

**CORPORATION OF THE CITY OF COURTENAY
COUNCIL MEETING AGENDA**

DATE: **October 14, 2014**
PLACE: **City Hall Council Chambers**
TIME: **4:00 p.m.**

1.00 ADOPTION OF MINUTES

- 1. Adopt October 6, 2014 Regular Council meeting minutes

2.00 INTRODUCTION OF LATE ITEMS

3.00 DELEGATIONS

4.00 STAFF REPORTS/PRESENTATIONS

Pg #

(a) Community Services

- 1 1. LINC Youth Centre – Briefing Note and Presentation
- 5 2. 100 Year Centennial Committee – Legacy Proposal and Presentation

(b) CAO and Legislative Services

(c) Development Services

- 7 3. Enforcement of Building Code Infraction – 2175 Cliffe Avenue
- 13 4. Cycling Task Force – request for extension of term and name change

(d) Financial Services

(e) Engineering and Operations

5.00 EXTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

- 25 1. Letter from the Heritage Advisory Commission re: City’s Complete Street Project
- 27 2. Letter from John Horgan, Leader Official Opposition re: recent UBCM Convention

6.00 INTERNAL REPORTS AND CORRESPONDENCE FOR INFORMATION

7.00 REPORTS/UPDATES FROM COUNCIL MEMBERS INCLUDING REPORTS FROM COMMITTEES

8.00 RESOLUTIONS OF COUNCIL

1. In Camera Meeting

Notice is hereby given that a Special In-Camera meeting closed to the public will be held at the conclusion of the October 14, 2014 regular Council meeting pursuant to the following sub-section of the *Community Charter*:

90(1)(c) labour relations or other employee relations;

90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality.

9.00 UNFINISHED BUSINESS

10.00 NOTICE OF MOTION

11.00 NEW BUSINESS

12.00 BYLAWS

13.00 ADJOURNMENT

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THE CORPORATION OF THE CITY OF COURTENAY

BRIEFING NOTE

To: Council
From: Chief Administrative Officer
Subject: The LINC Youth Centre Update

File No.: 5120-01
Date: October 14, 2014

ISSUE:

To provide an update on the LINC Youth Centre

BACKGROUND:

The LINC Youth Centre and Indoor Skatepark had its official grand opening in October of 2006. However, Courtenay Recreation Youth services had been offering programming years before the youth centre officially opened. Since its opening it has gained popularity all over Vancouver Island housing the only Indoor Skatepark of its kind.

Goals and Objectives:

The primary goal is to offer a safe space for youth ages 9-18 to create healthy habits through recreation, self-expression and the sense of belonging to a community. The LINC offers low cost drop in programming and through the Youth Council, programs and events are facilitated. For many, the LINC is a place where youth know they can connect with caring adults who will provide recreation services, but will also help assist in making connections with other community services such as outreach workers, parent teen mediation, crisis intervention and more.

KEY CONSIDERATIONS:

Programming/ Special Events:

- Over the years several annual youth events have been developed:
 - Youth Week May 1-7 including Annual Young Ones vs. Old Ones Road Hockey Tourney
 - Haunted House
 - Gnarly Little Christmas Craft Fair
 - Free Turkey Dinner/ Party
 - Tween Dances
- Leadership Programs
 - Youth Council meets weekly to help develop and run youth programs, provide critical youth feedback and to give back to community
 - Leaders in Training:

- Youth learn skills to then put into practice through volunteer hours at Courtenay Recreation Special events.
- Free Food Program is held every Saturday and began in 2012 after it became clear that many youth were coming in hungry and without money.
- Successful youth programs usually involve Self Development including Job Preparation Program, Food Safe,

Summary of who uses the space:

The LINC sees a huge array in terms of demographics using the space:

- Most recently we have seen an influx of international students use the space to play pool and socialize
- There is an increase usage of 9-12 year olds (Tweens) using the space.
- Many of the youth who use the centre have a variety of complex and unique situations. The “youth at risk” group ranges from youth in care, youth who self harm, youth with addiction/ mental health issues and most often in the summer months, youth who are couch surfing or sleeping in parks. This can be our most challenging group of youth as they often require a lot of attention from staff which can be difficult during the very busy winter months.
- There is a great variety of users in the skatepark, from skateboarders, bmxers, to scooter users.
- Through CV Development Centre’s Community Integration program, there has been a large increase in youth with special needs using the space on their own outside of their group which uses the space every Thursday/Friday.

Current Stats and Trends

The youth registered programs over the summer were well served, with many programs reaching their maximum limits. Programs like: Leaders in Training, Food Safe, Skate Scoot Swim, Geocaching and Cooking programs were very successful.

Over the summer months there was a slight drop in numbers due to the incredibly dry and fair weather. Many youth were choosing the outdoors rather than being inside.

However, the numbers have tripled in September.

Over the winter months is when the centre sees the most usage on any given Friday/Saturday, with as many as 50-65 youth in the centre per night. The Skatepark also gets used to max capacity with many youth travelling from, Campbell River, Parksville, Nanaimo and even Victoria to use the facility.

