



COMMUNITY INFILL PANEL

TERMS OF REFERENCE

BACKGROUND

On August 19, 2014, Edmonton's Infill Roadmap was received for information by the Executive Committee of City Council. The Roadmap is a two year work plan with 23 Actions to support more and better residential infill in mature and established neighbourhoods. The Community Infill Panel responds to Action 6 of the Roadmap:

Pilot an 'Infill Action Insight Group' made up of citizens and builders whose role would be to offer diverse perspectives to City administration as we work to advance infill.

This will help bring a broad range of insights into infill projects and activities, provide an opportunity for the City to learn from a new approach to engaging Edmontonians in advancing infill development, and help to improve communication and build trust between citizens, builders and the City.

Residential infill is happening in Edmonton. It is essential to balance growth in, up and out. Growing in means narrow houses on a split lot, a garden or a garage suite, a duplex or row housing - infill in all shapes and sizes adds a new vibrancy and a wider variety of housing types in our older neighbourhoods.

GOALS FROM EDMONTON'S INFILL ROADMAP

- Support residential infill objectives in the Way We Grow, Edmonton's Municipal Development Plan,
- Keep our city and our established neighbourhoods thriving into the future,
- Provide diverse housing options for our residents, and
- Encourage an ongoing dialogue about infill in Edmonton.

COMMUNITY INFILL PANEL MANDATE

The mandate of the Community Infill Panel is to support City Administration's ongoing work to make infill easier to do and talk about by providing strategic advice and perspectives on key infill-related topics.

PURPOSE

As a volunteer advisory group of City Administration, the Community Infill Panel is not a decision-making body. The Panel will:

- be a two year pilot starting in December of 2015,
- be a place for robust, infill-related conversation from diverse perspectives,
- be facilitated by two staff members appointed by the Sustainable Development Department,
- be an opportunity for City Administration to gather feedback and advice on infill related consultation, communication, engagement and Roadmap actions, complement existing and ongoing public engagement efforts, and
- be evaluated by the group at the end of the pilot's first year and at the end of its second year.

As the Community Infill Panel is a new initiative, refinement over time is anticipated in order to best deliver the mandate.

As a volunteer committee and pilot of City Administration, the Community Infill Panel does not report directly to City Council or its committees. The intended outcome of each meeting is to provide feedback and advice on strategic infill-related topics requiring additional input as requested by City Administration. These may include consultation, communication, engagement and Roadmap actions. Members will not be expected to come to a consensus on all topics, and the meetings will be an opportunity for rich discussions and the exploration of complex issues from multiple viewpoints. The results of these conversations will be considered by City Administration when making decisions. City Administration will present Community Infill Panel feedback where appropriate and consistent when presenting information collected from other public engagement activities publicly and/or to City Council.

MEMBERSHIP

The Community Infill Panel is intended to represent a range of broad and diverse interests. Community Infill Panel members will have an interest in residential infill, neighbourhood change and the city's future. Community Infill Panel members will be progressive, engaging, collaborative, cooperative and willing to listen to diverse perspectives, participate in dialogue and contribute to Administration's work to support more and better infill.

The Community Infill Panel will have a maximum of 13 members and be facilitated by two staff members appointed by the Sustainable Development department (Community Infill Panel facilitators). The members will be chosen through a formal application process (see below). All efforts will be made to have representation from:

- residents with a range of social, economic and cultural backgrounds and abilities,
- local building, development, and real estate industries,
- community leagues and civic organizations, and
- representatives from other areas of expertise that help us ensure a balanced and diverse Panel.

TERMS

As the Community Infill Panel is a two year pilot, members will be expected to commit for its duration. If a member can no longer continue on the Community Infill Panel, the vacancy may be filled at the discretion of City Administration.

MEMBER EXPECTATIONS

MEETINGS

To ensure a functioning and effective Community Infill Panel, members are expected to commit to attending all meetings as well as reviewing and reading any necessary materials provided by the facilitators to prepare for the discussion. Members agree to attend 5 (five) facilitated meetings each year of the pilot (10 meetings in total):

YEAR 1	YEAR 2
Meeting 1 - Jan/Feb	Meeting 6 - Jan/Feb
Meeting 2 - Mar/Apr	Meeting 7 - Mar/Apr
Meeting 3 - May/June	Meeting 8 - May/June
Meeting 4 - Sep/Oct	Meeting 9 - Sep/Oct
Meeting 5 - Nov/Dec	Meeting 10 - Nov/Dec

- Preferred meeting dates and times will be established at the first meeting,
- Total commitment is 30 hours per year (5 meetings x up to 3 hours x 2 hours pre-meeting preparation), and
- Additional time may be required for special projects, events, sub-committees, and working groups.

MEMBER AND FACILITATOR RESPONSIBILITIES

- Meeting agendas will be prepared and circulated by City Administration,
- Community Infill Panel members will review and read necessary materials in preparation,
- Members are expected to attend all meetings. Designates will not be accepted,
- Community Infill Panel members will respectfully share their unique perspective on infill, participate in dialogue, and contribute to City Administration's work to supporting infill,
- Preferred meeting dates and times will be established at the first meeting,
- City Administration will gather feedback and advice from the Community Infill Panel on infill-related consultation, communication, engagement and Roadmap actions,
- A workplan will be developed by the Community Infill Panel facilitators from Sustainable Development with input from Community Infill Panel members,
- Meeting minutes will be circulated to all Community Infill Panel members by the Community Infill Panel facilitators, and
- Community Infill Panel members will complete an evaluation following the pilot's first year, and again at the end of its second year.

CODE OF CONDUCT

Community Infill Panel is a progressive, engaging, collaborative, cooperative team environment with diverse members representing a range of perspectives, ideas and experiences. Members are expected to conduct themselves according to the following guidelines:

- actively participate,
- work as a team,
- actively listen,
- respect others opinions and perspectives,
- be accountable to one another,
- communicate appropriately and clearly, and
- maintain the integrity of the Community Infill Panel and City of Edmonton.

SELECTION PROCESS

Community Infill Panel members will be selected through a formal application process managed by the City of Edmonton. Applications will be evaluated based on the quality of the answers, and to ensure that a broad and diverse range of perspectives is accounted for. Shortlisted individuals will be contacted by phone for a brief interview.

ADMINISTRATIVE RESPONSIBILITIES

All reasonable administrative costs, such as meeting space, meeting materials and supplies, refreshments, parking, and so on, will be covered by the City of Edmonton.

CONFIDENTIALITY AND ETHICAL CONDUCT

- Members shall not:
 - use confidential information for the profit of themselves or any other person,
 - communicate confidential information to anyone not entitled to receive it,
 - use their position to secure special privileges, favours, or exemptions for themselves or any other person, or
 - represent the Community Infill Panel directly to the City Council or its committees, or the media.
- All members shall preserve the integrity of the Community Infill Panel and its work, and govern themselves accordingly. If in doubt about any actions or conduct, members are encouraged to seek advice from the Community Infill Panel facilitators,
- The work undertaken by the Community Infill Panel may be shared publicly over the course of the process, both electronically and at in-person public event(s),
- Documentation may be in graphic, written or video form and may be used in printed materials and/or on-line, and
- All records and materials associated with the Community Infill Panel are subject to the Freedom of Information and Protection of Privacy Act.