



Citizen Working Group - Zone "A" (Downtown)

MINUTES

Meeting # 3	Location: Boyle Street Community League, 9538 - 103A Avenue
Date: Tuesday, August 2, 2016	Time: 11:00 a.m. - 1:00 p.m.

Members		Attendance
Allan Kwan	Chinese Benevolent Association	
Ian O'Donnell	Downtown Edmonton Community League	
Lindsey Trufyn	Downtown Edmonton Community League	
Lindsay Whyte	Edmonton City Centre	
Kristin Steinhubl	Edmonton City Centre (alternate)	
Jim Taylor	Edmonton Downtown Business Association	
Nancy Chan	Boyle Street Community League	✓
Maria Snip	Boyle Street Community League	
Joelle/Jordan Reiniger	Boyle Street Community League (alternate)	
Brent Francis	Edmonton Chamber of Commerce	✓
Shelley Switzer	Churchill Square Festivals	
Amber Rooke	Churchill Square Festivals (alternate)	✓
Sally Kim	Arts District	
Alf White	At Large	✓
Bill Patrick	At Large	✓
Young Quan	Seniors / At Large	
Dan Young	City Market Downtown	
Jack Stuempel	Community Relations Advisor (Facilitator)	✓

Guests		
Michelle Ponich	TransEd LRT	✓
Quinn Nicholson	City of Edmonton - LRT Projects	✓



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1.	Introductions	Action by:
	<ul style="list-style-type: none"> Meeting participants introduced themselves. 	
2.	Confirmation of Agenda	
	<ul style="list-style-type: none"> The agenda was confirmed 	
3.	Previous meeting minutes	
	<ul style="list-style-type: none"> The previous meeting minutes were accepted as circulated. 	
4.	Status of action items	
4.i	<u>Terms of Reference</u> <ul style="list-style-type: none"> See Item #5 	
5.	Terms of Reference	
	<ul style="list-style-type: none"> The group accepted the updated Terms of Reference (final consolidated version is attached to these minutes) which had been revised to reflect the input of all of the Citizen Working Groups. They include guidelines for attendance by non-members. 	
6.	Project Update - Implementation Schedule	
	<ul style="list-style-type: none"> Michelle Ponich distributed a TransEd stakeholder notice for upcoming downtown construction activities, and a broader construction update for the remainder of the year and into 2017. TransEd has met with a number of downtown stakeholders, including the Civic Precinct Advisory Committee, to build relationships and share information on construction plans. Churchill Square will continue to be available for festivals in 2017, but the square will not be available in 2018 due to construction. Additional details for 2017 should become available in the fall. It was acknowledged that construction activities outside the immediate area of Churchill Square can still have an impact on those wishing to attend events in the square. The City's Civic Events team is working closely with the festivals to facilitate relocation arrangements during the construction period. TransEd will also continue to take note of items raised by the Citizen Working Groups, with a view to addressing them while finalizing design details and undertaking construction. It was acknowledged that the community wishes to be well-informed about construction activities and their potential impacts. All notices, along with general construction updates, will be posted on the TransEd website (http://transedlrt.ca/). People can also subscribe to email updates by visiting the site. The TransEd information booth at the Citadel is also staffed to accommodate drop-in traffic. TransEd will also conduct public information sessions in affected communities to share construction-related information. 	



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	<ul style="list-style-type: none"> TransEd has held meetings with the Chinese Benevolent Association and the Multicultural Centre, and wayfinding support has been provided to assist the elders in the Chinatown area. 	
7.	Round Table	
	<ul style="list-style-type: none"> TransEd was reminded of the importance of respecting the community with respect to construction impacts. It was suggested that information showing the limits of construction would be helpful. (Post-meeting follow-up: TransEd has posted a construction map that reflects project boundaries at http://transedlrt.ca/resources/construction-map/). Visitors may need reassuring that despite parking restrictions and road closures, attractions continue to be accessible (the High Street experience with the closure of the bridge over Groat Road was cited). There is considerable neighbourhood interest in the project and its impacts/opportunities, both during construction and in operation. 	TransEd
8.	Next meeting	
	<ul style="list-style-type: none"> The next meeting should be scheduled for the fall or when significant new information is available. 	

