

# TERMS of REFERENCE

## Erin Ridge Traffic Calming Neighbourhood Consultation Task Force

June 14, 2016

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### *The Call for Interest*

The following elements were approved by St. Albert City Council as part of its call for interested citizens to serve on the Task Force:

- Task Force Objectives
- The Task Force
- Term
- Public Engagement Spectrum

These items are established by Council and form the foundation for the Task Force's Terms of Reference, to guide them in their work.

### *Task Force Objectives*

On July 6<sup>th</sup>, 2015, Council requested that a Neighbourhood Consultation Task Force (or the Task Force) be formed to provide feedback on the implemented and planned Erin Ridge traffic calming measures through Council motion C334-2015 (listed below as reference). The objectives of this Task Force are as follows:

- That the Task Force receive and report back, at a minimum, annual feedback in 2016, 2017 and 2018 on the planned, proposed, and implemented actions that will affect Erin Ridge traffic volume, speed, pedestrian crossing, and other traffic related issues. These include, but are not limited to:
  - ENGS-057 Erin Ridge Traffic Mitigation Strategies
  - ENGS-058 Neighbourhood Traffic Calming Strategies

*Council Motion for reference:*

**(C334-2015)** *That Administration convene a citizens' committee to provide feedback on the implemented and planned Erin Ridge traffic calming measures and report to Council annually starting no later than Q2 of 2016, on the results of the committee feedback and any changes to the Erin Ridge traffic mitigation implementation plan.*

### *The Task Force*

The Task Force shall be comprised of eighteen (18) members including one (1) Task Force Facilitator and seventeen (17) representatives from the community at large:

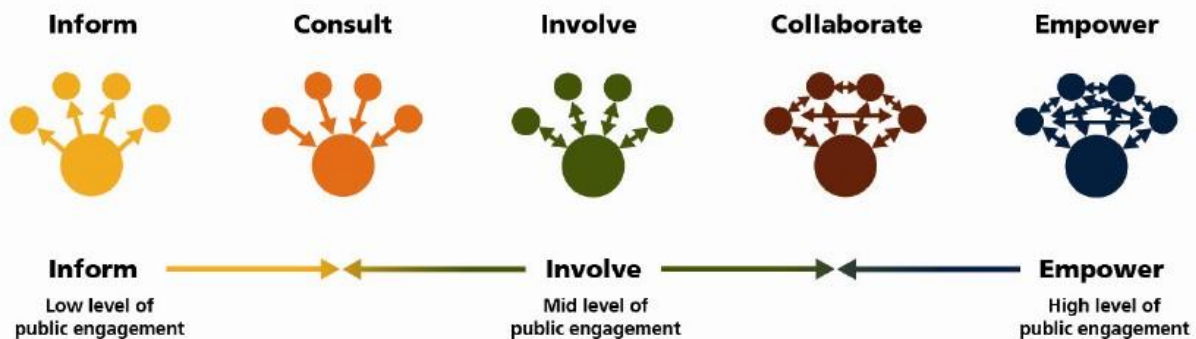
- Task Force Facilitator – City of St. Albert

- Task Force Members at Large including:
  - 14 Residential Members at Large based on geography as set forth by the Neighbourhood Map provided as Attachment 1 to this 'Call for Interest'. Members shall be appointed as a minimum of 1 member per zone, to a maximum of 3 members per zone, up to a total of 14 Residential Members at Large.
  - 2 Commercial Member at Large representing businesses within the Neighbourhood
  - 1 Institutional Member at Large representing schools, hospitals, government, churches, etc. within the Neighbourhood
- Council shall determine the appointments to the Task Force annually as part of their annual Task Force appointments process. Council will determine the final appointments to the Task Force, using the following as criteria for membership:
  - Skills and/or experience are directly related to the objective of the Task Force
  - Interest in contributing perspectives from areas of expertise and experience
  - The ability to work collaboratively with people who share different experiences
  - Willingness and ability to attend and participate in meetings of the Task Force (frequency of meetings may vary due to needs and progress of the objective)

## Term

The Task Force shall meet, at a minimum, quarterly starting in Q1 2016 until the end of 2018. Meetings shall be held in the evening on an agreed upon date convenient for the majority of Task Force members. Additional meetings may be held at the discretion of the Task Force. Annual reports are to be reviewed and approved by the Task Force prior to its presentation to council and are due to be presented by the Task Force to Council starting in 2016.

## Public Engagement Spectrum



The Task Force is considered at the 'Involve' level of the Public Engagement Spectrum. The purpose of the Task Force is to foster communication that becomes two-way and that information is shared with the public and opportunities for feedback are provided. The intent is to raise awareness and understanding about traffic calming measures in the Erin Ridge neighbourhood, and to receive and report on residents' concerns on the effectiveness of the Erin Ridge traffic measures. At this stage, the City and the public have the opportunity to listen to and learn about each other's plans, views, issues and expectations.

## ***Additional Terms***

In addition to the terms outlined in the Call for Interest, the elements below also guide the work of the Task Force.

