

# Pilot Invitation For Submissions

## PILOT INVITATION FOR SUBMISSIONS:



Keheewin - Appendix A

### SECTION A: OFFERING

The City of Edmonton is requesting innovative submissions for the acquisition and development of this City owned site for medium density market and non-market long term affordable housing:

Keheewin Site: 3.597 acres of proposed multi-family land in the established Community of Keheewin, situated at 2008 – 105 Street NW, Edmonton (see [Appendix A: Property Information and Proposed Terms and Conditions](#))[LINK]

The City of Edmonton's primary goal is to attract qualified developers/operators (for profit and/or non-profit) to work with the Community to carry out rezoning and development of the site for a high quality, sustainable mix of market with a minimum of 50% Non-Market Affordable medium density housing; ranging from townhouses to low-rise apartment buildings. The development must meet the criteria and intent of [City Policy C583 "Policy Directions for 2009 Surplus School Sites"](#), attached as Appendix B. [LINK]

The City's preference is to sell the site, however if no suitable purchase submission is received, the City may consider a long term lease.

The asking price or long term lease cost is Market Value based on Rezoning to RA7. The actual Market Value will be finalized based upon the proposed Zoning as confirmed through the Community Engagement Process.

The City reserves the right at its discretion, to accept, reject or further negotiate with any or all applicants and/or cancel or modify this offering.

### SECTION B: PILOT ENGAGEMENT PROCESS

Of importance, this site has been selected to pilot a comprehensive public engagement process. This process has been initiated and is ongoing. It will be the buyer's responsibility to ensure it is completed. To date, the community has been engaged in:

#### PHASE 1:

- Understanding of community values, issues, concerns, opportunities to aid in selection of broad built form concepts

#### PHASE 2:

- Community preferences for built form, residential and ancillary uses
- Input into the selection of a developer / operator

# Pilot Invitation For Submissions



## PILOT ENGAGEMENT PROCESS (con't)

The following are the minimal public engagement requirements that the selected Applicant will be responsible for:

### PHASE 3:

#### A. Community Meet and Greet

Purpose: to share information about the processes including upcoming engagement opportunities, anticipated schedule to complete the preliminary design concepts and bring forward a rezoning application for Council's consideration

#### B. Community Conversations (face-to-face and online)

Purpose: to gather input on a range of built form concepts developed by the applicant based on feedback from previous community engagements (Phases one and Two) as well as explore potential ancillary uses.

### PHASE 4:

#### A. Community Conversations (face-to-face and online)

Purpose: to present recommended option and gather any final feedback.

The selected Applicant will be required to work with the Keheewin Advisory Committee and attend regular Keheewin Advisory Committee meetings ([see Appendix C Terms of Reference](#)) [\[LINK\]](#)

## SECTION C: PILOT ENGAGEMENT – ROLES & RESPONSIBILITIES

1. The Successful Applicant will be responsible for, but not limited to:
  - I. Developing a Public Engagement Plan, to include:
    - A. Identifying relevant stakeholders and ensuring inclusive and diverse participation at engagement events;
    - B. Managing all invitations and communications for the community conversations and online engagement;
    - C. Providing regular and ongoing community updates on the project and engagement process;
    - D. Meeting the agreements outlined in the Keheewin Community Advisory Committee Terms of Reference;
    - E. Coordinating, facilitate and report back on Keheewin Community Advisory Committee meetings;
    - F. Developing engagement materials to support the Community Conversations;
    - G. Hosting and facilitating (a minimum of 2) Community Conversations;
    - H. Coordinating and implementing online engagement;
    - I. Managing all Community Conversation logistics including catering, venue booking, venue preparation and event set up;

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Keheewin – Appendix A

# Pilot Invitation For Submissions



## PILOT ENGAGEMENT - ROLES & RESPONSIBILITIES (con't)



Keheewin - Appendix A

- J. Compiling, theming and reporting on input received from the engagement activities;
  - K. Producing and distributing community-wide "What We Heard" documents and reporting back from engagement activities, including demonstrating how input was used;
  - L. Responding to ad hoc inquiries when requested to do so by the City; and,
  - M. Consulting with the City on contentious issues as they arise.
- II. Awareness of background materials, including past project engagement reports, Council reports and the Council Initiative on Public Engagement;
  - III. Conducting all engagement practices in accordance with the [City's Public Involvement Policy C513 \[LINK\]](#); and,
  - IV. Consulting and collaborating with the City to ensure Freedom of Information and Protection of Privacy Act (FOIP) is strictly adhered to throughout the term of the project.

