning and transportation issues
* to apply the EFCL’s Planning and Development policies when making recommendations and update them as required
* to meet with representatives of the City Administration and participate on City Committees as needed
* to assist with and participate in own District meetings
* to support and advise the Community Planning Advisor

**Committee Membership:** Maximum of 15 voting members, with no more than two representatives per District and no more than one representative per league;

Ex-officio: Community Planning Advisor

**Member Appointment:** District representatives are elected at EFCL General meetings. If District positions are not filled at a General Meeting or a District meeting with quorum of 1/3 of the District leagues, then District and Community League referrals will be considered by the Board for appointment.

**Tenure of** Two years, renewable

**Members:**

**Chair Appointed By:** Board

**Reports to:** Board and Membership

**Meeting Frequency:** Monthly except July, August and December or at the call of the Chair

**Resources:** Staff, meeting space, computer access, photocopying, refreshments

**Outcomes:** Better-informed and engaged community leagues

 Planning and transportation recommendations

Relationship with the City Administration and Development Industry

 Annual Report to the Membership at AGM