

Minutes of the Regional Growth Strategy Technical Advisory meeting held on April 8, 2020 via videoconference commencing at 1:00 pm.

File: 6410-20

Present: Ken Rogers, Manager of Development, Village of Cumberland
Marvin Kamenz, Director of Development Services, Town of Comox
Tatsuyuki Setta, Manager of Community and Sustainability Planning
Alana Mullaly, Senior Manager of Sustainability and RGS Planning, CVRD

Regrets: Ian Buck, Director of Development Services, City of Courtenay
Scott Smith, General Manager, Planning and Development Services, CVRD

Recording: Alana Mullaly

TOPIC

The committee met to review the approved RGS financial plan and related work plan (as described on the enclosed RGS Project Summary Chart). Alana will keep summary chart up to date and suggested that TAC use it as a communication tool to Steering Committee and elected officials (CAOs to determine whether or not to provide updates to elected officials). TAC also discussed CVRD staff's proposed process for addressing third party requests to develop lands in the electoral areas that would require an amendment to the RGS (i.e. begin with an application to amend the Rural Official Community Plan).

RECOMMENDATION

No recommendations.

ADJOURNMENT

Time: 2:15 pm

Recorded By:

A. Mullaly

A. Mullaly, MCIP, RPP
Senior Manager of Sustainability
and RGS Planning
Comox Valley Regional District

RGS Project Update Chart 2020

Technical Advisory Committee

Project and Project Team	Status	Next Steps
<p>Housing Needs Assessment</p> <p>Staff team: Alana, Tats, Nancy, Karin, Elliot Consulting team: Sarah Ravlic (Gather Planning and Engagement); Neil Lovitt (Turner Drake and Partners)</p>	<p>Draft findings reports complete</p>	<ul style="list-style-type: none"> - Consultants' presentations to elected officials (March 9, 10, 11, 16) - Community Forum (April 1) - Final report to elected officials (April meetings – for receipt) - Submission of materials to province and funder (May 2020) <p style="color: red;">Covid update: Courtenay presentation to be re-scheduled. Final report underway (consultants updating drafts). Final reports will be taken to each council/board when meetings open to the public resume. Community Forum to be re-scheduled. Alana to monitor to see if extension from funder will be required on Council/Board's receipt of final reports (original due date September 2020).</p>
<p>Active Transportation</p> <p>Staff lead: Alana (Mark Harrison, parks) Municipal contacts: TBD Consulting: TBD</p>	<p>Application made to BC Active Transportation Infrastructure Grant Program</p>	<ul style="list-style-type: none"> - Obtain municipal support (letters sent from Chair) - Confirm budget (i.e. grant or no grant) - Scope project with TAC and others (e.g. parks managers, engineering managers, etc.) <p style="color: red;">Covid update: Grantor advised that grant application adjudication slightly delayed. Announcement to be made by May 31, 2020. Alana to continue with draft scope of work (grant or no grant). Council resolutions on joint project to be obtained when possible.</p>
<p>Poverty Reduction Strategy</p> <p>Staff lead: Alana (Robyn Holme) Municipal contacts: TBD</p>	<p>Application made to UBCM Poverty Reduction Strategy Grant Program</p>	<ul style="list-style-type: none"> - Obtain municipal support (letters sent from Chair) - Confirm budget (*project is grant dependent) <p style="color: red;">Covid update: UBCM advised that applications still under review.</p>
<p>Air Quality Strategy</p>	<p>Board approved leadership framework</p>	<ul style="list-style-type: none"> - RFP for coordinator role posted (closes April 23) - Letters sent to CAOs for leadership group participation

<p>Staff lead: Brianne Labute (Alana) Municipal contacts: TBD</p>		<ul style="list-style-type: none"> - Coordinator and leadership group to establish terms of reference for roundtable group - Draft budget (waiting to hear about grant application to Island Health) - Scope 2020/21 work plan with coordinator and leadership group <p>Covid update: RFP issued March 31. Grant application still under review. Call for leadership team members sent to all CAOs – awaiting assignments from KFN – will come as soon as possible.</p>
<p>Woodstove Exchange rebate program</p> <p>Staff lead: Brianne Labute</p>	<p>2020 program to launch April 1st</p>	<ul style="list-style-type: none"> - 2020 program launched with updated webpage - Woodstove exchange contractor retained <p>Covid update: revising communications plan with contractor – print, web and radio outreach versus in person engagements.</p>
<p>RGS Education and Outreach</p> <p>Staff lead: Alana (Brianne Labute and Robyn Holme)</p>	<p>Developing communications plan and education materials</p>	<ul style="list-style-type: none"> - Obtain TAC and Steering Committee support for communications plan - Develop outreach plan with TAC <p>Covid update: CVRD staff working on background material – press release, webpage information. Engagements on hold.</p>
<p>RGS Monitoring Digital Dashboard</p> <p>Staff lead: Robyn Holme (Alana and Brianne Labute)</p>	<p>Reviewing platform options</p>	<ul style="list-style-type: none"> - Work with TAC to review RGS indicators and identify data gaps/update requirements - Choose platform <p>Covid update: CVRD staff researching platform options and reviewing indicators.</p>

Last updated: April 3, 2020