- 2. The City will be responsible for:
  - I. Providing overall project direction and approvals;
  - II. Providing relevant background information and materials;
  - III. Providing final approval of the public engagement plan, methodology and materials;
  - IV. Providing content and communications materials to support the project as required;

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## SECTION D: EVALUATION OF SUBMISSIONS:

Submission will be evaluated based on the Submission Requirements outlined in Section E.

Please prepare your submissions in two separate packages. Package One will include Parts 1-4 of your submission requirements. Package Two will include Parts 5-8 of your submission requirements.

- Please be advised that:
- Parts 1-4 of the submission requirements will remain confidential for City review only.
  - Parts 5-8 of the submission requirements will be reviewed by the City in conjunction with the Keheewin Advisory Committee.

The Real Estate and Housing Branch will evaluate all submissions in consultation with the Corporate Services Department. The decision of the Real Estate and Housing Branch regarding the selection of any submission or submissions for further negotiation will be final.

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## SECTION E: SUBMISSION REQUIREMENTS

The following information must be included in Package 1 of the Submission:

- 1. Price Offered and Proposed Zoning and preference for purchase or long term lease:

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# Pilot Invitation For Submissions

SECTION E: SUBMISSION REQUIREMENTS (con't)



Keheewin - Appendix A

2. **Target Market:**  
Please indicate the following:
  - A. Owner occupied or tenanted;
  - B. Income range of clients in non-market units; and
  - C. If a rental project, outline of rental structure.
  
3. **Long Term Affordability:**  
Non-market housing means residential units that are created or operated and funded using direct government subsidies, including affordable housing, seniors housing, and supportive housing. A goal of non-market housing is to ensure its long term affordability with a target of 50 years following issuance of an occupancy permit.
  - A. Demonstrate how the organization/team will ensure long term affordability of the non-market housing component (50 years), of the minimum 50% to a maximum of 75% of the total units developed (as defined in City Policy C583 "Clause 3").
  
4. **Financial Viability:**  
Please provide the following:
  - A. Complete project development pro forma, a long term Business Plan identifying the financial sustainability of the proposed project and a sample of operating and maintenance budget for the proposed project including capital replacement reserve;
  - B. Demonstrate in a narrative, the marketability of the market units, including projected sales prices if the model is homeownership;
  - C. State the organization's financial (equity) contribution to the project and state all funding sources (whether available now or proposed) and the amount from each;
  - D. Describe any partnerships or business alliances with other agencies, other levels of government or the private sector, including leveraging of funds, if the housing project requires provision of support for residents, outline how the support service will be provided, and include any available letters of support from recognized professional bodies or service delivery agencies;
  - E. Evidence of secured funding or a letter of mortgage approval, if available; and
  - F. Latest audited financial statement.

The following information must be included in Package 2 of the Submission:

5. **Project Development Time Schedule:**  
Please Provide:
  - A. A detailed schedule of the Project's proposed development commencement and completion. Describe how, if any, specific construction methods will be applied to reduce construction time to minimize disruption to adjacent developments and residents.

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# Pilot Invitation For Submissions

## SECTION E: SUBMISSION REQUIREMENTS (con't)



Keheewin - Appendix A

6. **Community Consultation and Ongoing Relations:**  
The Pilot Engagement Process has been initiated by the City and is ongoing. While the community is generally in support of the site being developed, they have identified some concerns regarding the development of the site. These include, but are not limited to the following: community safety, construction, long term maintenance and management of the building.

As community engagement is a key consideration in the success of the project, please describe in a narrative how your organization will:

- A. Develop an ongoing and effective working relationship with the community through construction and operation of the project, and
- B. Address community concerns that may arise.

7. **Project Description:**

Please include the following:

- A. The project's compliance with the general purposes, uses, and development regulations for zoning range of RF5, RF6 or RA7 indicated in Policy C583 (Note: the City will not consider submissions that contemplate rezoning other than the options provided);
- B. Form of housing (Row Housing, Stacked Row Housing, Apartment Housing or a combination thereof);
- C. Number of units, including a breakdown of non-market and market units as well as indicate the number of accessible and/or adaptable units; and
- D. How the architectural and landscape features of the proposed project will conform with the overall housing forms in the immediate area.

