



## Community Advisory Committee Terms of Reference

### Background

The City of Edmonton has engaged with Edmontonians on the planning of the Capital Line South since 2007. The Concept Plan for LRT from Century Park to the south city limit was approved in 2008. In 2010, the preliminary design was approved for a portion of the line; from Century Park to Ellerslie Road. Public input played a major role in both these projects.

Moving forward with updating the existing preliminary design, to meet new standards and reflect current conditions and opportunities, the project will consider potential grade separations (crossings raised or lowered from street level) for 9 and 12 Avenues, Saddleback Road and Ellerslie Road, and the addition of a potential stop at Twin Brooks. It will also confirm and validate the existing preliminary design in all other areas.

The City continues to regard public engagement as a priority as the project proceeds through this process. At this stage of the project, the focus of the engagement will be on information-sharing, dialogue and identifying/addressing issues, opportunities and concerns.

### Purpose of the Community Advisory Committee (CAC)

The purpose of an advisory committee for this LRT project is to provide the Capital Line South Extension (CLSE) project team and members of the committee, which represent a cross-section of the affected communities, with a mechanism that will:

- Build and maintain relationships and trust
- Promote and support community engagement opportunities
- Facilitate information-sharing and dialogue
- Support the identification of issues, opportunities and concerns
- Seek opportunities to minimize and mitigate impacts related to preliminary design, and future detailed design and construction

This group will be neighbourhood-focused and organized to reflect the common characteristics and interests of neighbourhoods along the corridor from Century Park to Ellerslie Road. They will supplement, rather than replace, previous and current ongoing stakeholder and public relations activities involving geographically broader-based organizations and interests.

### The City's Commitment

The City of Edmonton will:

- Encourage dialogue by providing information, listening and answering questions
- Accept input and consider it objectively
- Provide support and resources through City staff and other resources as needed.

## Structure of the Community Advisory Committee

The City of Edmonton will establish a Community Advisory Committee with the involvement of the affected communities. This group will represent community and stakeholder interests along the corridor.

The Community Advisory Committee will be facilitated by the project team's Public Engagement Lead and will have approximately 10 to 12 members reflecting various community interests within and adjacent to the Capital Line South Extension LRT corridor. It is anticipated that there will be up to six meetings throughout the project and some may take the form of workshops.

The Committee will be composed generally of the following members:

- As assigned by each community league:
  - Blue Quill (including Skyrattler) (1)
  - Ermineskin (1)
  - Twin Brooks (1)
  - Yellowbird (Keheewin and Bearspaw) (1)
  - Blackmud Creek (including Richford and Blackburne) (1)
  - Heritage Point (MacEwan and Rutherford) (1)
- 1 or 2 solicited from the community at large who are regular LRT users
- 1 from the business community, assigned by the South Edmonton Business Association
- 1 from a community organization having a significant presence in the zone
- 1 from a local school or School Council, in consultation with school boards
- 1 from the administration of William Lutsky YMCA

## Establishing Membership

The City will create awareness of the Community Advisory Committee and the opportunity to participate through advertising, public service announcements, web and social media announcements, subscribed email distribution and other commonly-used communication methods, and leverage existing engagement initiatives such as the Council Initiative on Public Engagement and Engaging Edmonton.

The communications will invite candidates for "community at large" or other positions not filled by organizational appointment.

The City will contact the appropriate organizations for members to be assigned by them.

## Guidelines

The Community Advisory Committee will operate according to the following guidelines:

### Membership & Term

- Members will be volunteers drawn from a cross-section of the project with the intention of achieving a reasonably-representative profile.
- It is intended that the Community Advisory Committee will remain in place for the duration of the project, with an end date anticipated to be September 2018. However, the City reserves the right to dissolve the Community Advisory Committee at its discretion, and to remove/replace any member for neglect of duty or disrespectful conduct.
- Membership and composition will be reviewed at six month intervals, at which time existing members may step down and/or new members be added.

### Conduct of Meetings

- Community Advisory Committee meetings will be led by the Capital Line Extension LRT Public Engagement Lead, who will facilitate clear communication of information between the committee members, the City and Project Team.
- Meetings may be attended by members of City staff and Project Team, as necessary to provide



support, share information and listen to members' concerns, issues and matters of interest.

- There will be regular sharing and dissemination of information about the Capital Line South Extension project by the City and Community Advisory Committee members on a timely basis.
- It is intended that the Community Advisory Committee will identify issues, opportunities and concerns.
- As the Project Team does not have the mandate to delegate decision-making authority, decisions are ultimately made by the project management team under the authority of the City of Edmonton, taking into consideration objectively and with good faith the input, concerns and issues identified by the committee. No decisions will be made by the Community Advisory Committee.
- Matters that have already been decided by the City, such as the route alignment, concept plans, and some elements of the preliminary design may be discussed but for information purposes only. The City will not revisit past decisions with the following exceptions: potential LRT grade separations at 9 and 12 Avenues, Saddleback Road and Ellerslie Road; a potential stop at Twin Brooks; and the introduction of Sustainable Urban Integration (SUI) into the design. SUI integrates the LRT line, stops and stations into the neighbourhood by looking at connections, land uses, materials and aesthetics in more detail.
- Through Community Advisory Committee dialogue, the City will promote and support community engagement opportunities, seek opportunities to minimize and mitigate impacts related to detailed design and construction, and build and maintain relationships and trust.
- Community Advisory Committee members will make reasonable efforts to understand and share local knowledge and the interests and concerns of the sectors, agencies and neighbourhoods in their zones.
- Community Advisory Committee activity will be conducted in an atmosphere of mutual respect and trust between members.
- Participants will respect one another's interests and seek to support the overall best interests of the community and the City as a whole.
- Community Advisory Committee members will remain accessible to each other.
- Consistent participation by Community Advisory Committee members throughout the process is necessary. If a member is consistently unable to fulfill his/her commitment, a collaborative approach will be taken to obtain a replacement.

#### Scheduling, agendas, minutes and facilities

- Meeting frequency, times and duration will be flexible to meet the needs of each group and will be determined by the group.
- Where possible, topic areas for the next meeting will be identified in advance, at the end of each meeting, and will be determined by input from the City and the desires of committee. This will form the basis of the meeting draft agenda, which will be prepared by the facilitator and circulated to members for input.
- Effort will be made to complete and circulate meeting minutes to members generally within two weeks of each meeting.
- Agendas and minutes will also be posted on the [www.Edmonton.ca](http://www.Edmonton.ca) website.
- Meeting room facilities will be provided and/or arranged by the City.