



“Reimagine Beddington” Planning Committee Terms of Reference

“Reimagine Beddington” is a project being undertaken to:

1. Understand the current state of open green spaces, playgrounds and parks in Beddington Heights;
2. Understand and address community needs and requirements for these spaces; and
3. Identify opportunities to enhance the diversity and experience of these spaces.

The “Reimagine Beddington” Planning Committee (the “Committee”) is a Standing Committee responsible to the Beddington Heights Community Association (“BHCA”) to facilitate “Reimagine Beddington”.

Chairperson: Up to two Chairpersons will be approved for the Committee by the BHCA Board. A minimum of one of these Chairpersons will be a current Director or Executive Member of the BHCA board.

Purpose:

The Committee will collaborate with the City of Calgary, designated consultants, and other identified stakeholders to facilitate “Reimagine Beddington” by:

- Creating and executing a communications strategy to raise awareness of and involvement in the project;
- Identifying opportunities to engage the Beddington community;
- Providing input to the City of Calgary and consultants into the development of a Strategy Guidebook;
- Facilitating engagement sessions utilizing resources provided through the City of Calgary;
- Acting as a Limited Agent to the BHCA Board and presenting recommendations for solutions and strategies for implementation to the BHCA Board for approval; and
- Utilizing the Strategy Guidebook and appropriate resources to plan and facilitate open space strategies and projects approved by the BHCA Board.

The Committee will:

- Meet at least once per month;
- Report progress and recommendations to the BHCA Board at the monthly board meetings;
- Report progress to membership at the Annual General Meeting;
- Report regularly to Beddington residents through identified channels;
- Meet prior to the end of the calendar year to evaluate progress, assess Committee purpose, objectives and Terms of Reference.



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Composition:

The Committee will be made up of a minimum of 4 members up to a maximum of 10 members composed of:

- BHCA Board members
- Beddington residents
- Other appropriate stakeholders, as identified

Members will be vetted for the Committee through the Chairperson and will commit to a one-year term with the Committee, which will begin January 1 each year. All members will abide by these Terms of Reference and all applicable BHCA bylaws, policies or legal requirements. The Chairpersons, at their own discretion, can remove members from the Committee after a member misses three consecutive meetings or is inactive on the Committee for a period of three months.

Although the formal Committee will be composed of a maximum of ten members, other interested residents and stakeholders are able to attend all Committee meetings and will be engaged throughout the project.

Budget: Any budget items required for the project will be presented and approved by the BHCA Board

Approval/ Review Date: This Terms of Reference for the “Reimagine Beddington” Committee will be reviewed on an annual basis and approved by the BHCA Board by the end of January each year.