

Hairsine Neighbourhood Communications Committee

Terms of Reference Approved April 2022

Name and Type of Committee

The Hairsine Communications Committee (HCC) is a partnership between representatives from the City of Edmonton Hairsine Neighbourhood and Alley Renewal project team and members of the Hairsine neighbourhood. The committee is a collaborative group formed to ensure transparency and clear, open communication and share information throughout the duration of the Hairsine Neighbourhood and Alley Renewal project.

Background

The Hairsine Neighbourhood and Alley Renewal project team will look for opportunities to coordinate with other City or community led projects in the neighbourhood

The Hairsine Neighbourhood and Alley Renewal Project will begin construction in 2024 which will include building new roads, curbs and gutters, and sidewalks, and installing new street lights in Hairsine. The program will also explore other neighbourhood improvements such as street crossings, additional bike connections, and improvements to City-owned parks and gathering spaces. Alleys will also be upgraded.

The project is committed to conducting ongoing public engagement activities, transparency in decision making and to continuous improvement in using public feedback.

Purpose

The HCC will support the project team in maximizing participation and reaching public engagement and communications outcomes. This includes sharing information and promoting engagement events with the broader community.

While the committee may be asked to share local knowledge and brainstorm ideas, it will not be involved with decision making or influencing the neighbourhood design.

Communications Committee

- Membership will be made up of residents, property owners and people who work, play in or visit Hairsine and representatives from the City of Edmonton BGN Branch.
- Project Team representatives supporting the HCC will include the City Project Manager as well as urban planning and engagement consultants.
- The committee will be chaired by the City Project Manager.

- Members will participate in regular meetings from June 2022 to the end of final design in late 2023. Committee members will do their best to commit to attending meetings for the duration of the process.
- Members will acknowledge that this committee will do its best work when there are strong relationships between its members, and that membership consistency is therefore important.
- Members may be added to the Committee throughout the duration of the project as additional stakeholders are identified.
- Each member of the Committee will review the Terms of Reference and sign them to demonstrate their awareness and commitment to the roles and responsibilities of the Committee. Only members who sign will be included in communications for future meetings.

Committee Roles and Responsibilities:

- Review the project's public engagement and communications goals and contribute ideas on how to mobilize community participation including residents, business owners and other community stakeholders.
- Identify additional stakeholders including residents, business owners and other interested parties.
- Provide feedback on communication materials for readability, understanding and clarity.

Community Members agree to:

- Be open minded, flexible and bring new and creative communications and engagement ideas to the committee for review and discussion.
- Represent the committee in a positive, collaborative and respectful manner.
- Represent the project outside of the committee in a positive, collaborative and respectful manner.
- Acknowledge that the City and the Committee are "one team" working towards a common goal.
- Review and provide feedback on engagement and communications materials.
- Work with the City Chair for resolution of any disputes or concerns.

City Committee Members agree to:

- Provide a member to Chair the committee meetings.
- Provide the agenda and other documents required for review and discussion and distribute to committee members.
- Be open minded, flexible and bring new and creative ideas to the committee for review and discussion.
- Share information about other City projects in the area and how they influence neighbourhood renewal, and the project coordination efforts.
- Be an active and attending member of the team.
- Represent the committee in a positive, collaborative and respectful manner.
- Acknowledge that the City and the Committee are “one team” working towards a common goal.
- Provide key messages for committee members for each stage of the project.
- Share information from the committee with the Project Team.
- Share feedback from engagement activities that can inform other City and non City projects in the vicinity.

Meetings

The meetings will be Chaired by the City’s Project Manager. Meetings will be hosted virtually. Meetings will be scheduled in coordination with its members.

Project Decisions

The City makes decisions using a combination of policy and program information, technical requirements and public input. City policies and programs such as the Complete Streets Design and Construction Standards, Active Transportation Policy, Safe Mobility Strategy and Winter City Strategy provide the overall direction for Neighbourhood Renewal designs. As each neighbourhood is unique, the Project Team asks for input from residents and considers technical aspects such as roadway widths and conflicts with utilities and trees to determine what will fit in the neighbourhood. The City will consider what is important to people who live, work and play in Hairsine and to understand how neighbourhood renewal decisions will affect them. The Communications Committee will be asked to share knowledge and experiences but will not be directly involved with decision making.

***Stakeholder** - a stakeholder is a person interested in the project and the outcome of the renewal, could be a business owner, developer, resident, property owner or citizen from an adjacent neighbourhood who lives, works or plays in Hairsine. All stakeholders have equal

Member

Date

Member

Date