Notes by Jack Stuempel

Background

The City of Edmonton has engaged with thousands of Edmontonians since 2009 on the planning and design of the Valley Line LRT. Public input played a major role in developing the corridor for the new LRT line, which was approved by City Council in 2009, and the preliminary design, which was completed in the fall of 2013.

Moving forward with stage one of the Valley Line LRT between downtown and Mill Woods as a public-private partnership (P3), the City continues to regard public engagement as a priority as the project proceeds through the detailed design and construction phases.

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 Citizen Working Groups

The purpose of these working groups is to provide the Valley Line LRT project team and members of the groups 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 detailed design and construction

These groups will be neighbourhood-focused and organized to reflect the common characteristics and interests of five distinct zones along the corridor from Downtown to Mill Woods. They will supplement, rather than replace, ongoing stakeholder 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 Citizen Working Groups

The City of Edmonton will establish five Citizen Working Groups with the involvement of the affected communities. These groups will represent community and stakeholder interests along the corridor. The corridor has been divided into five zones for the

Each of these community-based groups, facilitated by the project team's Community Relations Advisor, will have approximately 10-15 members reflecting various community interests within the LRT corridor. They may also allow for observation/participation by others. It is anticipated that meetings will occur approximately quarterly or as needed.

The groups will be composed generally of the following members:

- 1-2 assigned by each community league in the zone
- 2 solicited from the community at large
- 1-2 from the business community, assigned by the local business association, business revitalization zone or chamber of commerce
- 1 from each community organization having a significant presence in the zone
- 1-2 from a local school or School Council, where applicable (where multiple councils exist, obtain consensus on common representative)
- 1 from the administration of a major institution (if present/applicable)

Establishing Membership

The City will create awareness of the Citizen Working Groups 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. A public meeting will be organized for each zone, where candidates will be invited to select a member from amongst themselves.

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

Guidelines

The Citizen Working Groups will operate according to the following guidelines:

Membership & Term

- Members will be volunteers drawn from a cross-section of each affected geographical zone with the intention of achieving a reasonably-representative profile for that zone.
- It is intended that the Citizen Working Groups will remain in place until the commencement of service on the Valley Line LRT (Stage One) between downtown and Mill Woods. However, the City reserves the right to dissolve the Citizen Working Groups at its discretion, and to remove/replace any member for neglect of duty or disrespectful conduct.
- Membership and composition will be reviewed annually, at which time existing members may step down and/or new members added.

Conduct of Meetings

- Citizen Working Group meetings will be led by the LRT Design & Construction Community Relations Advisor, who will facilitate the clear communication of information between group members and the City.
- Meetings may be attended by members of City staff, Council and the P3 contractor 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 Valley Line LRT project by the City and Citizen Working Group members on a timely basis.
- It is intended that the Citizen Working Group 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 groups.
- Matters that have already been decided by the City, such as the route alignment, concept plans, preliminary design, the P3 model and process and P3 contract terms/performance requirements may be discussed but for information purposes only. The City will not revisit past decisions.
- Through Citizen Working Group 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.
- Citizen Working Group 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.
- Citizen Working Group 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.
- Citizen Working Group members will remain accessible to each other.
- Consistent participation by Citizen Working Group members throughout the process is necessary. If a member is consistently unable to fulfil his/her commitment, a collaborative approach will be taken to obtain a replacement.
- Citizen Working Group meetings will be open to attendance by the public. Non-members of the Working Group (other than City staff, Councillors or P3 contractor noted above) will abide by the following guidelines, to be applied at the discretion of the Working Group:

Citizen Working Groups – Public Attendance & Participation		
<i>Guideline</i>	<i>Observers</i>	<i>Speakers</i>
Advance notification of intention to attend	None required (however, courtesy notification of the facilitator is encouraged)	Limit of 5 per meeting; register with the facilitator no later than two business days in advance of the meeting, describing subject matter.
Time to speak	None allowed	3 minutes maximum; additional 5 minutes allowed for questions from Working Group members
Opportunity to ask questions	2 minutes at end of meeting	2 minutes at end of meeting

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 group members. 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 at its expense.

