

DATE: January 8, 2019
TO: Chair and Members
Committee of the Whole
FROM: Russell Dyson
Chief Administrative Officer

FILE: 0540-20/IRTSC

Supported by Russell Dyson
Chief Administrative Officer

R. Dyson

RE: Introduction of Integrated Regional Transportation Select Committee to the Comox Valley Regional District Board

Purpose

To introduce the Integrated Regional Transportation Select Committee (IRTSC) to the Comox Valley Regional District (CVRD) Board following the 2018 general election and confirm the mandate and appointments with the Board.

Recommendations from the Chief Administrative Officer:

THAT the Comox Valley Regional District Board confirm the updated terms of reference for the Integrated Regional Transportation Select Committee as attached to the staff report dated January 8, 2019;

AND FURTHER THAT the Comox Valley Regional District Board appoint Electoral Area Director _____ (and Electoral Area Director _____ as the alternate) to the Integrated Regional Transportation Select Committee;

AND FINALLY THAT the Integrated Regional Transportation Select Committee review its mandate including multi-modal transportation and the concept of a single point of contact for transportation-related initiatives in the Comox Valley, as identified during the Board's strategic planning session in December 2018.

Executive Summary

The *Local Government Act* (RSBC, c. 1, 2015) authorizes a regional district board to establish select committees to investigate into particular issues and present findings and/or recommendations to the board. On July 26, 2016 the CVRD Board approved terms of reference for the IRTSC (Appendix A). The original mandate for the IRTSC was two-fold:

- collaboration on regional transportation projects, priorities and infrastructure including the specific promotion of a bike commuter path or multi-use corridor along Comox Road and the development of an application to the Ministry of Transportation and Infrastructure's (MOTI) BikeBC funding program for roadside greenway improvements, and
- consideration of the concept of a single point of contact for transportation-related initiatives in the Comox Valley.

Following the 2018 general election, the IRTSC mandate and membership should be reviewed by the Board. Options available for the Board include reconfirming the mandate, adjusting the mandate to reflect current interests or dissolving the committee. If the Board determines to continue with the

IRTSC, it should appoint an electoral area director as a member. Other members on the committee include councilors appointed by local governments, representatives from various local agencies and members of the public appointed by the CVRD Board. The membership list is included in the terms of reference. It should be noted that the terms of reference included with this staff report names the Ministry of Transportation and Infrastructure (MOTI) representative as a staff resource, rather than a committee member. This change has been requested by MOTI in acknowledgement of their role as a potential approving agency for any future applications related to the committee's work.

Since the IRTSC was formed, it has considered various elements associated with the two components of its mandate.

Governance

Various models have been considered by the IRTSC, including

- an arms-length advocacy approach, which has minimal financial commitments however does not establish any authority or administrative framework for advancing discussions and topics
- a regional district service, which would attract administrative costs and provide a foundation for coordinating regional transportation initiatives including the potential for capital improvements and creating a policy / regulatory framework to improve conditions.

In September 2017, the CVRD Board considered an IRTSC recommendation to advance the potential for a regional district service. This recommendation was not supported at the time and no further work was conducted on this component of the mandate.

Multi-use Pathway along Comox Road

The IRTSC has provided substantial direction and guidance to CVRD staff, in working with Courtenay and Comox staff to develop some concepts for a Comox Road multi-use pathway. The work was communicated to the K'ómoks community with feedback provided. A conceptual design along Comox Road will provide a further visual impression and consider some of the limitations that are present, such as restricted construction areas due to road right-of-way limitations, existing infrastructure and the concerns of the KFN. Meetings are planned for early 2019 to present the conceptual design to the City of Courtenay and Town of Comox, incorporating the community interests that arose during meetings with K'ómoks First Nation in mid-2018. CVRD staff will seek to engage with K'ómoks First Nation regularly on all aspects of the proposed multi-use pathway.

The CVRD Board conducted a strategic planning session in December 2018 and considered a variety of topics for the 2018-2022 term of office. Regional transportation was a significant topic and support for further discussions specific to multi-modal transportation was evident among the elected officials. The Board recognized that the IRTSC is already formed and could entertain the discussions about multi-modal transportation. Multi-modal transportation identifies the relationships between all forms of transportation including motor vehicles, transit, cycling and pedestrians. Improving connections between modes and improving movement within the CVRD are two outcomes of a multi-modal approach. This topic fits well within the IRTSC's mandate to consider a single-point of contact for transportation-related initiatives in the Comox Valley. The staff

recommendation in this report would enable the IRTSC to provide the Board with advice on this topic.

K’ómoks First Nation is an important partner on the IRTSC and collaborating on solutions is essential. Input from KFN council, elders and the community as a whole will build upon the existing transportation network. The IRTSC includes a KFN liaison. Implementing any findings through the IRTSC and CVRD Board will draw upon the existing relationships with KFN and the IRTSC must engage at all levels with KFN throughout the process.

