



**DRAFT**

Citizen Working Group - Zone "E" (Mill Woods)

MINUTES

Meeting # 1	Location: Program Room, Edmonton Public Library Mill Woods Branch, 2610 Hewes Way (Mill Woods Town Centre)
Date: July 16, 2015	Time: 11:30 a.m. - 1:00 p.m.

Members		Attendance
Leigh Makarewicz	North Millbourne Community League	
Mariah Samji	North Millbourne Community League	✓
Linda Shute	Mill Woods Town Centre	✓
Joan Kirillo	MCARFA	✓
Mitch Baxter	Leefield Community League	
Wil Tonowski	Leefield Community League (alternate)	
Dennis Emmerling	Woodvale Community League	✓
Al Aben	Woodvale Community League	
Charles Penney	Lakewood Community League	
Michael Neuherz	Public at Large	✓
Paul Conway	Public at Large	✓
Jack Stuempel	Community Relations Advisor (Facilitator)	✓

Guests	
(none)	

1.	Introductions	Action by:
	<ul style="list-style-type: none"> <li>Meeting participants introduced themselves.</li> </ul>	
2.	Working Group Composition	
	<ul style="list-style-type: none"> <li>The group discussed its composition with a view to identifying missing community sectors that should be considered for inclusion. The education sector and the hospital were noted as needing to be approached. As well, it was suggested some further effort is warranted at achieving a cultural diversity on the working group that more closely resembles that of the Mill Woods community, perhaps</li> </ul>	Jack Stuempel



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	by approaching diverse religious organizations or another means. Additional involvement from the business sector might also be considered. There was also discussion of a possible role for service clubs, but it was felt that there is considerable overlap between groups and enough opportunity for additional outreach that direct participation by service clubs in the working group is not essential.	
3.	Terms of Reference	
3.a)	<p><u>General terms &amp; guidelines</u></p> <ul style="list-style-type: none"> <li>The group discussed the role of members and the City’s expectations. It was explained that members should not feel obligated to do anything extraordinary in terms of outreach, but merely remain connected to their community to support two-way communication. Some members suggested that in addition to contacting the City directly, members of the public should also feel comfortable contacting their community leagues to share views about the Valley Line for potential discussion with the working group or escalation to the City.</li> <li>It was suggested that members visit the project page on the City’s website to assess its effectiveness in describing the role of the working groups.</li> <li>There was brief discussion about interaction among the five Citizen Working Groups and opportunities for the groups to share topics among one another. While all minutes are posted publicly, consideration should be given to arranging occasional joint meetings of some or all working groups to discuss matters of common interest.</li> <li>As the terms of reference will not be finalized until they have been discussed with all of the groups, there will be opportunity for additional feedback before they are considered confirmed.</li> </ul>	
3.b)	<p><u>Accommodating non-members</u></p> <ul style="list-style-type: none"> <li>In response to a question raised at one of the public recruitment meetings, the group was asked to consider the proposed requirement that non-members be permitted to attend meetings of the Citizen Working Group only by mutual agreement of the group. Discussion included the desire to maintain order and stay focused on community benefits rather than personal agendas or bygone issues, as well as the benefit of exhibiting maximum transparency of process.</li> <li>After wide-ranging discussion, the group agreed that there was value in having meetings open to observers without requiring specific consent of the group, but non-members wishing to speak to the group should make arrangements with the facilitator in advance and adhere to time limits. Time could be set aside for questions near the end of a meeting as well. If there is significant public interest in a particular topic, the scheduling of a special meeting or public session should be considered.</li> </ul>	Jack Stuelmpel
4.	Project Update	



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	<ul style="list-style-type: none"> <li>The group received a brief project update featuring the following key points: <ul style="list-style-type: none"> <li>The project is still in the procurement stage with the three short-listed teams currently preparing their bids to be submitted later this year. A contract to complete the design and then build, operate, maintain and partially finance the project will be awarded near the end of this year or the beginning of next year, with construction to begin in early 2016 and finish by the end of 2020. The actual schedule and sequence of construction won't be known until after the contract is awarded.</li> <li>Some early works are being carried out by the City to set the stage for the contractor, including utility relocations, tree removals and relocations, building removals and closure of several direct accesses onto roads that will be share with the LRT right-of-way.</li> </ul> </li> </ul>	
5.	Round Table	
	<ul style="list-style-type: none"> <li>The group understood that the City's decisions with respect to matters such as alignment, design and procurement method will not be revisited or debated, but suggested that it might be helpful at a future meeting to invite a project representative who could help improve their understanding of reasons for such matters as alignments locally, station locations etc. Jack will arrange.</li> <li>While some members took issue with statements made at some public meetings claiming the City had failed to consult with the community regarding the Valley Line project, there were some expressions of concern over the project's responsiveness in dealing with some project impact issues. It is hoped that the Citizen Working Group might help address such concerns.</li> </ul>	Jack Stuempel
6.	Next meeting	
	<ul style="list-style-type: none"> <li>Members agreed that meetings should occur on an as-needed basis, and the polling process for selecting a convenient date with sufficient advance notice was considered preferable to establishing a regimented schedule.</li> <li>The group agreed that the next meeting should occur in October.</li> </ul>	

Notes by Jack Stuempel