## ***Outcomes***

The outcomes sought as this initiative unfolds, and upon its completion, include the following:

1. It is understood how/when/where it makes sense for the City of St. Albert to use a Neighbourhood Consultation Task Force in the implementation of traffic calming measures.
2. City design and neighbourhood design are informed and influenced by the experience of the Erin Ridge Neighbourhood traffic calming process.
3. Traffic calming measures in Erin Ridge are practical, affordable and allow people to move around and do so safely.

## ***Roles and Responsibilities***

The text below outlines the roles and responsibilities of the parties involved.

### **CITY OF ST. ALBERT – COUNCIL**

#### **Role:**

1. Provide policy direction to City of St. Albert Administration
2. Involve citizens in their decision making
3. Approve annual municipal budget

#### **Responsibilities:**

1. Receive the advice of the Task Force
2. Set policy direction for the City of St. Albert
3. Review funding requests for neighbourhood traffic calming

### **ERIN RIDGE TRAFFIC CALMING NEIGHBOURHOOD CONSULTATION TASK FORCE**

#### **Role:**

1. Advise City Council directly, as a voice of diverse and informed citizens, on traffic calming in the Erin Ridge neighbourhood
2. Advise City Council on the use of a Neighbourhood Consultation Task Force

#### **Responsibilities:**

1. Provide informed feedback on traffic calming related matters in Erin Ridge
2. Provide a written report to City Council, at least annually
3. Advise City Council about how well the design of the city and the Erin Ridge neighbourhood works
4. Review proposed traffic calming implementation strategies and action
5. Advise Administration about how to engage and consult Erin Ridge residents
6. Prepare a work plan and schedule that provides focus to the Task Force's efforts
7. Listen to the range of interests in the community

Note – as appropriate, Administration will test implementation ideas with the Task Force

## **CITY OF ST. ALBERT – ADMINISTRATION**

### **Role:**

1. Implement Council directives
2. Implement the traffic calming plan and process
3. Provide administrative support to the Task Force
4. Engage and consult with the residents of Erin Ridge

### **Responsibilities:**

1. Provide an impartial meeting chair/facilitator
2. Provide the materials the Task Force needs to do its work
3. Provide technical information and advice to the Task Force
4. Create project funding request

Note – as appropriate, Administration will test implementation ideas with the Task Force.

## **FACILITATOR / MEETING CHAIR**

### **Role:**

1. Chair the Task Force's meetings
2. Keep track of the Task Force's needs
3. Prepare an agenda and list of materials needed for the meeting

### **Responsibilities:**

1. Ensure the purpose of the meeting is clear
2. Ensure everyone has an opportunity to participate and speak
3. Ensure the materials needed for the meeting are on hand
4. Document a meeting summary
5. Document a report to Council, at least annually
6. Support and coach the Task Force to prepare a work plan and schedule for its work

Note – The meeting chair is a facilitator under contract with City of St. Albert Administration to support the Task Force when it meets.

## ***Agreements***

The following agreements guide the work of the Task Force.

### **8 qualities of good meetings:**

1. We hold all personal information in confidence.
2. We listen to each other with compassion and curiosity.
3. We ask for what we need and offer what we can.
4. We agree to watch our time and energy, and pause or take a break when we need to.
5. We share responsibility for the quality of our meetings.
6. We are here to serve the whole neighbourhood and the city.
7. We speak with intention, noting what is relevant to the conversation.
8. We listen with attention, respectful of the learning process for all members of the group.

### **On how we work together:**

1. We are here to figure out how to:
  - a. best get around our neighbourhood, and
  - b. do it safely with all modes of transportation.

2. The decisions of the Task Force will be made by consensus.
3. The Task Force will agree on all messages of the Task Force, to Council, Administration and to the neighbourhood.
4. The Task Force will choose a spokesperson for the Task Force.
5. The Task Force will speak as a group, with one voice.

**On how we will communicate with others:**

1. Direct to Council. The Task Force will communicate directly to City Council, at least annually, with an annual report. All reports to Council will be in the public domain.
2. Direct to Administration. While performing its work, the Task Force will work closely with Administration to learn about traffic calming policy and implementation.
3. Listen to our neighbours. Task Force members will identify themselves in the neighbourhood and be available to hear their neighbours' thoughts and feelings about traffic in Erin Ridge. In conversation with neighbours, the Task Force will:
  - a. Listen well
  - b. Encourage active participation of neighbours in Administration's consultation activities ("you have a voice, here's your opportunity to use it")
  - c. Acknowledge that official feedback to the City of St. Albert is through Administration
4. The Task Force will be present when Administration consults the neighbourhood to observe and listen.

Note - Communication with the neighbourhood will be done primarily by City Administration to ensure that the Task Force is not put in a position of having to defend City Administration's work and finding themselves unexpectedly in the center of neighbourhood conflict. Further, the intention is for participation on the Task Force to be an informative, rewarding and positive experience for citizens.

### ***Changes to the Role / Scope of the Task Force***

Changes to the Task Force, and its role/scope, need to be approved by Council.

### ***Meeting Schedule***

The Task Force will meet from 6-9pm on Tuesdays. It will meet six times a year, at its discretion.

### ***Attachments***

- a. ENGS-057 Erin Ridge Traffic Mitigation Strategies
- b. ENGS-058 Neighbourhood Traffic Calming Strategies
- c. Work Plan – Prelim – Erin Ridge TC Committee