8. **Applicant Qualifications:**

Please provide the following:

- A. Company/team structure including a list of Board members, with their respective credentials;
- B. Comprehensive list of all consultants, contractors, architects, etc. to be involved in the project. Builder/contractors of the project must hold a Certificate of Recognition (COR) for meeting the Alberta audit standard for health and safety systems;
- C. A sample of good construction practices and safety, and sustainability management plans;
- D. Descriptions of previous multi-family housing projects that demonstrates cooperative efforts with the community. The development of a Good Neighbour Agreement between the organization company and the community will be strongly encouraged;
- E. Descriptions of previous multi-family housing projects demonstrating experience in both developing and operating long term mixed income and sustainable projects;
- F. Descriptions of previous multi-family housing projects demonstrating experience in Crime Free Multi-Housing Program (CFMH). Crime Free Multi-Housing Program Certification (CFMH) of the project will be mandatory; and

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# Pilot Invitation For Submissions

- G. A list of relevant policies and procedures for managing tenant relations as a landlord.



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## SECTION F: ADDITIONAL INFORMATION

### LINKS:

For additional background, it is recommended that applicants review the following:

#### Building Housing Choice Intro

[www.edmonton.ca/city\\_government/urban\\_planning\\_and\\_design/surplus-school-sites.aspx](http://www.edmonton.ca/city_government/urban_planning_and_design/surplus-school-sites.aspx)

#### The Keheewin Surplus School Site Info

[www.edmonton.ca/city\\_government/urban\\_planning\\_and\\_design/keheewin-surplus-school-site.aspx](http://www.edmonton.ca/city_government/urban_planning_and_design/keheewin-surplus-school-site.aspx)

#### What We Heard Summary

[www.edmonton.ca/city\\_government/documents/Keheewin%20Phase%201%20WWH.pdf](http://www.edmonton.ca/city_government/documents/Keheewin%20Phase%201%20WWH.pdf)

#### What We Heard Summary II

[www.edmonton.ca/city\\_government/documents/surplus\\_schools/Keheewin\\_WWH\\_May2016.pdf](http://www.edmonton.ca/city_government/documents/surplus_schools/Keheewin_WWH_May2016.pdf)

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## SECTION G: SUBMISSION REQUIREMENTS AND QUESTIONS

Applicants are required to register their interest in the property by sending an e-mail, clearly marked "KEHEEWIN – REGISTRATION" to [buildinghousingchoices@edmonton.ca](mailto:buildinghousingchoices@edmonton.ca). In the interest of fairness, and to ensure all applicants receive the same information, all questions must be submitted in writing, clearly marked "KEHEEWIN – QUESTIONS" to the stated e-mail only.

The identity of the Applicants submitting the questions will be kept confidential. Periodic emails will be sent to all those who have registered their interest in this Invitation for Submissions to answer all questions received. All questions must be received by 4:00 p.m. July 10, 2017. All answers will be provided by July 17, 2017

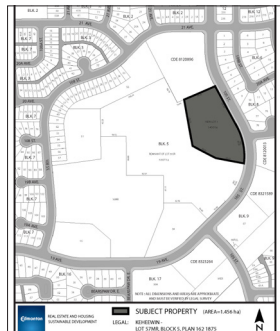
The **deadline for receiving four (4) copies of the submissions is 4:00 p.m. July 31, 2017.** Submission must be prepared as two separate packages (Package 1 be sealed and marked "CONFIDENTIAL"; Package 2) and received at the following address:

Attention: Maurice Rachwalski, Director of Housing  
City of Edmonton  
10th Floor, Edmonton Tower  
10111 – 104 Avenue NW  
Edmonton, Alberta T5J 0J4

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# Keheewin – Medium Density – Mixed Income Housing



## 2008 105 Street NW

**\$3,500,000** based on Rezoning to RA7



**Neighbourhood:** Keheewin  
**Sale Land Legal Description:** Lot 57MR, Block 5, Plan 1621875  
**Land Area :** 156,681.57 SqFt / 3.597 Ac / (more or less)

**Annual Local Imp. Charges:** NIL  
**Estimated Local Imp. Payout:** NIL  
**Estimate of 2017 Taxes:** \$37,317.26 (land only based on current US zoning)  
*(subject to verification by Assessment & Taxation)*

Existing **Land Use Zone:** **US (Urban Service Zone)** [\[LINK\]](#)

Property may be rezoned to:

- [RF5 Row Housing Zone \[Link\]](#)
- OR
- [RF6 Medium Density Multiple Family Zone \[Link\]](#)
- OR
- [RA7 Low Rise Apartment Zone \[Link\]](#)

### Property Information:

The asking price or long term lease cost is reflective of Market Value based on Rezoning to RA7. The actual Market Value will be finalized based upon the proposed Zoning once confirmed through the Community Engagement Process.

