

Meeting notes of the Comox Valley Transit Management Advisory Committee held on August 9, 2018 in the Comox Valley Regional District Boardroom located at 550B Comox Road, Courtenay, BC commencing at 10:05 am.

**PRESENT:**

M. Moore, Senior Manager, Government Relations	BC Transit
L. Megenbir, Senior Transit Planner	BC Transit
A. McMullen, Transportation Planner	BC Transit
S. Russwurm, Deputy Corporate Administrator	Town of Comox
C. Miller, Engineering Technologist	City of Courtenay
R. Crisfield, Manager of Operations	Village of Cumberland
K. Sankey, Acting General Manager	Watson & Ash
D. DeMarzo, Acting General Manager of Community Services	CVRD
M. Zbarsky, Manager of Transit and Sustainability	CVRD
S. Speed, Recording Secretary	CVRD

**ITEMS**

**Management Report**

The management report was reviewed.

**BC Transit Corporate Update**

BC Transit staff gave an update on staffing and introduced Adrianna McMullen as the new transit planner for the Comox Valley. Various BC Transit staff may attend the Transit Management Advisory Committee meetings depending on subject matter.

BC Transit staff gave a brief review of the draft Annual Performance Summary report and explained that the final report will be circulated to the committee. The committee agreed that the final report should be presented at the Committee of the Whole in September.

BC Transit staff explained that they are still dealing with a few minor issues after the implementation of NextRide and suggested that there needs to be more marketing done.

**TMAC Terms of Reference**

Russell Dyson, Chief Administrative Officer for the Comox Valley Regional District (CVRD) attended to review the Terms of Reference with TMAC and thanked the members for providing input. Russell encouraged the members to use all possible opportunities for discussions, not exclusively at the TMAC meetings.

**Hospital Bus Stop**

CVRD staff reviewed a draft staff report going to the Committee of the Whole in September regarding the bus stop at the new hospital and received input on some wording. CVRD staff explained that there have been no requests for better access to the hospital received.

The committee suggested to present the information currently available to the COW and identified minor changes to the staff report.

### **August 31<sup>st</sup> 2018 Service Change Update**

BC Transit gave an update on the August 31<sup>st</sup> scheduled service change and explained that there will be enhanced assistance provided on the ground August 30<sup>th</sup> and 31<sup>st</sup> to inform and assist riders. BC Transit staff will be at various bus stops and invited any committee members to attend. BC Transit staff will send M. Zbarsky a schedule.

BC transit staff explained that there will also be meetings with targeted groups to provide training on the new service. A. McMullen will send M. Zbarsky a list of the groups for prioritizing. Trip planning sample sheets will also be distributed to these groups as well as schools, the public and the Watson and Ash answering service.

BC Transit staff explained that the bus stop sign change process is in progress and the new signs need to be in place by August 31<sup>st</sup>.

### **Stakeholder Service/Project Updates**

City of Courtenay staff explained that the roadwork on Cliffe Avenue and 4<sup>th</sup> Street is about 70% complete.

Town of Comox staff explained that there is now a four way stop at Port Augusta Street and Beaufort Avenue.

Village of Cumberland staff explained that the roadwork project on Egremont Road is still out for tender so there is no known date of the road work yet.

### **Next Meeting**

The next transit management advisory committee meeting is scheduled for September 20, 2018 commencing at 10:00 a.m. in the CVRD boardroom, 550B Comox Road, Courtenay.

The meeting terminated at 11:40 pm.

Recorded By:

***S. Speed***

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S. Speed  
Branch Assistant – Executive  
Management Branch

Confirmed:

***M. Zbarsky***

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M. Zbarsky  
Manager of Transit and Sustainability