

Terms of Reference
Millbourne Flood Prevention Task Force
Approved June 4, 2013

Background

Flooding and flood damage has occurred several times over the years in the Millbourne area of Mill Woods, which includes the neighbourhoods of Tweddle Place, Michaels Park, Lee Ridge and Richfield. City Drainage staff met with the Boards of the North Millbourne and the Leefield Community Leagues in April 2013 to explore ways in which they could work more closely together to resolve flooding and damage relief concerns, and improve consultation and communications with local residents. It was agreed that formation of a small Task Force would be helpful.

These terms of reference set out the Task Force's role, composition and responsibilities.

Mandate

To provide input, advice and counsel to the City of Edmonton concerning flood prevention and damage relief measures for Millbourne area residents that are effective and viable.

Objectives

Assist the City of Edmonton to:

1. Identify and understand the concerns and information needs of local residents regarding the City's flood prevention and damage relief plans, programs and operations.
2. Establish effective, on-going consultation and communications among local residents regarding the City's flood prevention and damage relief measures and activities.
3. Assess and mitigate chronic flooding issues in the Millbourne area of Mill Woods.

Membership

The Task Force will consist of a cross-section of Millbourne residents and City representatives composed of the following:

- Two (2) members from each Community League Board. (Another member of the Board may attend when the appointed member is unable to do so)
- Up to Two (2) homeowners and community league members who is not on the Community League Board from each of the four Millbourne neighbourhoods: Tweddle Place, Michaels Park, Lee Ridge and Richfield.
- Two (2) City of Edmonton staff:
 - Todd Wyman, Director, Drainage Planning
 - A second person to be named as Task Force Coordinator

- Ex-officio: Councillor Ward 11.

Membership on the Task Force is voluntary. Members from Community League Boards are appointed by the Boards. Residents-at-large are vetted through the Community Leagues Boards and the City of Edmonton. Members will not receive per diems, honourariums or reimbursement for any expenses that they may incur in order to attend a meeting.

Task Force Responsibilities

Community members

- Understand and share the views and interests of local residents regarding flood prevention and damage relief in the Millbourne area.
- Provide feedback and input on City of Edmonton proposed plans, programs and activities related to flood prevention and damage relief that impacts the Millbourne area.
- Assist in keeping local residents informed of the Task Force's activities and City of Edmonton proposed plans, programs, projects and activities related to flood prevention and damage relief.
- Provide counsel, advice and suggestions regarding the achievement of the Task Force's objectives.
- Attend and actively participate in all meetings.

City of Edmonton members

- Gather and where reasonable, act on input, advice and counsel provided by the Task Force.
- Communicate to Drainage Services management, other City officials and Council on the activities of the Task Force.
- Provide feedback on actions taken as a result of Task Force suggestions or recommendations.
- Arrange for the research, preparation and distribution of background materials, presentations, and other information as requested or required by the Task Force.
- Coordinate and facilitate all Task Force meetings.
- Provide other support as required by Task Force members.

Limitations

The Task Force will seek to reach consensus on various matters under discussion. Where agreement cannot be reached, the differing views will be noted. Task Force views and recommendations on various issues will be recorded in the minutes and communicated to City administration for consideration and action. While Task Force decisions and recommendations will influence outcomes, as an advisory group they are not legally binding on the City of Edmonton.

Meetings

Meetings will be held every month or as frequently as circumstances may require. Meetings would normally be held in one of the two Community League halls.

Task Force Support

City of Edmonton Drainage Services will provide coordination, administrative and communications support to the Task Force, including preparing materials, arranging for City staff or subject experts to meet with the Committee, organizing and facilitating meetings, craft agendas and minutes, etc. Drainage Services will be responsible for responding to Task Force needs and keeping members informed of the outcome of Task Force suggestions or recommendations.