

## **Terms of Reference for Councillor Neighbourhood Liaisons**

Council appoints a councillor to act as a liaison to each community or neighbourhood association. These appointments are made at the beginning of a new term of council and are for a two year-period. Council will review the appointments at the end of the two-year period with an option to renew the appointment or to adjust according to neighbourhood needs and council discretion.

The roles and responsibilities of a Councillor Liaison include:

### **Be Informed**

1. Take the time to learn about the neighbourhood including its values and history and about the emerging issues, concerns and opportunities.
2. Be knowledgeable about neighbourhood priorities and the neighbourhood's relationship with City Hall.
3. Be informed and aware of trends and issues in other neighbourhoods that are relevant to the neighbourhood and of issues that border on two or more neighbourhoods.

### **Be Available**

1. Attend Neighbourhood Association and Land Use Committee meetings at the request of the Neighbourhood Association and neighbourhood events as available and: - Take feedback from the Neighbourhood Association to Council - Find a replacement councillor when unable to attend.
2. Be open, available and responsive as the initial point of contact for neighbourhood residents and direct them to their staff Neighbourhood Team member to get the service they need.

### **Communicate**

1. Communicate the interests and concerns of the Neighbourhood Association to Council.
2. Be proactive on issues that matter to the neighbourhood and on neighbourhood priorities.
3. Support the Neighbourhood Association in communicating their priorities to Council in order to help maximize the potential of Neighbourhood Associations and to help them be creative and proactive in addressing neighbourhood challenges and opportunities.
4. In coordination with the Neighbourhood Team member, close the loop on communication and action items with the neighbourhood.

### **Create Linkages**

1. Promote the Neighbourhood Association to other potential partners, businesses and other community and industry organizations and make connections beneficial to the Neighbourhood Association where possible.