



**Terms of Reference – Liaison Committee – Proposed Development of 155 & 171
Guelph Avenue
City File No. R12/18**

Purpose:

The purpose of the Citizen Liaison Committee is to allow for dialogue between area residents, the developer and City staff on the proposed development of 155 & 171 Guelph Ave.

Composition:

- Ward 1 Councillor Donna Reid – **Chair of the Liaison Committee**

- Area Residents
 - Barbara Maier
 - Sue Fink
 - Geoff Beamer
 - Joel Jansen
 - Terrell & Patricia Tanner
 - Peter Vyse
 - Sonny & Emily Lloyd
 - Chad Johnson
 - Kevin Worley

- City Staff
 - Deanne Friess, Manager Development Planning
 - Matthew Blevins, Senior Planner
 - Technical Staff on a case by case basis

- Developer Representatives:
 - Paul Puopolo, Polocorp
 - Mike Puopolo, Polocorp
 - Amanda Stelling, Polocorp
 - David Butler, Butler Group Consultants

Meeting Structure and Format:

- Meetings will be without prejudice and legal representation will not attend the liaison meetings.



- A total of two liaison committee meetings will be held:
 - July 30th 2019 – Liaison Committee Meeting No. 1
 - October 29th 2019 - Liaison Committee Meeting No. 2
- Agendas will be distributed to the group via email the Monday prior to the Liaison Committee meeting.
- Meeting Notes:
 - Meeting notes will be drafted and circulated for review and comment to the Liaison Committee within 5 working days after the meeting and will be posted online.
- Neighbourhood Meeting:
 - A neighbourhood meeting will be held in November or December 2019 following the completion of the two Liaison Committee meetings. The purpose of the neighbourhood meeting will be to update the larger neighbourhood on the status of the proposal and next steps.

Our Corporate Values and Behaviours

Respect

We will:

Have mutual and fair understanding of the wants, needs and expectations of others.

Practice open, honest and sincere communication

Services

We will:

Strive to provide timely, respectful and knowledgeable responses focusing on communicating information in a friendly and accessible manner to all.

Send feedback and use it to enhance and continually improve our services.

Demonstrate genuine enthusiasm and take pride in our work to achieve common goals.

Demonstrate hard work and dedication in an effort to enhance community pride

Integrity

We will:

Conduct ourselves in a professional manner with emphasis on effective communications, accountability for actions, and a strong moral compass.

Be committed to maintaining a safe, trusting, and supportive environment

Demonstrate professionalism, good judgement, and personal leadership

Inclusiveness

We will:

Commit to welcome, learn and understand Foster an environment of respect and a sense of belonging