

APPENDIX A

LOCHSIDE DRIVE ACTION PLAN PHASE 2

TERMS OF REFERENCE

LOCHSIDE DRIVE ACTION PLAN

TERMS OF REFERENCE FOR THE LOCHSIDE DRIVE ADVISORY COMMITTEE (PHASE 2)

1. BACKGROUND

Council adopted the Cordova Bay Local Area Plan in October 1998. The Plan included direction to staff to carry out a number of tasks intended to solidify and reinforce the concept of Lochside Drive as a portion of the Regional Trail system. Council recognized that the trail must co-exist with the local residents and directed that plans developed for the corridor should include consideration of local traffic concerns. Direction to staff regarding this issue is contained in clause 11.4 of the Local Area Plan, as follows:

- 11.4
- a) Recognize Lochside Drive as the spine of the local and regional trail network
 - b) Do not open Lochside Drive south of Maplegrove Street to through traffic or construct road improvements within the Lochside Drive right-of-way that would conflict with its role as a regional trail.
 - c) Undertake an Action Plan for Lochside Drive to design the regional trail and address local traffic concerns.
 - d) Undertake a Traffic Management Study to address traffic related issues through the Sunnymead residential areas.

The Sunnymead Traffic Management Study and the Lochside Drive Action Plan (Phase 1) are complete. During Phase 1 of the Lochside Action Plan, a committee of residents of the Lochside area developed a series of recommendations intended to deal with the traffic concerns on Lochside. Many of these recommendations have, or will be implemented. Others were felt to be broader in both scope and impact and will be considered in the context of the Phase 2 work.

2. SCOPE OF WORK FOR THE LOCHSIDE DRIVE ACTION PLAN (PHASE 2)

The Lochside Drive Action Plan (Phase 2) is intended to provide recommendations to protect and enhance the use of Lochside Drive, between Maplegrove Street and Cordova Bay Road, as both a local and regional trail, while at the same time addressing the residents' concerns with respect to traffic. Traffic calming solutions developed to address local traffic concerns should not negatively impact, and ideally should enhance, the use of Lochside in its role as a multi-use trail. The measures recommended should not negatively impact other roads within the community. The objectives of the Plan are as follows:

1. Reinforce and enhance the Lochside corridor's role as a vital link in both the regional and local trail systems.
2. Provide for safe, comfortable and convenient use by cyclists and pedestrians
3. Address the local residents' concerns with respect to traffic issues.
4. Minimize the negative impact of measures on surrounding roads and neighbourhoods.

3. STRUCTURE OF THE LOCHSIDE DRIVE ACTION PLAN (PHASE 2)

There will be three distinct groups involved in the development and approval of recommendations related to the Lochside Drive Action Plan; Municipal Council, a Staff Group, and an area residents Advisory Committee (the Lochside Drive Advisory Committee, Phase 2).

The task of the Advisory Committee is to assist Municipal staff in developing a plan for the Lochside corridor which is sensitive to the concerns of the local residents and fully addresses the use of Lochside as a link in the local and regional trail systems. It is intended that the Advisory Committee will act as a surrogate for the broader Cordova Bay Community.

Staff will be responsible for the preparation and presentation of a Plan to Council, with input and comment from the Advisory Committee, which reflects the views of the Cordova Bay Community, but is also sensitive to the impact of the plan on other residents, communities, road and trail users. Council will be responsible for reviewing and endorsing the Plan.

The structure and relationship of those involved in the Lochside Drive Action Plan (Phase 2) is described by the following organizational chart.

