



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

MINUTES

Meeting # 3	Location: Mill Creek Room Mill Woods Town Centre
Date: July 27, 2016	Time: 7:00 p.m. - 9:00 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	✓
(Currently unassigned)	Lakewood Community League	
Michael Neuherz	Public at Large	✓
Paul Conway	Public at Large	✓
Jack Stuempel	Community Relations Advisor (Facilitator)	✓

Guests		
Michelle Ponich	TransEd LRT	✓

1.	Welcome and Introductions	Action by:
	<ul style="list-style-type: none"> Meeting participants, including the Stakeholder Relations Manager for TransEd LRT, introduced themselves. It was acknowledged that the meeting was occurring somewhat later than previously anticipated. However, the additional time has allowed the City and TransEd to ensure greater clarity and certainty with respect to the information to be shared. 	
2.	Confirmation of Agenda	
	<ul style="list-style-type: none"> The agenda was confirmed. 	



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3.	Previous meeting minutes	
	<ul style="list-style-type: none"> The minutes of the previous meeting were accepted as circulated. 	
4.	Status of Action Items	
4.i	<u>Terms of Reference</u> <ul style="list-style-type: none"> This item was dealt with under #5 below. 	
5.	Terms of Reference - Guidelines governing presence of non-members	
	<ul style="list-style-type: none"> The Terms of Reference (also attached to these minutes) have been revised to reflect the input of all of the Citizen Working Groups, including a number of key suggestions from the Mill Woods group. With these changes in place, the groups will have a "rulebook" that is capable of being applied with some discretion. The group endorsed the revised terms of reference, subject to similar agreement from the other Citizen Working Groups. 	
6.	Project Update - Implementation Schedule	
	<ul style="list-style-type: none"> TransEd's Stakeholder Relations Manager shared project information schedule information (attached). <ul style="list-style-type: none"> There was considerable interest in the removal of trees necessitated by the addition of LRT to the transportation right of way. It was explained that TransEd is applying the City's tree policy which emphasizes a hierarchy of impact avoidance, tree relocation nearby where feasible, then removal with replacement nearby where feasible. Effort is being made to remove fewer trees than potentially allowed for, and ultimately the plan is to achieve a net gain through extensive landscaping (clarification for the notes: the net gain, which is to be about ten-fold, includes trees, shrubs and perennials). It was noted that the removal of medians and related trees and shrubs in late summer and fall of 2016 is timed to help mitigate traffic impacts related to LRT construction. The group urged that a map be prepared and shared publicly as a helpful supplement to the written and verbal summaries. The Mill Woods Golf Course is concerned over the impact of tree removals near the course boundaries before the landscaping plan is complete. There are also concerns over the possibility of utility-related work that might directly impact the golf course property or operations. While many details are still works in progress, TransEd will meet directly with golf course representatives to share latest information affecting the course. There was discussion about noise attenuation walls, which were referred to in TransEd's construction update. It was noted that property owners adjacent to the planned walls 	<p>TransEd</p> <p>TransEd</p> <p>TransEd / Jack Stuempel</p>



