

Terms of Reference

Development Committee

Purpose

The Development Committee (DC) addresses issues of planning, development, land use, and zoning in the Kirkendall Neighbourhood.

Guiding Values

The overarching values that we share as a Kirkendall community include: working together as individuals and groups to build on the community's strengths, fostering the community's diversity and sustainability, and making the community a healthy place to live, work, and play.

Kirkendall community member's values include:

- 1. Diversity** - The recognition and welcoming of people of all ethnicities, socio-economic classes, religions, genders, sexual orientation, ages and abilities and their contributions to the community.
- 2. Sustainability** - The support of development that meets the community's present and future residential and commercial needs without compromising high population density, architectural heritage and aesthetics, and diversity of housing (including detached and apartment/ condominium dwellings) and commercial options.
- 3. Environmental Stewardship** - The ongoing maintenance and, when possible, expansion of 'green spaces' and the opportunities to connect them as public places to gather and play. The support of public transportation and safe, accessible bike paths.
- 4. Walkability** - A community where people can easily and safely walk to school, shops and services, public transit, and recreational/social amenities.
- 5. Accessibility** - The provision of a wide range of accessible services to meet the needs of the diverse community members. These services include: health/wellness facilities, schools, day care centres, seniors' services, community centres.

Objectives

1. Understand and stay current with Hamilton's zoning and planning processes and goals, bylaws, including the *Urban Official Plan, Vision 2020, the Master Transportation Plan, etc.*

Kirkendall Neighbourhood Association

2. Facilitate positive relationships with relevant City of Hamilton staff and Councillors.
3. Meet with developers to review proposals and facilitate communication between developers and the neighbourhood.
4. Facilitate the establishment and support of Community Liaison Committees for specific development projects, as needed.
5. Communicate to Kirkendall residents about development activity in the neighbourhood and the ongoing work of this committee.

Membership

Membership is open to residents of the Kirkendall neighbourhood and will include an Executive member of the Kirkendall Neighbourhood Association.

Elected Positions

Officers to be elected by committee members through a majority vote by those in attendance.

- 1. Chair** - Chair will call meetings, find a site for meetings, create an agenda for meetings and help to organize community meetings and Liaison Committees when necessary. The Chair will also send a report on the activities of this committee to the KNA president when required.
- 2. Vice Chair** - Will assume the responsibilities of the Chair when the Chair is not available to do so.
- 3. Secretary** - Will keep a record of each meeting and send to members via email and post online within a reasonable amount of time after each meeting.
- 4. Communications Lead** – Will assume the responsibility of informing Kirkendall citizens about committee initiatives following each meeting, according to the DC Communication Plan.

Ex-Officio Position

- 1. Ward 1 Councillor** (and/or designated staff)

Member Roles

- To attend monthly meetings.
- To notify the Chair when not available to attend meetings.
- To participate in monthly tasks (approximately 30 min. to 2 hours of effort).

Decision Making

Decisions will be made according to the process defined by the Executive of the Kirkendall Neighbourhood Association.

Reporting Structure

The Chair (or designate) of the DC shall report monthly to the Executive of the KNA, either by attending a KNA meeting or through the minutes.

Meetings

Meetings will be held monthly, unless decided by the committee that a meeting is unnecessary and will be 1.5 to 2 hours in length.