

Application Form – Project Lead

CM/QMP Revitalization Implement Steering Committee (ISC)

2020 – 2021 Year Revised: September 10, 2020

Note: Support for interpretation and/or translation may be provided upon request.

The Central McDougall / Queen Mary Park Implementation Steering Committee (ISC)'s purpose is to establish Project Teams and to provide leadership as to the intent and progress of action items as established in the [Central McDougall/Queen Mary Park Revitalization Strategy](#). The Committee's roles are to promote opportunities to the community; to monitor the implementation of the action items (provide advice and recommendations to the implementation process); and to connect any project teams that are created to community resources (ensure collaboration and communication within the community). Members are expected to represent the voices of the wider community in the implementation of the Strategy and to report progress to the Neighbourhood Revitalization Coordinator. This is a 1 year commitment (October 2020 to August 2021) amounting to approximately 12 ISC meetings plus additional time for project working groups meetings and related tasks. For reference, ISC expectations are outlined below.

The composition of the ISC is made up of voting members, including four Project Leads, one Executive Director of the North Edge Business Association, one Central McDougall Community League representative and one Queen Mary Park Community League representative, one MacEwan Representative, and one Ethno Cultural representative, as well as non-voting members including 1 Ex Officio member – City Councillor Ward 6 and one Neighbourhood Revitalization Project Coordinator. Community League representation will be defined as a member of the current Community League in good standing. The Community League Representatives will be selected by their respective boards and conveyed to the ISC selection committee by the Community League Presidents in the form of a board motion, during the selection process. Membership decisions will be based on the content of this application with an overriding intent to create a Steering Committee with a varied and complementary skill set to best revitalize Central McDougall and Queen Mary Park communities.

ISC applicants must meet at least one of the following criteria:

- *Live within the boundaries of Central McDougall or Queen Mary Park; or*
- *Own property within those boundaries; or*
- *Own or operate a business within those boundaries*

All project lead representative applications will be evaluated as submitted to the ISC Selection Committee. The ISC Selection Committee is defined in the Terms of Reference of the Implementation Steering Committee for the Central McDougall/Queen Mary Park Revitalization Strategy. (See attached Appendix I)

An ISC applicant may also serve in a voting capacity if they are a senior member of an Ethno cultural group in Central McDougall or Queen Mary Park. This individual does not have to meet any of the standard criteria that is explained immediately above. They must have significant experience and connections in the ethno cultural area that will allow them to use that experience and those connections to help improve Central McDougall and Queen Mary Park. The individual that fills this role must be willing to act on behalf of all cultural groups in the two communities. The criteria and requirements of this position are in some ways substantially different than other voting members and require their own application.

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Applicant's Name: _____

Phone Number: _____

Contact Address: _____

Home Address (if different from Contact Address): _____

Neighbourhood: (Check one) Central McDougall Queen Mary Park

Email: _____

Eligibility: Must be a resident, property owner or market-based business owner within the boundaries of CM/QMP) Are you a:

Resident: For how many years? _____

Property Owner For how many years? _____

Market-Oriented Business Owner Business Name _____

MARKET-ORIENTED BUSINESS is a business where prices and means of production are controlled naturally by the demand for goods and services rather than by the government.

Applicant's Interest Area

Please place an "X" next to one or two area(s) which you identify as your strengths that correspond to the Revitalization Strategy.

Note: Projects will likely overlay pillars or representative positions. It is not a requirement to select more than one position but by doing so will enable the selection committee to put the best team possible together. If you are selected for one of the positions, the selection committee must feel that you would be able to play a significant role in putting the strategies in place.

- I) Project Lead for the Develop Safer Communities Pillar
- II) Project Lead for the Build a Dynamic Economic Environment Pillar
- III) Project Lead for the Connect Our Community Pillar
- IV) Project Lead for the Create Beautiful Neighbourhoods Pillar

Note: If response space is limited for any of the questions below, please feel free to attach additional page(s) to provide further details and information

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Self-Introduction:

a) Please tell us a bit about yourself: (self-description)

5 points

b) In what ways have you been involved in either of the Central McDougall and/or Queen Mary Park Neighbourhoods: (Clubs, leadership, projects, sports, etc.?)

5 points

c) In what ways have you been involved in other community(s) across the City of Edmonton or other cities, towns, communities (Cultural affairs, leadership, projects, etc.?)

5 points

d) How might your specific abilities, experiences and skills be put to use in CM/QMP?