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	<p>were polled for design preferences in 2013 and that there was overwhelming preference for one particular finishing treatment among those that were offered. Some members of the Working Group suggested that consideration be given to the alternative of a "Living Wall" similar to the one that was a recent test project along 91 Street in Tweddle Place. While specifications and commitments in the LRT plans and TransEd contract were established well before the experimental project was undertaken, the request to consider the feasibility of adapting the Living Wall concept into the LRT design will be taken back to TransEd and the City.</p> <ul style="list-style-type: none"> • There was a brief discussion regarding public notifications of construction activity. It was explained that TransEd uses a variety of methods, including direct contact with a designated list of stakeholder organizations and people who have opted to receive email bulletins. On the suggestion of the group, the City will look at re-issuing its invitation to its own email subscribers to opt-in for the TransEd bulletins. It was suggested that the Edmonton Transit System Advisory Board should receive bulletins as well. • There was a question about the status of the design process, which was the subject of a recent presentation to the Alberta Professional Planners Institute. It was explained to the Working Group that the design parameters have been long established. (Follow-up note: the presentation to APPI, by a member of the TransEd team, dealt with the City's Sustainable Urban Integration (SUI) initiative, intended to integrate the LRT system into existing neighbourhoods as fully as possible. An overview article on SUI can be found at https://transformingedmonton.ca/sustainable-urban-integration-connecting-edmonton-to-its-routes/.) • In response to a question regarding the status of property-related issues it was indicated that there are few such issues and that to elaborate with respect to private properties would be inappropriate. 	<p>TransEd / Jack Stuempel</p>
<p>7.</p>	<p>Round Table</p>	
	<ul style="list-style-type: none"> • Concern was expressed over the lack of turning opportunities to accommodate a possible increase of traffic shifting to 50th Street to avoid construction on 66th Street. This matter will be flagged for consideration in TransEd's traffic management plan. • The group voiced concern over the lack of plans for a Park & Ride at the Mill Woods Town Centre. • There were also questions about how the traffic entering and exiting the Davies Park & Ride will be managed, and the reasons for the change in the original plan to have a Park & Ride closer to Whitemud Drive. 	<p>TransEd Jack Stuempel</p>



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8.	Next meeting	
	<ul style="list-style-type: none">• It was suggested that September would be a good target for the next meeting of the Citizen Working Group.	

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

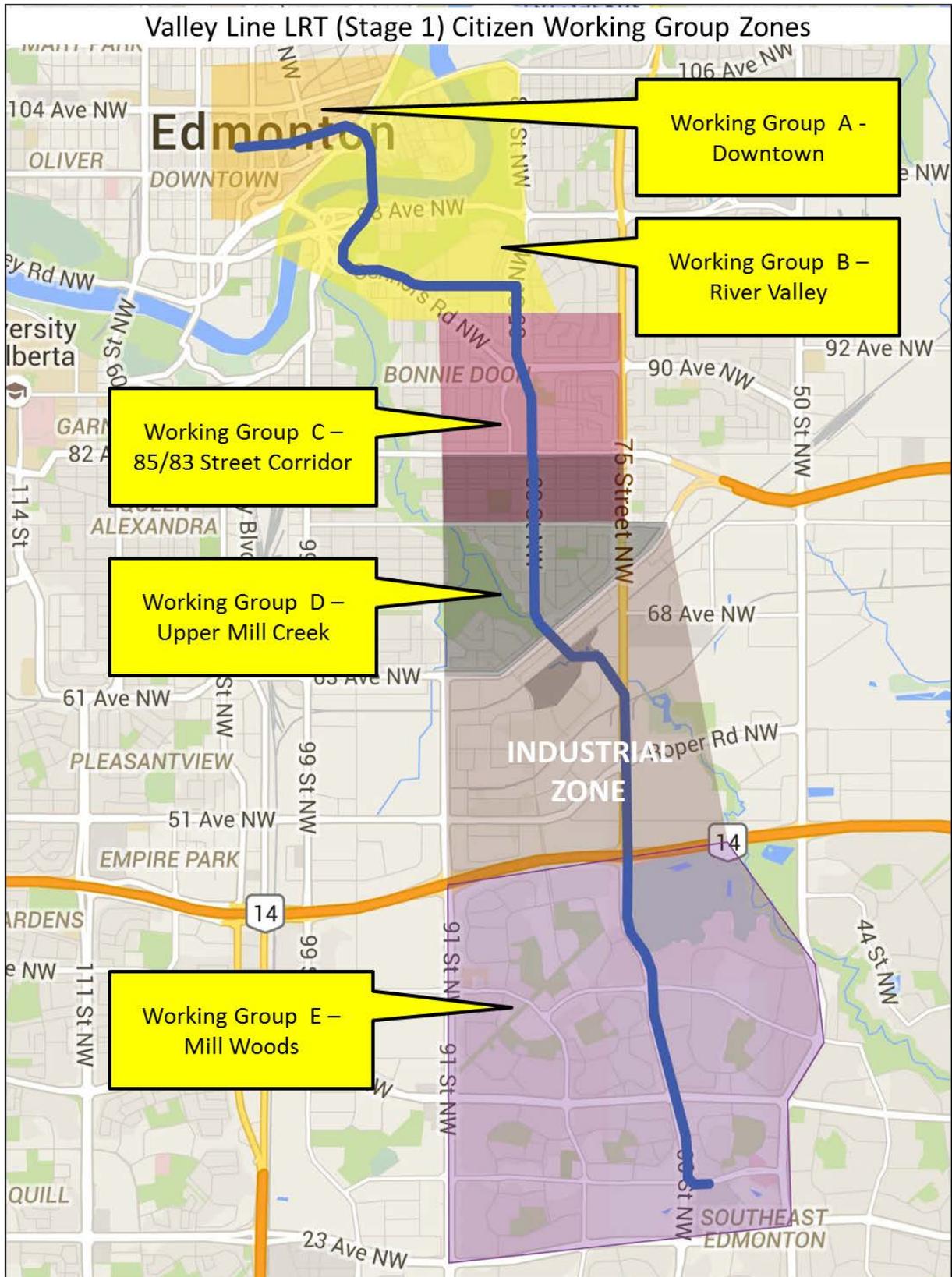
The City of Edmonton will:

