



## Guidelines for Selecting Members of the Citizens' Advisory Committee (CAC)

### Grandview Heights NCP Area #4

Public Open House/  
Community Meeting  
East Kensington  
Elementary School  
Wednesday, May 12,  
2010  
5:30pm - 8:00pm

The Citizens' Advisory Committee will be constituted as follows:

- (a) Approximately eight to ten property owners from the Grandview Height NCP Area #4;
- (b) One representative each from the active community associations in the Grandview Heights area adjacent to the NCP Area #4 and from the Agricultural Land Reserve (ALR).

***All members from (a), above, must be property owners in Grandview Heights NCP Area #4 or be authorized in writing to represent the property owners in the NCP area.***

#### CAC Selection Process:

- (a) To provide for adequate representation and an efficient selection process, those interested in becoming a CAC member are requested to submit an application (*form attached*) outlining their relationship to the plan area and their interest in becoming a member of the CAC. Information from these applications will be used by City Staff to screen prospective CAC candidates to ensure they meet the selection criteria. Prospective CAC candidates will be contacted by telephone to confirm their participation. The property owners present at the public meeting will be given an opportunity to indicate their preferred candidate(s) for the CAC membership.
- (b) Each of the community associations is invited to submit the name of a person who will represent it on the CAC. Community association members will represent the interests of communities adjacent to the NCP area, and will observe and participate in CAC discussions concerning issues that may have an impact on the broader Grandview Heights community.

**If you are interested in becoming a CAC Member, please complete the attached application form and submit it to the City by Friday, April 30, 2010.**

City staff will review the applications and will provide a list of prospective CAC members and their profiles at the public open house/community meeting on Wednesday, May 12, 2010.

#### CAC Member Selection Criteria:

1. Selections will be made to encourage a balanced cross-section of representation over the entire Grandview Heights NCP Area #4.
2. Priority will be given to individuals whose statement of interest aligns with that of the CAC Mandate.

## **Grandview Heights Neighbourhood Concept Plan (NCP) Area #4 Citizens' Advisory Committee (CAC)**

### **Mandate of the CAC**

1. To bring local knowledge to the planning process for an NCP for the Grandview Heights NCP Area #4.
2. To work co-operatively and constructively in the interests of the Grandview Heights NCP Area #4 as a whole.
3. To act as a liaison between the residents / property owners of Grandview Heights NCP Area #4 and other Grandview heights communities, and City staff.

### **Roles and Responsibilities / Committee Structure**

1. The CAC is intended to be a temporary committee for the duration of the Grandview Heights NCP Area #4 process (approximately one year). Meetings will be held approximately once per month throughout the process, or as necessary, at key milestones during the planning process, when there is material to review and when input is needed from the CAC.
2. The CAC is not a decision-making body, but is advisory to City staff. No votes will be taken at CAC meetings but an attempt will be made to reach consensus. Notes from each meeting will be distributed to the CAC members. City staff will consider the views and comments brought forward at the CAC meetings in preparing the various planning options.
3. The CAC will consist of approximately 13 to 15 members, including approximately 8 -10 property owners from Grandview Heights NCP Area #4, 4 representatives from Community Associations and an Agricultural Land Reserve (ALR) representative.

### **Role of CAC Members**

The CAC is not an advocacy body that represents the individual interests of its members. The role of each CAC member is:

1. To attend CAC meetings and participate in discussions;
2. To provide input to City Staff and City's consultants for the preparation of a Neighbourhood Concept Plan for Grandview Heights NCP Area #4;
3. To seek out the views of other residents/property owners, and to provide these views and comments to the CAC and the City;
4. To provide residents and property owners in the NCP area with progress reports on the planning process; and
5. To review materials intended for presentation or distribution to the community at open houses and public meetings.