10 points

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Question 1

In your application we have asked you to identify/prioritize your 1st and 2nd area of interest as a Project Lead. Please tell us where you see your strengths in these areas starting with your 1st choice? 5 points

- Develop Safer Communities Pillar
- Build a Dynamic Economic Environment Pillar
- Connect Our Community Pillar
- Create Beautiful Neighbourhoods Pillar

1st Choice _____

2nd Choice _____

Question 2

Part 1: What is your sense of the current state of the Central McDougall and/or Queen Mary Park Neighbourhoods? What are some of its assets, challenges, opportunities, etc. as you see them? Think of the businesses, groups and organizations, individuals, parks and places; activities, events, and happenings, or anything else that comes to mind. Please be honest and open, as well as brief and to the point. 10 points

Part 2: As a Lead of one of the pillars, describe how you would ensure that any projects which fall under that pillar are brought forward to the community to be successfully implemented and to achieve the desired outcomes. Projects may overlap into the other pillars, as they do, how might you highlight the tie-ins of the other pillars and how they link to the vision in the revitalization strategy? 10 points

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Part 3: Who are the key community stakeholders you would like to involve with community-led initiatives & how might you support them to work collaboratively? 10 points

Part 4: Describe how your experience & relationships might help facilitate and support participation in events, initiatives and projects from the diverse range of groups across CM and/or QMP. 10 points

Question 3

Identify one initiative that you would like to initiate and/or support in CM or QMP over the next 12 months if you were selected to become a member of the Implementation Steering Committee. How does it tie into one of the pillars and what you see as your strengths? Why this initiative? What steps would you take? Who would you involve? How would the results be measured? 10 points

Proposed Initiative: _____

Anticipated Results: _____

Plan: _____

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Submission Details:

Please submit your completed application to the Central McDougall/Queen Mary Park Revitalization Coordinator via one of the following:

E-mail: regan.gee@edmonton.ca

Postal Mail to: Regan Gee, Neighbourhood Revitalization Coordinator
1900 Edmonton Tower 10111-104 Ave NW, T5J 0J4

Application Deadline: Sunday, September 27, 2020, prior to midnight.

Note: If you have any further questions, concerns, or to seek clarity, please feel free to contact the Neighbourhood Revitalization Coordinator by e-mail or phone at 780-442-1642.

Applicant Acknowledgment: I attest that all the information I have provided herein is complete and true. I understand that this application does not ensure an appointment to an Implementation Steering Committee Member position and that selection will be made by the selection committee as defined in the approved Central McDougall/Queen Mary Park Revitalization Strategy. I acknowledge and agree to the above expectations and requirements.

ISC Applicant's Signature _____ Submission Date _____

Personal information on this form is being collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used for the administration and management of the City of Edmonton, Central McDougall/Queen Mary Park Revitalization Implementation Steering Committee (ISC) recruitment. If appointed to the ISC, this information will be kept on file during your term of appointment. If you have any questions about the collection or use of your personal information, please contact the Neighbourhood Revitalization Coordinator at 780-442-1652.

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Appendix I

Implementation Steering Committee Member Expectations:

- a. Participate actively in ISC meetings
- b. Lead working groups and working group projects.
- c. To be respectful to COE Administration and represent Revitalization in a positive manner
- d. Accept ISC member responsibilities and support decisions
- e. Be enthusiastic and positive while completing tasks with other ISC members

Implementation Steering Committee Member Requirements:

- a. As a leader in Revitalization, it is expected that you publically represent all revitalization relations with City Departments in a positive manner.

3.0 Mandate of the ISC

3.1 Purpose

- To provide leadership to the Project Teams as to the intent of the action items

3.2 Role

- To give final approval of each CM/QMP Revitalization funded project.
Note: The COE will be responsible to review and vet all projects, providing a brief summary of the project to the ISC, which will include how the project contributes to the revitalizing the Central McDougall and/or Queen Mary Park, and how it ties in the pillars as outlined in the revitalization strategy.
- To assign each Project Team funded under the CM/QMP Revitalization to the appropriate ISC member. (ensure no ISC member is unduly overloaded; share the workload)
- To monitor and ensure the capital dollars be split equally between the two communities of Central McDougall and Queen Mary Park.
- To promote Project Team opportunities to the community
- To monitor the implementation of the action items
- To connect Project Teams to community resources