- 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

purposes of organizing groups and addressing area-specific needs, questions and concerns. The zones are illustrated below. Detailed zone descriptions and boundaries are provided in Appendix "A".



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.

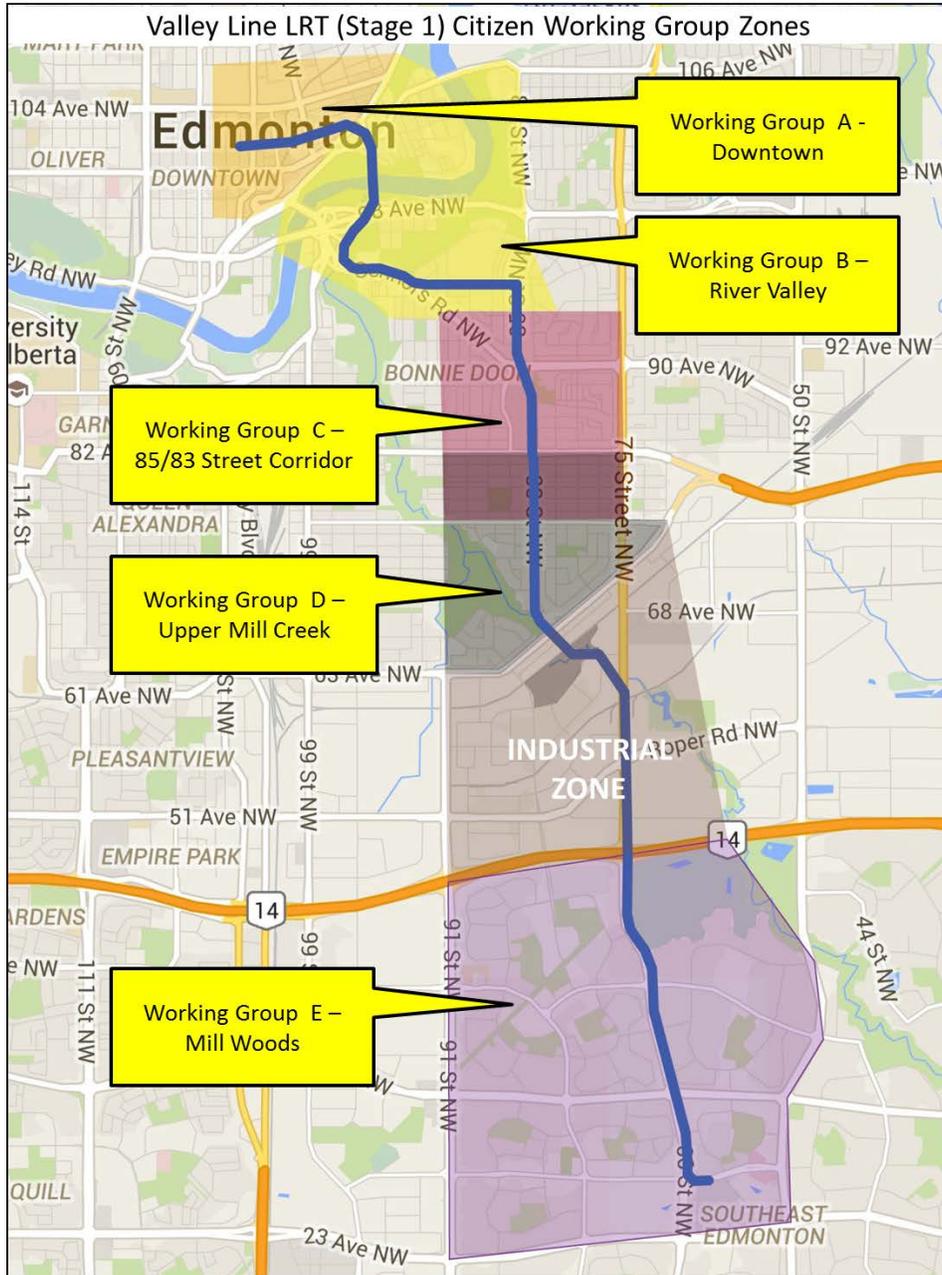
Prepared by: Jack Stuempel