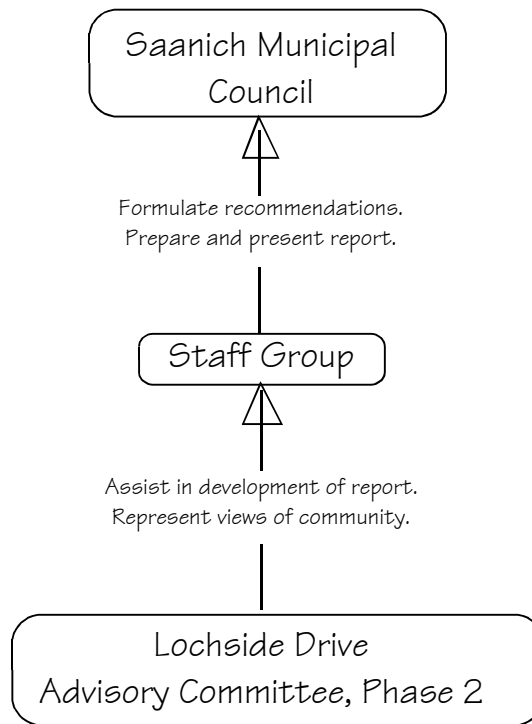


Figure 1. Process Structure

Meeting notes will be prepared by the project coordinator and made available prior to the following meeting. Formal meeting minutes will not be recorded.

The project coordinator will be responsible for scheduling meetings, preparing agendas, taking notes, distributing materials, and facilitating discussion.

Municipal staff will attend Advisory Committee meetings to provide information, administrative and technical support.

Meetings will be open to the public. The public may attend as observers but may not participate in committee discussion without the unanimous consent of the committee.

4. MEMBERSHIP OF STAFF GROUP

Colin Doyle, Engineering, Project Coordinator
Neil Findlow, Planning
Gerald Fleming, Parks

5. ADVISORY COMMITTEE

5.1 Membership

Council representative and Chair:
David Cubberley

Council appointed community representatives:
Max Bacon
Michael Caveney
Doug Denham
Sandra Hall-MacPherson
John Kilbank
Peter Spearman
Darrell Wick

5.2 Mandate of the Advisory Committee

Council will make the final decision on the appropriate Plan to be implemented. The Advisory Committee's task is to assist staff in developing these recommendations. Using their in-depth knowledge of local issues and conditions, the Advisory Committee will be expected to:

1. Advise and assist staff in the development and implementation of the public involvement process to ensure that it provides the community sufficient opportunity to confirm the issues and provide feedback on the possible solutions.
2. Review and comment on plans developed by staff and provide input regarding the likely acceptance of these plans within the community.

3. Identify and quantify any potential negative impacts of the Plan.
4. Review and comment on materials intended for presentation or distribution to the community at open houses, in questionnaires or at community meetings. Provide input and suggestions regarding the language of the materials, and help to ensure that no relevant issues are inadvertently omitted.
5. Review and comment on the Staff Report to Council on the proposed plan for the Lochside corridor.

5.3 Responsibilities of Advisory Committee Members

1. Committee members are an advisory body to the Municipal Staff Committee. Their task is to make recommendations, not decisions.
2. The work of the advisory committee will terminate with the adoption by Council of the Lochside Drive Action Plan unless further work is requested by Council;
3. The Advisory Committee should strive to reach consensus, seeking win-win solutions;
4. Committee members should attempt to fairly represent the views of all residents on all streets potentially affected by the measures under consideration.
5. Committee members should feel free to express their personal opinion on issues. Diversity of opinion and views are welcomed and encouraged during the formulation of a plan. Committee members should bear in mind however that it may not be possible to accommodate all desires in the final plan.

6. MEETINGS

In order to minimize the effort and costs for all involved, meetings will be held at key milestones during the project, when there is material to review and discuss, and when input is needed from the Advisory Committee. Ideally, the work of the Advisory Committee will be complete by July 2002. Within this time, the milestones include:

- *At the outset of the project* - review the work of the Phase 1 Committee, confirm a general understanding of the Terms of Reference for this phase of the project, the role of the Area Advisory Committee and comment on the public involvement process proposed by staff.
- *After initial meeting* - review draft questionnaire, confirm arrangements to distribute questionnaire and for open house;

- *After receipt of survey results* - review results of community questionnaire and assist in the prioritization of issues identified,
- *Before open house* - provide comment on options developed by staff to address important issues, and presentation material for open house.
- *After open house* - review results of open house and provide comment to staff on preferred options.
- *Before presentation to Council* - provide comment on staff report to Council.