

XRT: Northwest LRT Extension to Rocky Ridge/Royal Oak and Tuscany

Community Consultation Committee – Terms of Reference November 2008

Name

XRT Community Consultation Committee (CCC)

Purpose and Authority

The committee is a group of individuals, selected to represent the communities identified as directly affected by the project, who will meet with The City of Calgary Transportation Infrastructure (TI) staff and other technical experts **to provide feedback on specific issues and topics related to the development of the Rocky Ridge / Tuscany Station.**

These topics include station appearance, lighting, landscaping, access to the parking facility, LRT traffic related issues, neighbourhood parking, and the feeder bus network. City Council has already decided the location of the station and parking facilities, so these topics will not be open to change.

Specifically, the committee's purpose is to:

- Provide feedback to TI that will accurately reflect the majority opinions of the communities.
- Facilitate two-way communication between the communities and TI.
- Review project information and provide input to TI regarding station appearance, parking facility access, landscaping, LRT traffic management and neighbourhood parking.
- Discuss community concerns and benefits related to the development and construction of the CTrain Station.
- Consider policies from Crime Prevention Through Environmental Design (CPTED) and the Advisory Committee on Accessibility (ACA) at The City.

The CPTED premise is: *“That the proper design and effective use of the built environment can lead to a reduction in the incidence and fear of crime – and to an increase in the quality of life.”*

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The ACA Policy states: *“People with physical, sensory and cognitive disabilities will be able to maneuver with ease in City buildings, on City pathways and walkways, and in City Parks.”*

Membership

- *Five representatives from Rocky Ridge and Royal Oak (at least one representative will act as the liaison with the Rocky Ridge/Royal Oak Community Association)
- *Five representatives from Tuscany (at least one representative will act as the liaison with the Tuscany Community Association)
- *One representative from Tanglewood
- **TI Consultation Leader
- **TI Project Manager
- Station Designer (Consultant)
- Calgary Transit Representative
- One representative from the Ward 1 Aldermanic Office
- Note Taker/Time Keeper

*The Committee may bring in additional community representatives or alternates to discuss specific issues, if the purpose is clear and appropriate to the process.

**TI will bring a variety of experts to the Committee to discuss specific issues, on an as-needed basis.

Roles & Responsibilities

City of Calgary Transportation Infrastructure

- Provide balanced and objective project information on an ongoing basis to the Committee for discussion and input.
- Prepare Meeting Notes following each meeting and post on calgary.ca/ti.
- Review all concerns and issues relating to the development, as brought forward from the community by Committee Members, and provide professional, technical opinions.
- Endeavor to provide alternatives or solutions for consideration where possible.

CCC Members

- Bring forward community issues and concerns for discussion at Committee meetings.
- Provide timely feedback and input on the project and ways to enhance communication with the communities.
- Share information provided at Committee meetings with the larger community.
- Reflect the values, interests, and majority opinions of the community at large when providing input or considering proposed solutions to concerns, to the best of their ability.

Term

Invitation to the Community Committee comes as a request to commit involvement for a two-year minimum (approximately 15 meetings).

If any member is unable to commit to the full duration of the project, he or she may step down and a new member will be appointed in the same manner as the previous member.

Anticipated Schedule of Meetings

Meetings will be planned and scheduled by Transportation Infrastructure. The following is a preliminary estimate of meetings proposed:

Nov. 2008 – Jan. 2009	Preliminary Design	Every 2 weeks for 3 months (6 meetings)
Feb. – June 2009	Detailed Design	Once/month for 5 months (5 meetings)
*July 2009 – Winter 2011	Tender & Construction	Every 2-3 months as required (3-4 meetings)
Early 2012	Follow Up	One meeting following opening (1 meeting)

*Please note meetings in July, August and December will be avoided if at all possible.

Meeting Agendas

The agenda will be set by the Consultation Leader in collaboration with the committee members.

Administrative Support

A TI-appointed administrator will prepare and distribute meeting notes to all members in a timely fashion, ensure the TI website contains the most recent information, distribute agendas, maintain a master file of all meeting notes, and liaise between committee members and TI staff.