3.3 Responsibility

- To review all CM/QMP Revitalization projects that are being put forward by the city as projects that meet the requirements to receive funding through CM/QMP Revitalization Implementation Matching Grants and Small Sparks Grants.
- Approve a project, reject a project or refer a project back to the city for clarification where further information is required.
- Assign each project to the appropriate project lead or representative
- To represent voices of the wider community in the implementation of the Strategy
- To report progress of all projects to the Revitalization Project Coordinator

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3.4 Roles of the Chair and Vice Chair

- The Chair, with the assistance from the Revitalization Coordinator, will recommend the agendas, convene meetings and ensure that they are effectively facilitated.
- The Vice Chair takes the role of the Chair when the Chair is not present.
- In the absence of the Chair and Vice Chair, where quorum is met the group will elect one of the ISC members present to act as Chair at that meeting, where quorum is not met the group may commence with agenda discussions however any decision(s) need to be moved to a future meeting with quorum.

3.5 Role of individual ISC members

- Have an interest in the range of issues involved in the Revitalization process.
- Be an advocate for the Central McDougall/Queen Mary Park Revitalization.
- Promote a positive meeting environment by treating all participants with respect.
- Consider all ideas raised and assist in balancing priorities and resources.
- Recognize your role in keeping the community informed.
- Be an active participant and attend meetings on a regular basis.
- Review and ensure progress is being made with the Revitalization process.
- Keep members on task and focus on priorities during the course of meetings.
- Submit agenda items to the Revitalization Coordinator one week prior to meeting.
- To bring forward any issues that impact the implementation of the Central McDougall/Queen Mary Park Neighbourhood Revitalization Strategy.

3.6 Roles of City Staff

- Revitalization Coordinator provides support, coordination and management of the daily tasks associated with the advice and recommendations of the ISC.

4.0 Rules of Engagement

4.1 Committee Interaction

- All members will have the opportunity to speak. Members will treat each other with dignity and respect. Should a conflict or disruptive/abusive behavior arise, a committee member will be given an opportunity to change their problem behavior. Members can be asked to leave the committee permanently by a majority vote of the Committee

4.2 Election of Chair and Vice-Chair

- The ISC shall elect its Chair and Vice Chair during the first meeting of each annual term.
- In the event the Chair resigns or vacates from the position, the Vice Chair will act as Chair until such time as nominations are received from ISC members and an election is held at the next meeting with quorum.
- In the event the Vice Chair resigns or vacates from the position, nominations will be received from ISC members and an election is held at the next meeting with quorum.

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4.3 Meeting Processes

- Meetings will be held once a month; a meeting schedule, consistent location and time, will be created at the first ISC meeting for the remainder of the year.
- All meetings are open to the public to come and observe. Anyone wishing to speak at a meeting from the public must request to be added to the agenda and the reason for their request a minimum of 7 days prior to the meeting. The chair will make the decision on whether they can address the committee or not. If the chair turns down a request they must state so at the ISC meeting and state the reason.
- Minutes will be taken at each meeting that has quorum. Minutes will be taken by the Revitalization Project Coordinator or a designated minute taker.
- Meeting agendas may be structured as follows:
 1. Adoption of Agenda
 2. Approval of Minutes
 3. Review projects put forward by the COE for revitalization funding dollars for approval, rejection or send back for clarification. If the project is approved, the project will be assigned to a project lead or representative at this time.
 4. Updates from ISC Members
 - a) Project Leads (4)
 - b) MacEwan University Representative (1)
 - c) Ethno Cultural Representative (1)
 - d) Update from CM Community Leagues (1)
 - e) Update from QMP Community League (1)
 - f) Update from the NEBA (1)
 - g) Update from the City of Edmonton
 - h) Advisory Subcommittees (if present)
 - i) Councillor Ward 6 (if present)
 - k) Director of Neighbourhood Services and/or Management Supervisor of Revitalization (if present)
 5. New Business
 6. Agenda Building
 7. Adjourn
- Special meetings that are not on the annual meeting calendar that are deemed necessary by the Chair will be coordinated by the Revitalization Coordinator and members will be given a minimum of seven (7) days' notice. Such notice will include the purpose of the meeting.
- Conduct of meetings will follow *Robert's Rules of Order, (2011 Edition) general meeting guide*.

5.0 Statement of Work

5.1 Deliverables

- ISC meeting agendas and previous draft minutes will be provided to all members four days prior to each meeting.

6.0 Communication

6.1 Channels of Communication

- The ISC will provide regular updates on its activities and progress to community members.
- The Chair (or vice chair in the chairs absents) will act as the spokesperson on behalf of the ISC.
- The City will provide communications support on an as needed basis.