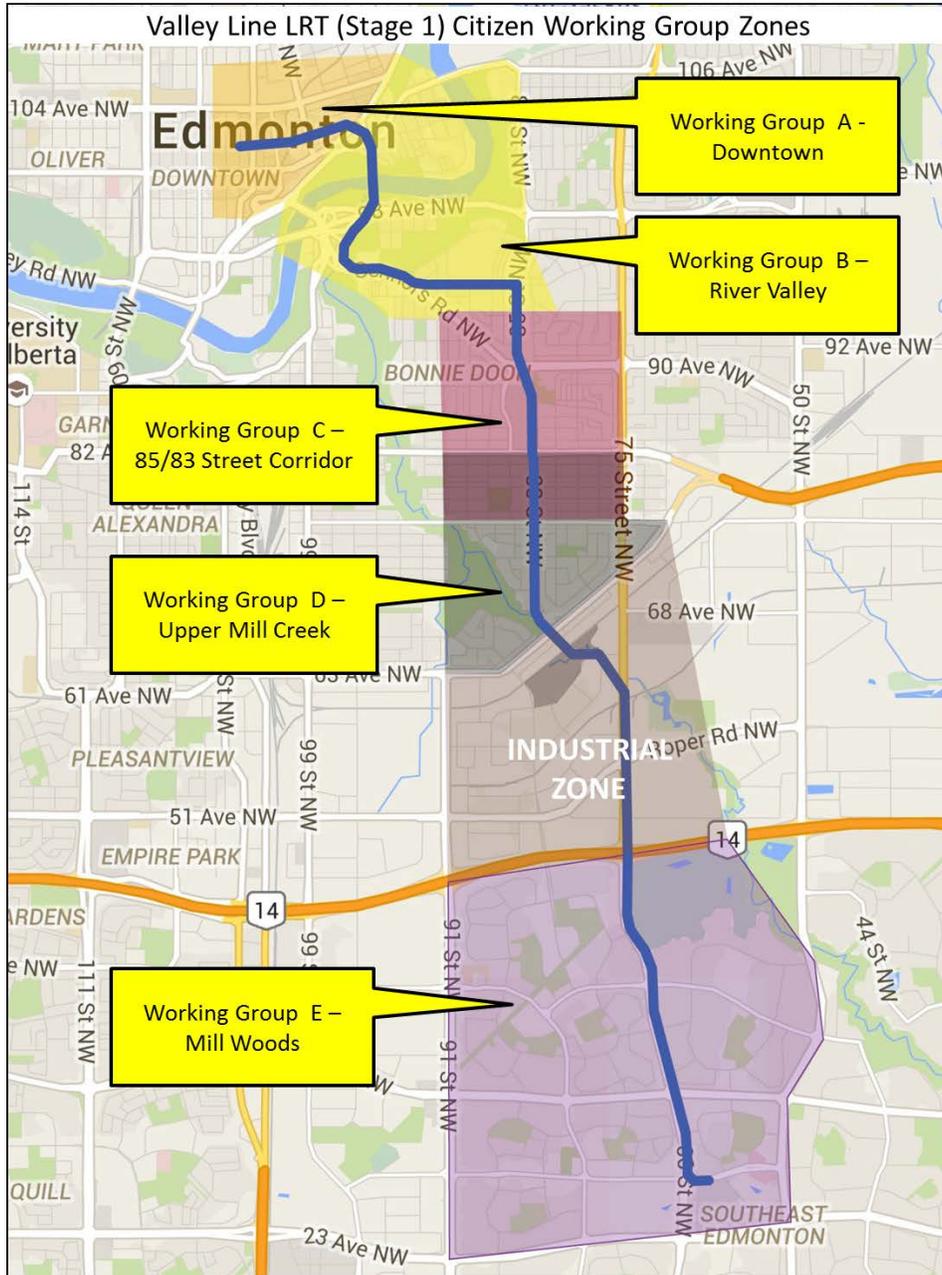
Prepared by: Jack Stuempel

Updated September 30, 2016

APPENDIX A: Edmonton Valley Line Stage One LRT Project
Citizen Working Groups
Representation Zones and Composition