If the Board supports this report’s recommendations to a) confirm the IRTSC mandate, b) appoint an electoral area director and c) incorporate multi-modal transportation within its focus, the work noted above to support the committee’s dual mandate will continue. The governance considerations will be revisited and the IRTSC may consider submitting any further recommendations to the Board on integrating regional transportation initiatives. This may include seeking specific support from municipal councils to collaborate on the approach for regional solutions to transportation needs. The work associated with the multi-use pathway will also continue. This work will take considerable staff time, which can be managed in 2019. A long-term mandate for the IRTSC will require consideration of the resources required.

Prepared by:

J. Warren

James Warren
 General Manager of Corporate
 Services

Stakeholder Distribution (Upon Agenda Publication)

K’ómoks First Nation Administrator	✓
City of Courtenay, Town of Comox and Village of Cumberland Administrators	✓
Ministry of Transportation and Infrastructure – Courtenay office	✓
IRTSC members	✓

Attachments: Appendix A – Integrated Regional Transportation Select Committee Terms of Reference (includes proposed updates for consideration)

File: 0540-20

Terms of Reference
Integrated Regional Transportation Select Committee

Mission: Established by the Comox Valley Regional District (CVRD) Board of Directors and comprising of elected officials, agency or partner representatives and members of the public, this committee considers matters relating to collaboration on regional transportation projects, priorities and infrastructure including the specific promotion of a bike commuter path or multi-use corridor along Comox Road and the development of an application to the Ministry of Transportation and Infrastructure's (MOTT) BikeBC funding program for roadside greenway improvements. The mission includes consideration of the concept of a single point of contact for transportation-related initiatives in the Comox Valley.

Authority: The Integrated Regional Transportation Select Committee (IRTSC) serves as an advisory body to the CVRD Board. The committee may also provide advice to CVRD member municipalities and regional partner organizations.

Mandate: The IRTSC will have the authority to provide advice to the Board on matters pertaining to its mission.

Membership: As a select committee of the CVRD Board, the Board has appointed the following to comprise the IRTSC:

- Director [redacted] /Alternate [redacted] representing the CVRD electoral areas
- Councillor David Frisch (Chair)/Alternate Melanie McCollum representing the City of Courtenay
- Councillor Alex Bissinger/Alternate Stephanie McGowan representing the Town of Comox
- Village of Cumberland – Councillor Vickey Brown/Alternate Jesse Ketler (liaison role only)
- K'ómoks First Nation – appointee is pending from KFN (note: the KFN representative is a liason and the committee will be required to undertake specific engagement with the KFN council and the community members)
- ~~Alycia Traas representing the Ministry of Transportation and Infrastructure~~
- School District No. 71 – Sheila McDonnell / Alternate Kat Hawksby
- John Higginbotham as a member of the public
- Angela Holmes (Vice-Chair) as a member of the public
- Catherine Davidson as a member of the public
- VACANT as a member of the public
- Alycia Traas representing the Ministry of Transportation and Infrastructure as a staff resource only

Committee Chair: The committee shall elect a chair and vice-chair from amongst its members at the first meeting of the committee. The chair and/or vice-chair serves until such time as the committee resolves to determine a new chair and/or vice-chair.

Meeting Frequency: The committee shall meet on a quarterly basis throughout the year unless otherwise required.

Resources: The Chief Administrative Officer (CAO) will determine and assign a staff member as an advisor to the committee. If necessary, a recording secretary may also be appointed. The committee will also be accorded a budget to cover meeting expenses, meals/coffee, photocopying and other related activities.

Tenure: This select committee exists until the latter of:

- The final presentation of options associated with exploring the concept of a single point of contact for transportation-related initiatives in the Comox Valley; and
- Substantial promotion for the development and construction of a bike commuter path or multi-use corridor along Comox Road between the City of Courtenay and the Town of Comox.

The committee exists at the pleasure of the Board.

Reporting: The committee will provide its minutes to the corporate legislative officer within 48 hours of any committee meeting. Where the Board feels it is necessary, the committee may be asked to meet with the Board and brief the Board on an issue(s) within its purview. This invitation shall be extended to the chair of the committee as the representative of the committee.

Contact with the Media: Any contact with the media regarding issues related to the work of this committee shall be handled by the committee chair or shall be referred by the committee chair to the CVRD Board Chair. If the matter under questioning by the media deals with CVRD Board policy around issues related to the work of this committee, the matter shall be referred to the Board Chair. The Chief Administrative Officer and General Manager of Corporate Services will provide assistance and / or guidance to the Board Chair and Committee Chair in responding to the media.

Public Meetings: Unless otherwise provided for in the CVRD procedure bylaw, the committee meetings are open to the public. Where the matter deals with an issue that is confidential, the committee may adjourn to an “in-camera” session to discuss that matter.

Terms of Reference History

Approved: July 26, 2016
Amended: February 23, 2017
November 28, 2017
Pending (January 29, 2019)