

Draft Advisory Committee Terms of Reference

Advisory Committee Overall Objective

An advisory committee is a means by which administration, stakeholders and city-building partners can come together to develop a targeted and coordinated approach to advancing development in West Rosedale, and spark a positive and ongoing conversation around that redevelopment. The committee's key objective, is to provide advise and professional business and technical knowledge to the working group who are responsible for preparation of a Business Case (this will include identifying and creating a long term development strategy). This plan and strategy will enable new development opportunities, communicate Edmonton's West Rosedale story, and assist the corporation on this diverse project. The Plan will guide and support future work within Sustainable Development to advance West Rosedale development and relate to work within other areas of the Administration.

The committee will help guide development while moving our City Vision for great places and great neighbourhoods ahead. This advisory committee will be critical to the success of this project and ultimately contribute to the success and livability of a redeveloped neighbourhood in one of Edmonton's most cherished areas.

It is imperative to move ahead with West Rosedale development to capitalize on opportunities to align key projects and advance the transformation of the central river valley into a vibrant neighbourhood, year-round landmark destination, and signature entrance into Downtown.

Framework for the River Crossing Advisory Committee

As an administrative advisory committee, the members of the committee bring a unique perspective to the area that complements that of administration. The advisory committee would have the following attributes:

- Strong leadership and be a visible project champions.
- Focus on a Long term planning horizon and dedication (including ability to overcome short term priority shifts).
- Be a means of harnessing and focusing private sector interests and involvement.
- Have a broadly held desire for change.

A Terms of Reference will be developed and approved to guide their work. Immediately identifiable roles that will be undertaken by the committee.

Specific Roles for the Advisory Committee:

- One of the primary mandates of the advisory committee will be supporting and assisting in the creation of a Business Case for administration in Sustainable Development to forward to City Council.
- Liaise with internal and external stakeholders to understand related projects.
- Investigate and identify long term public and private funding options and sources.
- Identify and prioritize strategic public projects and investments that will encourage private sector investment in the area.
- Work with stakeholders to understand and articulate the market for property in this area.
- Assist with risk management through early identification of potential issues and ongoing awareness.

It is expected that there may be a diversity of opinions expressed by members of the committee. This diversity will be expressed to Committee and Council by administration. The final recommendations of the Administration will be identified in the report that will be presented to Committee and Council in the Business Case.

The expectation is that this committee will be operational within two (2) months of its approval.

Composition of the Advisory Committee:

The Advisory Committee will be comprised of representatives from various stakeholder groups which may include, but are not limited to:

- Aboriginal Communities
- Rossdale Canal Group
- Rossdale Community League
- Epcor
- Telus Field/baseball lessee representatives
- Rossdale Regeneration
- Government of Alberta
- Edmonton's development industry
- Financial Services industry
- Friends of Rossdale Generating Station

Time Commitment

It is expected the advisory committee will convene for up to a nine to 15 month period beginning in the second quarter of 2015. Members will assemble approximately once a month during this time for collaborative strategizing sessions to guide the initiative and assist administration in Sustainable Development in creating the Business Plan. Individual members may meet more frequently with one another or the administration working group to focus on key

tasks and items of specific interest or relation to their area of focus. This commitment is likely to vary throughout the project, depending on its stage and related activities. Support by consultants and by a working group from administration will be necessary to assist the committee in their work in assisting to develop a Business Case.

Proposed Process and Timeframe – *Subject to Change*

Project Stage	Timeframe	Roles and Responsibilities
1: Advisory Committee Start-Up	June 2015	<ul style="list-style-type: none"> Determine the composition of the advisory committee and assemble the committee. Create and provide input to finalize Terms of Reference for the project. Report back to business areas/liaise with other departments to ensure alignment with other ongoing work and access to relevant information/activities that may impact the work.
2 : Initiation of Advisory Committee Work	July 2015	<ul style="list-style-type: none"> First meeting of the advisory committee – determination of scope with discussion of operational considerations and discussion of process and outcomes/deliverables. Determination of feasibility of dates and development of a plan for the process to meet the timeframe. Background research work for preparation of Business Case.
3: Engagement and Communication Strategy Development	July - August 2015	<ul style="list-style-type: none"> Provide input into preparation of draft Engagement and Communication Strategy (including identification of stakeholders and development of public engagement plan). Resource identification for elements of work required and identification of the process to develop the Business Case.
4 Engagement of Consultants	August 2015	<ul style="list-style-type: none"> Determination of level of support required for committee work including possible content providers and facilitation services. Hiring and establishing framework for consultant's task.
5. Initial Report Development	October 2015	<ul style="list-style-type: none"> Determination of framework and outline for Business Case. Research and option analysis. Drafting of the initial Business Case.
6: Council Check In	November 2015	<ul style="list-style-type: none"> Council Update on progress on development of the Business Case. Required feedback for fine tuning of case.
7: Final Report Development	December – June 2016	<ul style="list-style-type: none"> Development and review of initial content and first draft of Business Case. Peer review and departmental distribution for feedback. Assist with circulation and confirmation of report with internal and external stakeholders.
8: Roll-out of Business Case and Presentation at Council	August 2016	<ul style="list-style-type: none"> Ensure circulation of report within business areas to facilitate report approval process. Initiate actions/provide assistance with areas tasked with undertaking actions, as required to implement priority actions and as identified during previous stages. Presentation of Business Plan at City Council.

***Risk management and business area alignment and liaison responsibilities apply to all stages of the project.**