Overview

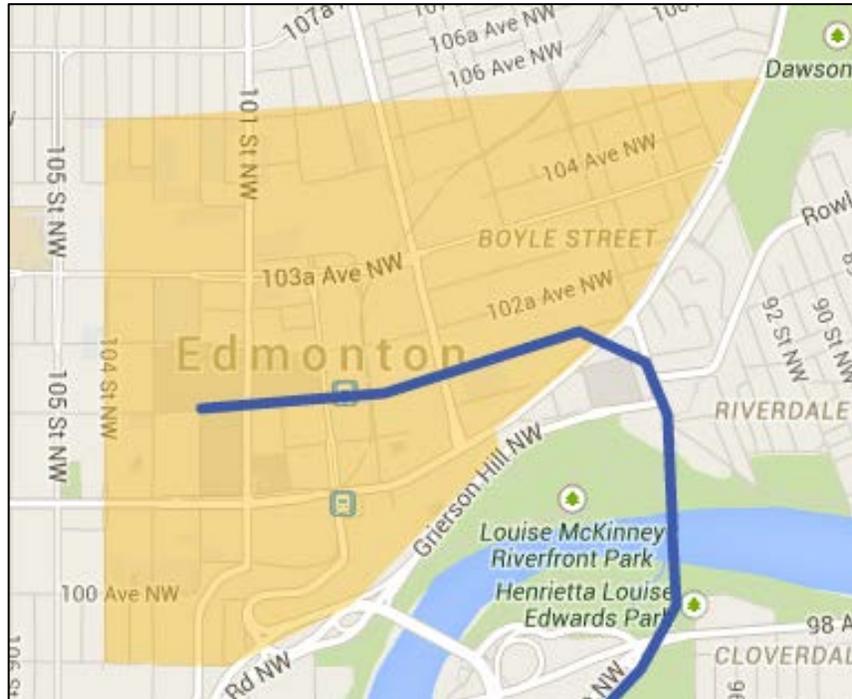
The Citizen Working Groups will be neighbourhood-focused and organized to reflect the common characteristics and interests of five distinct zones along the corridor from Downtown to Mill Woods, as illustrated below.



Working Group A – Downtown Zone

Location:

East of 104 Street, South of 106 Avenue, north/west of north valley edge (McDougall Hill/Grierson Hill/Jasper Avenue)



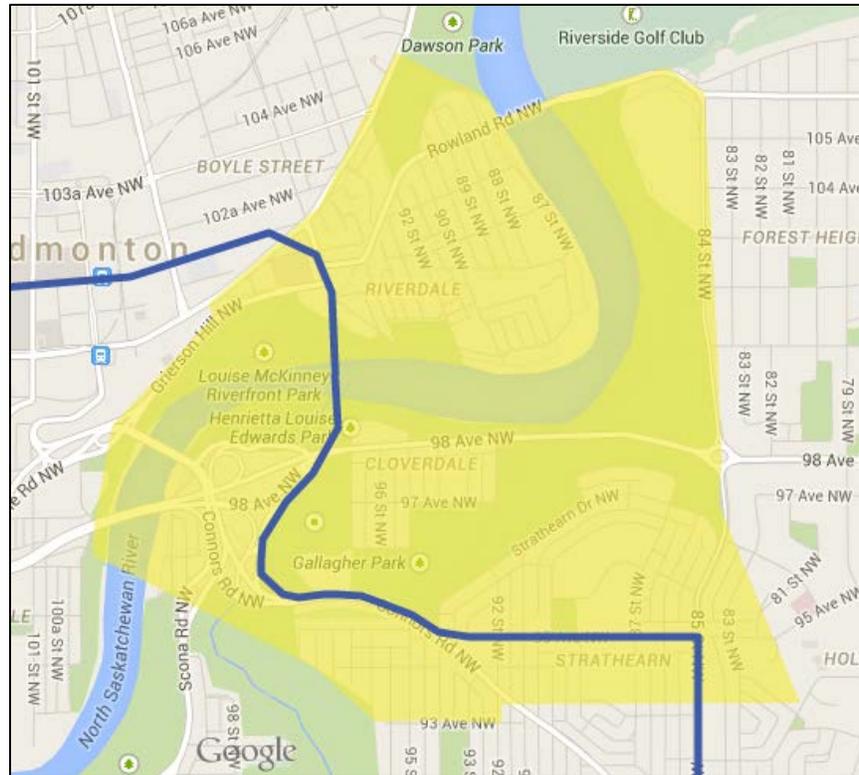
Composition:

- 2 representatives assigned by the Downtown Edmonton Community League
- 2 representatives assigned by the Boyle Street Community League
- 2 solicited from the community at large
- 1 senior at large
- 1 assigned by the Downtown Edmonton Business Association
- 1 assigned by the Edmonton Chamber of Commerce
- 1 from Edmonton City Centre
- 1 representing Festivals (Churchill Square)
- 1 representing Arts District
- 1 representing Chinese Benevolent Association
- 1 representing local schools, in consultation with school boards

Working Group B – River Valley Zone

Location:

South/east of north valley edge (Grierson Hill/Jasper Avenue), south of Rowland Road, generally west of 84 Street, generally north of 93 Avenue and Mill Creek Ravine.



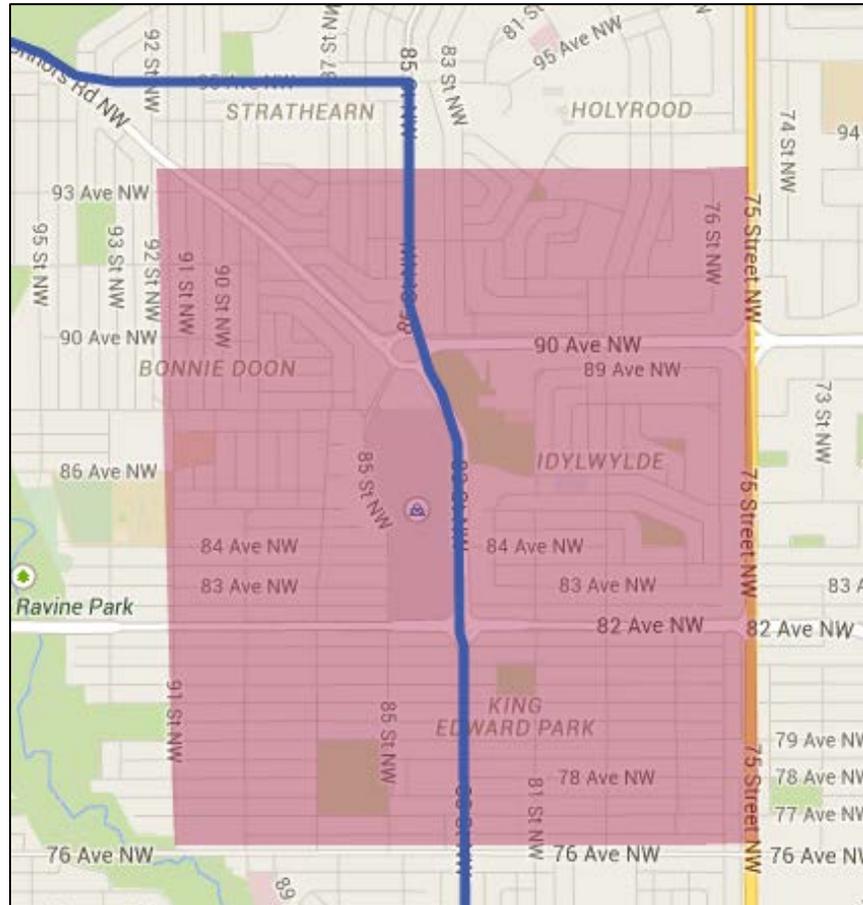
Composition:

- 2 assigned by Riverdale Community League
- 2 assigned by Cloverdale Community League
- 2 assigned by Strathearn Community League
- 1 assigned by Bonnie Doon community League
- 2 solicited from the community at large
- 1 from the Edmonton Ski Club
- 1 from the Edmonton Folk Festival Society
- 1 from the Edmonton Chinese Garden Society
- 1 from the Muttart Conservatory
- 1 from local seniors community, in consultation with Edmonton Seniors Coordinating Council
- 1-2 from local schools/associations, in consultation with school boards

Working Group C – 85/83 Street Corridor Zone

Location:

Generally east of 92 Street, south of 93 Avenue, west of 75 Street, north of 76 Avenue.



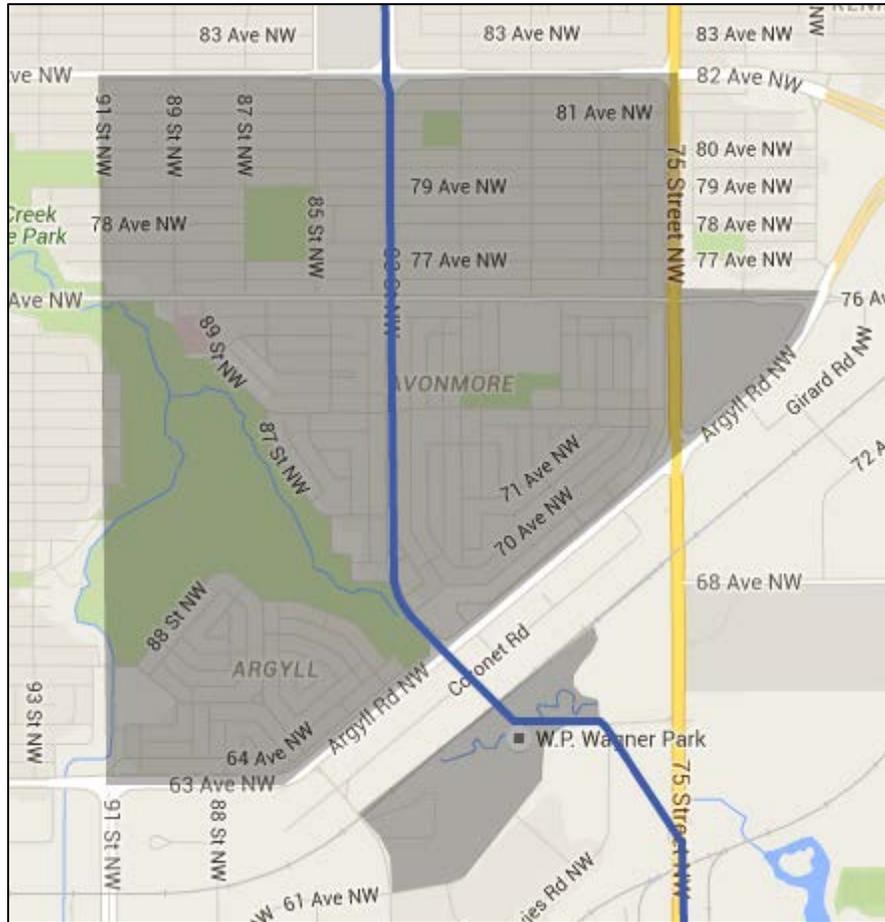
Composition:

- 2 representatives assigned by Bonnie Doon Community League
- 2 representatives assigned by Idylwylde Community League
- 2 assigned by King Edward Park Community League
- 2 solicited from the community at large
- 2 assigned by the French Quarter BRZ
- 1 from the Bonnie Doon Shopping Centre
- 1 from the French-Canadian Association of Alberta
- 1 from local seniors community, in consultation with Edmonton Seniors Coordinating Council
- 1-2 representing local schools, in consultation with school boards

Working Group D – Upper Mill Creek Zone

Location:

East of 91 Street, south of 82 Avenue, west of 75 Street, north of 63 Avenue/Argyll Road, plus W.P. Wagner School.