Updated September 30, 2016

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

Overview

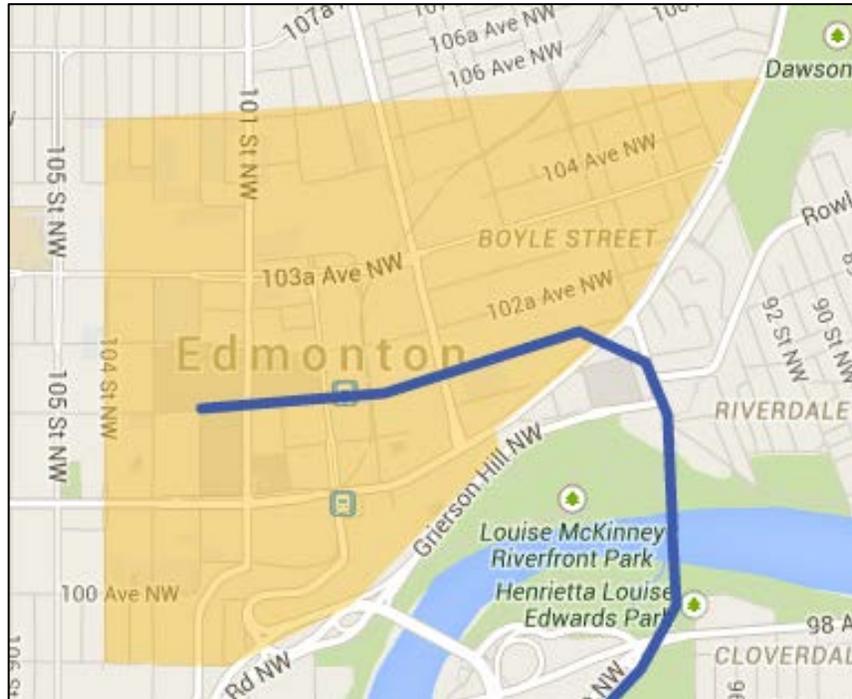
The Citizen Working Groups will be neighbourhood-focused and organized to reflect the common characteristics and interests of five distinct zones along the corridor from Downtown to Mill Woods, as illustrated below.



