



A City for Everyone

Overview of the Opportunity

- At the City of Kitchener, we have staff who are dedicated to building a city for everyone, and we want your help! In our development services department, staff work together with Council and public participants to grow our city thoughtfully and build community in the process. If you like giving feedback and have an interest in city planning and development, we are looking for individuals who want to give us feedback to help make our public-facing development processes and services even better. Individuals would become part of a group of volunteers who are invited to participate in a variety of engagement opportunities, all with the goal of helping the City of Kitchener better involve the public in decisions related to growth and development.

Development topics could include:

- Sustainability
- City Planning and Development
- Transportation Planning
- Special Events
- Arts & Culture

Key Responsibilities or Tasks

- As a *City for Everyone* volunteer, you will have the opportunity to provide feedback on a variety of development-related topics in a variety of ways, including:
 - completing surveys (online or mail-out);
 - participating in online or in-person focus groups to test the public's response to preliminary concepts, plans, and ideas;
 - participating in one-on-one interviews on a variety of topics related to urban development and growth (in-person, online or over the phone); and
 - participating in in-person or online small group discussions to provide feedback, brainstorm ideas or problem-solve around emerging issues.
- Volunteers will be notified as opportunities arise and will have the option to participate based on their interests and availability.

Skills, Experience and/or Requirements

- A willingness to participate and share ideas/feedback in a positive and constructive way.
- An ability to listen to, and be respectful of, the ideas of others, recognizing that they differ from your own.
- Intermediate proficiency in listening, reading, writing, and speaking in English (CLBPT 6).
- Ability to work positively in a collaborative team environment.
- Access to a computer and reliable internet connection will be required for most activities that take place during the pandemic.

Time Commitment

- The time commitment will range from approximately 10 minutes to two hours, depending on what is required for the specific task. For example, completing a survey may take 15 minutes whereas participating in a focus group may be scheduled for 1.5 - 2 hours.
- Some opportunities can be completed on your own time (for example, filling out a survey) and others will be scheduled for a specific date and time (for example, attending a focus group).
- Volunteers will select which opportunities they want to participate in based on their availability.
- Engagement opportunities will take place between now and fall 2021.

Benefits

- Be part of a team that will assist us in breaking down barriers to public engagement related to city planning, development and growth in Kitchener.
- Learn more about the City's processes, procedures and policies related to city planning, development and city growth.
- Network with other passionate community members and staff.
- Help the community and build civic pride.
- Small tokens of appreciation may be provided depending on the opportunity.

Additional Details

- The City of Kitchener is committed to diversity and inclusion. We are committed to providing opportunities for all members of the community and will do our best to remove barriers to participation. Please let us know of any accommodations needed to assist in your involvement with this opportunity.

Address

- Varies depending on the opportunity, with many opportunities being delivered virtually during the pandemic.

Age Criteria:

- Open to individuals 18 years of age and older.

Next steps:

- Complete the online application form

Contact

- Margaret Love, Manager Service Coordination & Improvement, Development Services
- Email: margaret.love@kitchener.ca
- Phone number: 519-741-2200 x 7042; TTY: 1-866-969-9994