**All conditional and consistent with the principles expressed in the Community Engagement Process.**

The subject land is serviceable from existing lines, however additional upgrading may be required dependent on future development. The applicant is to satisfy the acceptability of additional servicing costs and timing and will be responsible for any additional servicing costs if required.

**MLS Number:** E4061110

**Last Update:** May 23, 2017  
**Tax Roll Number(s):** 10779408  
**Sector:** Southwest

**An environmental Report was obtained by the City in June 2015; Phase 1 ESA** [\[link\]](#). Other environmental information may be available from the **Government of Alberta: Alberta Environmental** [\[LINK\]](#). **Geotechnical Report for Keheewin Site** [\[LINK\]](#).

[COLOUR AERIAL PHOTO – DOWNLOAD \[LINK\]](#)

# Keheewin - Medium Density - Mixed Income Housing



## Property Information: (con't)

Notwithstanding the above, the City encourages the applicant selected by the City to conduct its own soil testing and environmental studies. The Buyer, as part of the Sale and Development Agreement, shall satisfy itself as to the condition of the Sale Land and the fitness for their intended use.

This site has been selected to pilot a comprehensive public / community Engagement Process. This process has been initiated and is ongoing, and it will be the buyer's responsibility to ensure it is completed as part of the Sale and Development Agreement.

## Conditions of Sale and Development:

1. All sales must be approved by the General Manager of Sustainable Development and/or Executive Committee of City Council.
2. The Buyer will be required to submit a deposit cheque in the amount of 10% of the purchase price upon execution of a Sale and Development Agreement.
3. The Buyer must develop a Public Engagement Plan as outlined in SECTION B, to be approved by the City to assist with determining the proposed future zoning. The Buyer will be responsible for duties outlined in SECTION C.1.
4. The Buyer will be required to seek rezoning approval of the site and satisfy any conditions related to the rezoning application, based on the outcome of the Community Engagement Process. The City will be responsible for costs of the rezoning application fee. The Market Value Price for the Land will be consistent to the land's Zoning, as solely determined by the City.
5. The Municipal Reserve will need to be removed from the Title at the time of rezoning (at the City's cost).
6. The Buyer will be required to enter into a Sale and Development Agreement and a Buy Back Option Agreement for the Development. The Buyer may be required to execute a Restrictive covenant to ensure the affordable housing component of the development is maintained for minimum of 50 years.
7. The Buyer must commence construction of the development within one (1) year of the Closing Date and complete construction

within three (3) years of the Closing Date.

8. The Sale and Development Agreement will require at a minimum that the development meets [Leadership in Energy and Environmental Design "Certified" \(LEED\) \[LINK\]](#) or [Built Green Silver \[Link\]](#) or equivalent accreditation.
9. The Sale and Development Agreement will require the development to incorporate Crime Prevention Through Environmental Design (CPTED). The applicant must provide a submission of a CPTED assessment by a qualified security consultant.
10. The Sale and Development Agreement will require the development to participate in Crime Free Multi-Housing Program Certification (CFMH).
11. The Sales and Development Agreement will contain, among other things, a performance fee of \$250,000 which is refundable upon completion of construction and obtaining sustainable designations as noted above.
12. The property is being sold on a strictly "as is, where is" basis. Any representations or information regarding the size, configuration, dimensions, zoning, utility services, environmental quality/liability, soil conditions or develop ability with respect to the property are taken and relied upon at the Buyer's sole risk and the Buyer has the obligation of ascertaining the accuracy of all such information.

## Purchase Process:

1. This property has just been listed for sale on MLS in a competitive public offering.
2. In order to give all interested buyers an equal opportunity, **all forms received will be held until 4:00 p.m. July 31, 2017**. After that time, the City will contact the buyer(s) which the City selects, to further negotiate and formalize a Sale and Development Agreement.
3. Buyers must acknowledge the involvement or assistance of any Licensed Real Estate Brokers on the Buyer's Application Form.
- 4.. The City reserves the right at its discretion, to accept, reject or further negotiate any submission received and/or cancel or modify this offering.