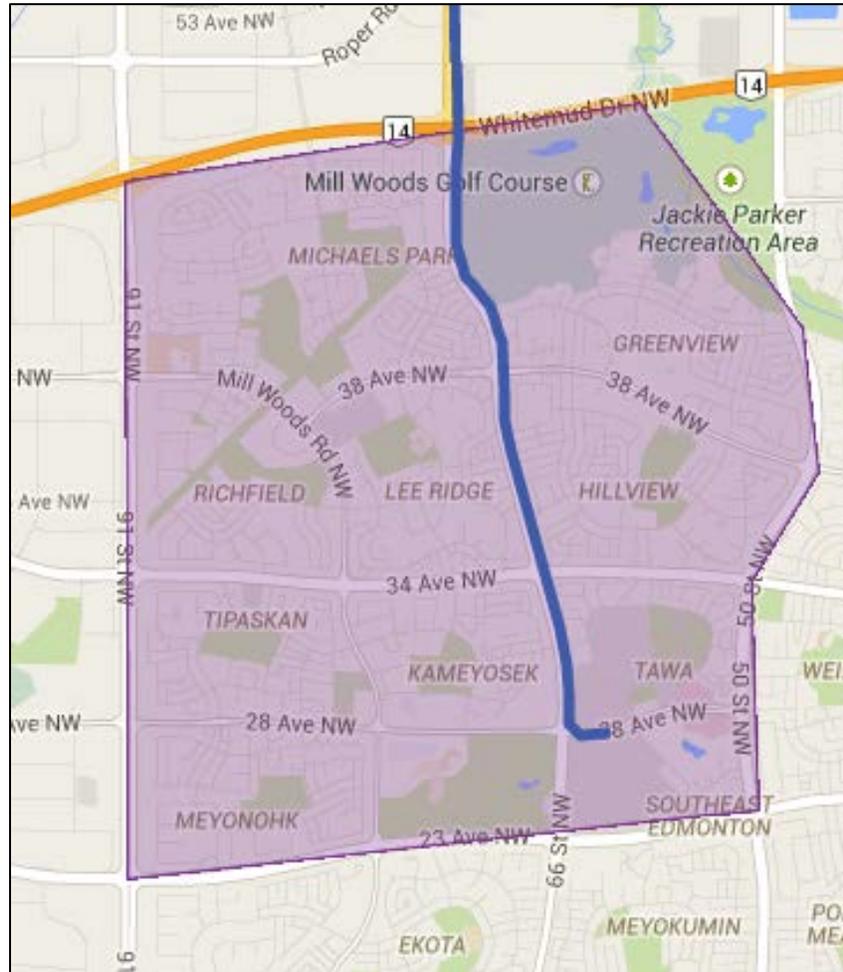
Composition:

- 2 representatives assigned by Avonmore Community League
- 2 representatives assigned by Argyll Community League
- 2 representatives assigned by King Edward Park Community League
- 2 solicited from the community at large
- 1-2 representing local schools, in consultation with school boards
- 1 assigned by Metro Continuing Education

Working Group E – Mill Woods Zone

Location:

East of 91 Street, south of Whitemud Drive, West of 50 Street, north of 23 Avenue.



Composition:

- 1 representative assigned by North Millbourne Community League
- 1 representative assigned by Leefield Community League
- 1 representative assigned by Woodvale Community League
- 1 representative assigned by Lakewood Community League
- 2 solicited from the community at large
- 1 assigned by Mill Woods Town Centre
- 1 assigned by the South Edmonton Business Association
- 1 from the Mill Woods Cultural and Recreational Facility Association
- 1 from Alberta Health Services (Grey Nuns)
- 1 from local seniors community, in consultation with Edmonton Seniors Coordinating Council
- 2 representing local schools, in consultation with school boards