

Phase 1 (Century Park to Ellerslie Road)

Community Advisory Committee (CAC)

Terms of Reference

Background

The City of Edmonton has engaged with Edmontonians on the planning of the Capital Line South since 2007. In 2010, the preliminary design for Phase 1 of Capital Line South between Century Park and Ellerslie Road was completed. In 2017, additional preliminary engineering was started to review and refresh the preliminary design, bring the project up to current standards and reflect the principles of Urban LRT. Public input played a major role throughout these stages.

The City is now moving forward with the Design-Build (DB) procurement process and will be selecting a contractor in 2023. The DB contractor will complete the design based on specifications provided by the City and will also construct the 4.5 km LRT extension.

The City values public engagement as the project proceeds through this process. At this stage of the project, the focus of the engagement is 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, the DB contractor and members of the committee, which represent a cross-section of the communities along the LRT line, with a mechanism that will:

- Build and maintain relationships and trust
- Facilitate information-sharing and dialogue
- Support the identification of issues, opportunities and concerns
- Seek opportunities to minimize and mitigate impacts related to the construction
- Convey regular schedule updates

This group will be neighbourhood-focused and organized to reflect the common characteristics and interests of neighbourhoods along the CLSE LRT line from Century Park to Ellerslie Road. They will

supplement, rather than replace, previous 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 (CAC) with the involvement of the communities along the CLSE LRT line, representing community and stakeholder interests along this corridor.

The CAC will initially be facilitated by the project team's Stakeholder Lead and will have approximately 10 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 12 meetings throughout the life of the project (5-6 years).

The CAC will be composed generally of the following members:

- As appointed 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)
- As appointed by the City:
 - Up to four solicited from the community at large who are regular Capital Line LRT users

Establishing Membership

The City will create awareness of the CAC and the opportunity to participate through advertising, public service announcements, web and social media announcements, subscribed email distribution and other commonly-used communication methods.



The communications will invite candidates for “members 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 CAC will operate according to the following guidelines:

Membership & Term

- Members will be volunteers drawn from a cross-section of the project area with the intention of achieving a reasonably-representative profile.
- It is intended that the CAC will remain in place for the duration of the project, with an end date anticipated to be in 2028. However, the City reserves the right to dissolve the CAC 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

- CAC meetings will be led by the Capital Line South Extension LRT Stakeholder Lead, who will facilitate clear communication between the committee members, the City and Project Team.
- Meetings may be attended by members of City staff, Project Team, and DB contractor (once selected) 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, DB Contractor and CAC members on a timely basis.
- It is intended that the CAC will identify issues, opportunities and concerns and take back information about the project to their respective communities.
- 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. The responsibility of project decisions will ultimately be with the project team.
- Matters that have already been decided by the City, such as the route alignment, concept and preliminary design plans will not be changed. Some elements of the preliminary design may be discussed, but for information purposes only. The City will not revisit past decisions.
- Through CAC dialogue, the City will promote and support communications with communities, seek opportunities to minimize and mitigate impacts related to detailed design and construction, and build and maintain relationships and trust.



- CAC 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.
- CAC 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.
- CAC members will remain accessible to each other.
- Consistent participation by CAC members throughout the process is necessary. If a member is consistently unable to fulfill his/her/their 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 member 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 the 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 edmonton.ca website.
- Meeting room facilities will be provided and/or arranged by the City.

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