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# Pilot Invitation For Submissions



## CITY POLICY

Attachment 3  
CR\_3931**POLICY NUMBER: C583****REFERENCE:**

City Council 7 July 2015

**ADOPTED BY:**

City Council 7 July 2015

**SUPERSEDES:**

New

**PREPARED BY:** Sustainable Development**DATE:** 30 June 2015**TITLE:** Guidelines for Development of the 2009 Surplus School Sites**Policy Statement:**

Recognizing the significant need for non-market housing in the City, the City will use the following guidelines to develop surplus school sites for residential uses: unless otherwise exempted by Council:

1. Non-market housing will comprise 50% to 75% of the residential units built on surplus school sites, and the remaining residential units will be market housing.
2. Wherever reasonably possible, residential developments on surplus school sites will be located on the portion of the site that was originally designated for the school. Where Administration finds that economics permit and improved community outcomes can be achieved, the equivalent area may be allocated elsewhere within the adjacent green space with Council's approval.
3. A goal of non-market housing is to ensure its long term affordability with a target of 50 years following issuance of an occupancy permit.
4. Non-market housing units will not be visually distinguishable from the market units in the development.
5. Developments in surplus school sites will be medium density developments including row housing, medium density multiple family, or low rise apartments (currently zoned as RF5, RF6, and RA7, respectively), with not less than 40 residential units per hectare of residential development.
6. None of the developments will include single detached housing.
7. Developments may include ancillary uses that benefit the residential development and the wider community.

**The purpose of this policy is to:**

Establish guidelines for residential development on Surplus School Sites that maximize economic viability, public benefits, and connections to the communities in which the new developments are located, while remaining flexible enough to respond to local conditions and community needs.

# Pilot Invitation For Submissions



## APPENDIX

**POLICY NUMBER: C583**

**AUTHORITY:** City Manager

**EFFECTIVE DATE:**

**TITLE: Guidelines for Development of the 2009 Surplus School Sites**

**PAGE: Page 1 of 2**

Definitions used in this policy have the same meaning as they do in the City's Zoning Bylaw, Bylaw 12800, and as follows in this Appendix:

1. "affordable housing" means housing that is intended to be occupied by households with less than median income, by renter household size, as determined by the City on the basis of Statistics Canada data;
2. "ancillary use" means land uses that complement the residential development, and are secondary to the residential development;
3. "market housing" means residential units with rent and purchase price determined by the market without any direct government subsidy;
4. "non-market housing" means residential units that are created or operated and funded using direct government subsidies, including:
  - a. affordable housing;
  - b. supportive housing; and
  - c. seniors housing;
5. "seniors housing" means residential facilities operated for people who meet defined age requirements, and may include both affordable and supportive housing;
6. "supportive housing" means subsidized housing for households in need of supports for activities of daily living from off-site or on-site service providers; and
7. "surplus school site" means land and improvements declared surplus by school boards operating within the city, with the Minister of Education's consent, and by the City as follows:
  - a. Belmont;
  - b. Blue Quill;
  - c. Bulyea Heights;
  - d. Caernarvon;
  - e. Dunluce;
  - f. Henderson Estates;
  - g. Keheewin;
  - h. Kiniski Gardens (North Site);
  - i. Kiniski Gardens (South Site);
  - j. La Perle (West Portion);
  - k. Lymburn;
  - l. Miller;

# Pilot Invitation For Submisssions

Attachment 3



## APPENDIX

**POLICY NUMBER:** C583

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**AUTHORITY:** City Manager

**EFFECTIVE DATE:**

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**TITLE:** **Guidelines for Development of the 2009 Surplus School Sites**

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**PAGE:** Page 2 of 2

- m. Ogilvie Ridge;
- n. Overlanders;
- o. Sakaw;
- p. Summerlea; and
- q. Wedgewood Heights;

# Terms of Reference



## 1. Background

- 1.1. The Building Housing Choice initiative will see seventeen undeveloped building sites (locations that were previously earmarked for a school but where a school has never been built) be repurposed for residential development as one way to provide Edmontonians with more housing choices. Eight sites are being developed for seniors' housing initiatives. The type of residential development for the remaining nine sites is to be determined in consultation with each community.
- 1.2. Keheewin is one of nine communities with a surplus school site which will be repurposed for a mixed-market residential development adhering to the the City's Guidelines for Development of the 2009 Surplus School Sites.