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)



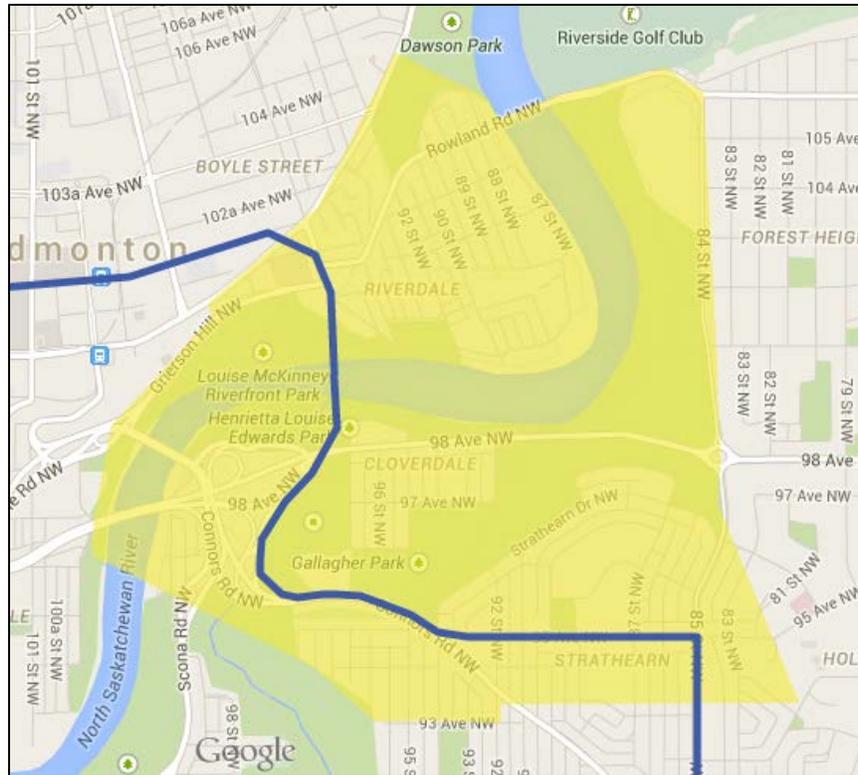
Composition:

- 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.



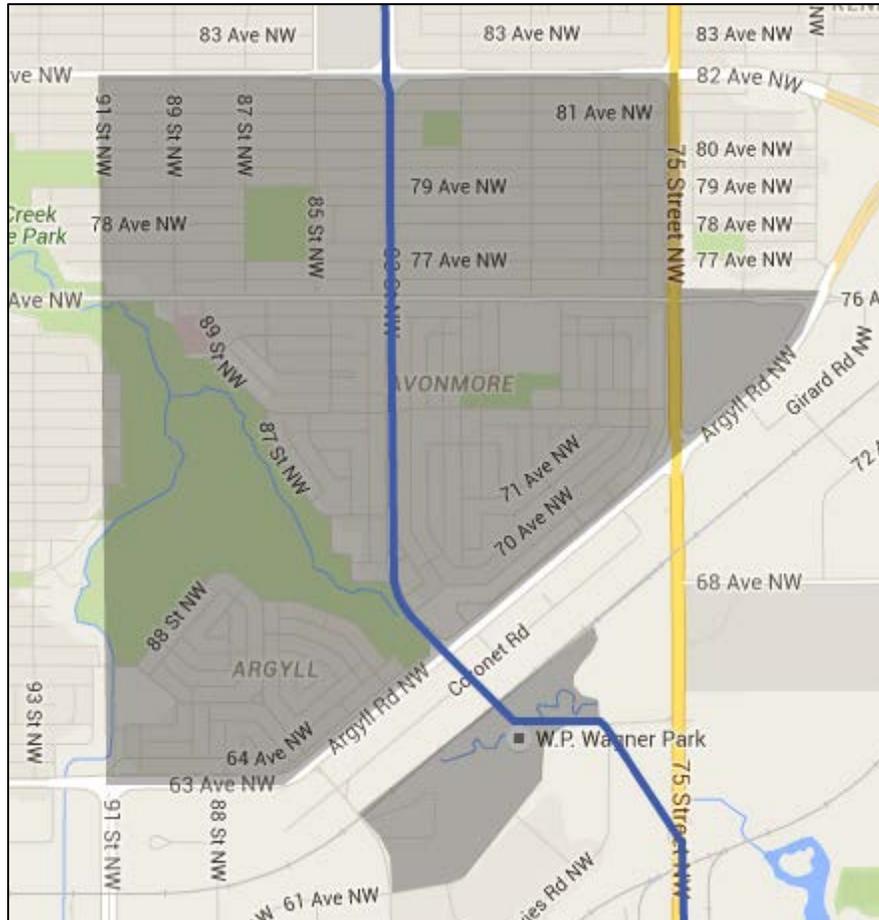
Composition:

- 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 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.



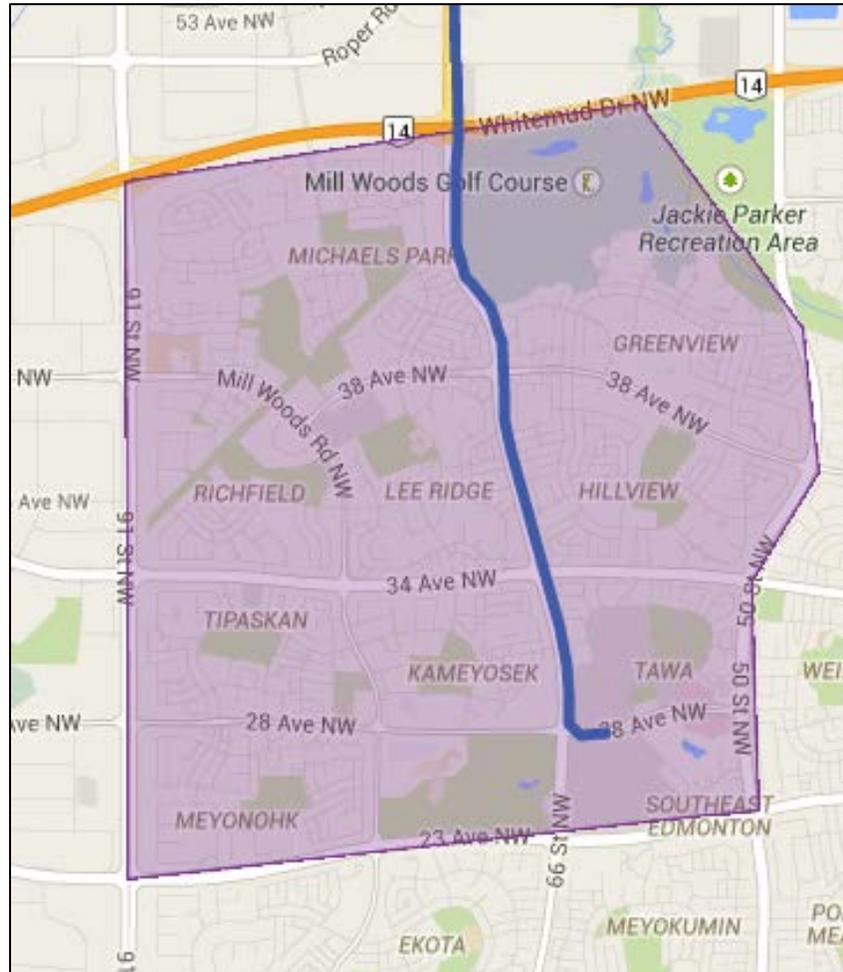
Composition:

- 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