

Terms of Reference – DRAFT #3
West Jasper Sherwood Drainage Task Force
January 22/16 DRAFT

Background

Since May 2011, the City of Edmonton has been engaged in various drainage infrastructure projects in the West Jasper Place and Sherwood neighbourhoods. Collectively, the neighbourhoods' boundaries are 156 Street on the west, 149 in the east, Stony Plain Road in the north, and 92 Avenue in the south. These projects include:

- Neighbourhood Renewal (2009-2010): Open cut repairs and relining of local sewers at various locations throughout the neighbourhoods;
- West Edmonton Sanitary Sewer Stage W13 (2011-2014): Construction of a new sanitary trunk sewer along 151 Street from 93 Avenue to 99 Avenue to mitigate flooding and to provide capacity for growth in west Edmonton;
- Odour Control Structures (2013-2016): Construction of structures within shafts to change the airflow and pressure within the system to reduce the amount of odours escaping from the system. Locations include: 151 Street/97 Avenue (completed in 2013), 151 Street/95 Avenue (completed in November 2015), 151 Street/102 Avenue (expected to be completed in June 2016).
- Sanitary Trunk Sewer Rehabilitation (2014-TBD): Rehabilitation of the existing sanitary trunk sewer centred at 151 Street and 99 Avenue. Phase I is underway and planned to be completed in June 2016. Structural condition of the remaining trunk sewer is currently underway, and the results of this assessment will determine any additional sewer rehabilitation work that is required.

The length of projects, traffic disruptions, noise, odours and other issues have caused concern and a high level of frustration among West Jasper Place and Sherwood residents. On September 15, 2015, the City of Edmonton Drainage Services staff hosted a public open house to meet with the West Jasper Sherwood Community League and residents to explain the different projects and answer questions and concerns. At that meeting, the City of Edmonton extended an invitation for residents to become part of a West Jasper Sherwood Drainage Task Force.

In proposing the Task Force, Drainage Services envisioned the Task Force would explore ways to enhance consultation and communications between the City of Edmonton and residents regarding ongoing and future sewer projects, and work to address concerns that are important to the community (e.g. odours, traffic impacts, noise disturbance, etc.).

These terms of reference set out the Task Force's Purpose, Objectives, Membership, and Responsibilities.

Definitions

- (a) "City" means City of Edmonton Drainage Services;
- (b) "member" means a member of the West Jasper Sherwood Drainage Task Force;
- (c) "neighbourhood" means the neighbourhoods known as Jasper Place until 1964 and now known as West Jasper Place located in the area bounded by 149 Street in the east, 95 Avenue in the south, 156 Street in the west, and Stony Plain Road in the north, and Sherwood bounded 149 Street in the east, 156 Street in the west, 95 Street in the north, and 92 Avenue in the south.
- (d) "resident" means a homeowner, renter or businessperson living or working in the neighbourhood;
- (e) "sewer projects" means the sewer and drainage projects in the neighbourhood;
- (f) "Task Force" means the West Jasper Sherwood Drainage Task Force.

Purpose

To work with the City to improve communications and consultation with residents, to provide input, advice and suggestions, and to hold the City accountable for monitoring and responding to issues arising from the sewer projects.

Objectives

1. To identify, understand and share the concerns of residents respecting the ongoing sewer projects within the neighbourhood including odour control, traffic impact controls, noise, and other matters.
2. To provide input, advice and recommendations on how the City shall address the concerns of the residents including measures to reduce the impact of the City's sewer projects within the neighbourhood.
3. To establish effective and regular communication between the residents and the City respecting the status and progress of the sewer projects within the neighbourhood.
4. To encourage regular updates from the City to the residents on the status, progress and work on the sewer projects in the neighbourhood.

Membership

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

- Up to two [2] members from the West Jasper Sherwood Community League Board. These Task Force members are appointed by the West Jasper Sherwood Community League Board.
- Up to ten [10] residents who are not on the West Jasper Sherwood Community League Board.
- Two [2] City of Edmonton staff
- One [1] Task Force coordinator and facilitator, provided by the City of Edmonton, but who is not a City of Edmonton employee.
- Ex-officio: Councillor Ward 1, Andrew Knack.

Note: Depending on the situation/necessity, technical and/or other advisors may be invited to attend and participate in the West Jasper Place Community Drainage Task Force meetings for their professional input.

Remuneration

Members will not receive per diems, honorariums or reimbursements for any expenses that they may incur in order to attend a meeting or participate in the Task Force.

Responsibilities

Community members are responsible for the following:

- To understand and share the views, concerns and questions from residents about the sewer projects.
- To provide feedback and input on the City's proposed plans and activities related to the sewer projects.
- To provide advice to the City on how to keep local residents informed of the Task Force's activities and the City's proposed plans and activities related to the sewer projects.
- To assist in achieving the Task Force's objectives.
- To attend and actively participate in all Task Force meetings.
- To hold the City accountable in informing the residents of the status, progress, issues, hindrances, etc. of sewer projects in the neighbourhood on a regular basis.

City of Edmonton members are responsible for the following:

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

Limitations

- The members will seek to reach consensus on various matters under discussion. When an agreement cannot be reached, the differing views will be noted.
- The Task Force's recommendations on various issues will be recorded in the meeting minutes and communicated to the City for consideration and action.
- The Task Force's recommendations as an advisory group will and can influence decision outcomes. However, those recommendations are not binding on the City.

Meetings

Meetings will be held as frequently as circumstances may require or at the request of the majority of Task Force members.

Task Force Support

- City of Edmonton's 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, draft agendas and minutes, etc.
- Drainage Services will be responsible for responding to the Task Force's needs and keeping the members informed of the outcome(s) of the Task Force's suggestions or recommendations within a reasonable period of time from the date the Task Force's suggestions or recommendations are received by Drainage Services.