## 2. Purpose

- 2.1. The purpose of the Keheewin Advisory Committee (the "Committee") is to provide a conduit to the broader community for continued dialogue on the development of a mix of affordable and market multi-family homes on the surplus school building site located on 2008-105 Street NW.

## 3. Mandate

- 3.1. The mandate of the Committee is to:
  - 3.1.1 [Advice] – share feedback and perspectives on:
    - 3.1.1.1. appropriate method to engage and communicate with the broader Keheewin neighborhood for the undeveloped building site in Keheewin;
    - 3.1.1.2. evaluation criteria for selection of a developer / operator for the development of the subject site; and
    - 3.1.1.3. content of information materials to share with the broader neighborhood.

## 4. Scope and Responsibilities

- 4.1 The Committee serves as an advisory body to the City. In fulfilling its mandate, the Committee will:
  - 4.1.1. review relevant background and materials;
  - 4.1.2. identify knowledge gaps in the community around the project, and work with the City and the selected developer / operator to address these gaps;
  - 4.1.3. assist in developing a comprehensive community engagement plan; and
  - 4.1.4. work with the City to promote awareness and engagement opportunities in Keheewin.

## 5. Membership

- 5.1 Appointment of Members
  - 5.1.1. All appointments and re-appointment of Members to the Committee will be completed by the City.
- 5.2 Number of Members
  - 5.2.1. The Committee will consist of a maximum of 9 members.
- 5.3 Eligibility of Members
  - 5.3.1. Candidates must reside in the community of Keheewin.
  - 5.3.2. Candidates will demonstrate the following key competencies:
    - 5.3.2.1. knowledge of networking avenues within their community;
    - 5.3.2.2. strong knowledge of the community and its diverse people;
    - 5.3.2.3. knowledge of the issues facing their community and the programs and services within their community;
    - 5.3.2.4. experience building relationships and linkages with their community;
    - 5.3.2.5. skills and experiences managing conflicts and issues; and
    - 5.3.2.6. skills and experiences in actively listening and effectively communicating.
- 5.4 Resignation of Members
  - 5.4.1. A member will be deemed to have resigned from the Committee at the discretion of the City if they:

# Pilot Invitation For Submissiionss



- 5.4.1.1. consistently do not attend Committee meetings, without prior consent from the City.
- 5.4.1.2. notify the City in writing that they intend to resign.
- 5.4.1.3. breach the Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees (Ethical Guidelines).

## 5.5 Selection of Chair and Alternate Chair

### 5.5.1. Chair

- 5.5.1.1. the Committee as a whole will select one Member as Chair by consensus.

### 5.5.2. Alternate Chair

- 5.5.2.1. the Committee as a whole will select one Member as Alternate Chair by consensus.

## 5.6 Term of Members

- 5.6.1. All Members are appointed to serve a term of 1 year with an opportunity to be renewed for a second term.

## 5.7 Vacancies

- 5.7.1. The City may fill vacancies as they occur from time to time.

## 6. Meetings

### 6.1 Frequency of Meetings

#### 6.1.1. The Committee will meet:

- 6.1.1.1. prior to a "Community Conversations" Open House,
- 6.1.1.2. prior to a "Community Design Engagement" Open House, or
- 6.1.1.3. upon the call of the City.

### 6.2 Meeting Agenda and Minutes

- 6.2.1. The City will prepare and distribute agendas with supporting documents.
- 6.2.2. Any Member of the Committee may recommend agenda items.
- 6.2.3. Minutes will be kept and distributed to all Members in a timely fashion.

## 7. Duties

### 7.1. Absence of Chair

- 7.1.1. In the absence of a Co-chair member, the Alternate Chair will assume the role and responsibilities of the absent Chair member.

### 7.2. Duties of Chair

- 7.2.1. lead the Committee in fulfilling the mandate and responsibilities of the Committee; and
- 7.2.2. facilitate Committee meetings and engage members in discussion.

### 7.3. Duties of All Members

- 7.3.1. attend regular meetings;
- 7.3.2. read meeting materials and be prepared to contribute to meeting discussions;
- 7.3.3. perform the responsibilities of the Committee to the best of their ability; and
- 7.3.4. conduct themselves in accordance with the Ethical Guidelines.

## 8. Resources

- 8.1. The City will allocate appropriate and sufficient City resources (administrative, financial, technical, professional, equipment, materials, and other) for the Committee's use.

## 9. Termination

- 9.1. Unless the City directs otherwise, the Committee will terminate upon the proposed development on the subject site receiving a development permit.