Volunteers and Partnerships

- Youth Unlimited
- Nurses practicum students

- HSW practicum students
- School counsellors
- John Howard,
- 133 Skate Shop
- community integration program (CVCD)
- RCMP Liaison
- MCFD
- *Youth Council*
- CAP Interns from Comox Valley Community information Systems
- Community business partners
- Community Justice: Youth Completing hours
- Several community organizations that have made donations

Current Challenges

- Keeping kids engaged/ physically, socially
 - Social media/gaming etc...staff have been limiting computer use in the centre and encouraging more physical activity.
- Youth with multitude of complex issues/ mental health and otherwise
- Young users/ unhealthy coping/complex and disturbing family issue
- Constant resource for youth, often much support falls on our workers

Importance of this Space:

The LINC Youth Centre and Indoor Skatepark is a real benefit to our community, serving hundreds of children and youth each year, both during drop in programs and registered programs. Many youth who have been using the skatepark since they were 9/ 10 years old have now become accomplished professional skateboarders, featured in magazines and articles. This space is essential in supporting young people, a very important but often forgotten group of our population. Adolescence is an important and challenging time in people's development. With the help of this centre and the caring staff who work in it, many youth are given an extra boost to navigate the sometimes treacherous waters known as Adolescence!

Kind Words from our recent promotional video filmed last March

"Hey Team LINC,

I just wanted to say that you girls do a fantastic job!! The LINC is such a awesome program and Mateo and I are both so grateful that it is available to us and our community.

Thank you all for making it such a fun, freeing, inspiring, engaging and accepting place for youth from all walks. It is so important for everyone to have a place they can go and feel warmly welcomed. The LINC offers this, especially some of those that need it the most.

Thank you all for putting your hearts into the job, it really shows."

Many Thanks,
Megan and Mateo :)

"Awesome job Kristine! The linc is an awesome place for our kids to go. The staff at the linc are the heartbeat that makes the Linc the special place it is. Thanks for everything you do."

Cheers,
Dan (Ian's Dad)

"This is absolutely fabulous!!! My son comes down to the Linc from Campbell River because he loves the atmosphere and the indoor skatepark. He feels safe and always leaves smiling. The staff are amazing!! Thank you!!"

*"Hi Kristine,
From the feedback I received at the Sunday service, I would gladly say that everybody there was awakened to the importance and existence of your centre. And the tremendous job you are doing for our community. I even had a member of our congregation who wanted to help out in some way or another."*

Prepared by



Randy Wiwchar

Director of Community Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 8100-20

From: Chief Administrative Officer

Date: October 14, 2014

Subject: Courtenay Centennial Celebration Committee- Legacy Proposal

PURPOSE:

The purpose of this report is for Council to review a legacy proposal for the Courtenay Centennial in 2015

CAO RECOMMENDATIONS:

That based on the October 14, 2014 staff report, "Courtenay Centennial Celebration Committee-Legacy Proposal", Council approve OPTION 1 and forward the proposal for consideration in the 2015 capital budget.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The Courtenay Centennial Celebration Committee has been planning activities for the 2015 Centennial. A number of events have been secured including:

- December 31- Memories are Made of This" -Filberg Centre
- January 1- Official birthday launch- Filberg Centre
- June 26-28- Community Tail Gate Party- Comox Valley Sports Centre
- July 4- Symphony and Fireworks- Courtenay Airpark
- July 5- Neighbourhood Block Parties- various City parks
- August 8- Military Day- Lewis and Simms Parks
- November - Finale event - TBA

As well, the committee has looked at several opportunities for a legacy project, which will live on once the Centennial year is done. One proposal that has received favourable response is the "City of Courtenay Riverway Experience". The "Riveway Experience" is a series of photo murals and signage placed strategically throughout the city, beginning at the Train Station and heading down 5th Street and then across the 5th Street bridge to the Lewis Centre. These murals depict historic views relevant to their locations. Inset maps will help guide people to the mural locations.

DISCUSSION:

The photo murals will compliment the historic banners being planned for downtown Courtenay for the Centennial, as well as the street and facility signage which will also have a historic theme. The Riverway Experience is meant to tie the importance of the Courtenay river system to the historic downtown, the Train Station and adjacent trail system. The photo murals and signage are designed to be primarily on City buildings and properties.

FINANCIAL IMPLICATIONS:

The overall project including design and installation will be in the range of \$54,000. A large component of that are the murals proposed to be placed on the municipal works yard building facing the historic train station (\$16,000). A capital budget for murals has been in place in the City's capital budget for the past two years, although not to the same funding level.

ADMINISTRATIVE IMPLICATIONS: *(work plan, etc.)*

The project would be coordinated by the Courtenay and District Museum and local contractors. Community Services staff would oversee the project. Estimated staff hours required have yet to be determined, but will be considered as part of the 2015 Corporate Work Plan.

STRATEGIC PLAN REFERENCE:

One of the current Council's top corporate priorities is Downtown Viability (#4). The Courtenay Centennial Celebrations is a high operational strategy identified under the Community Services Department.

OFFICIAL COMMUNITY PLAN REFERENCE: *Not applicable*

REGIONAL GROWTH STRATEGY REFERENCE: *Not applicable*

CITIZEN/PUBLIC ENGAGEMENT:

Several community groups have been consulted on this proposal and all have expressed a positive desire to move forward. Consultation has occurred with the Downtown Courtenay Business Improvement Association (DCBIA), Courtenay and District Museum, Courtenay Heritage Commission, Courtenay Recreational Association, and the Courtenay Centennial Celebration Committee.

OPTIONS:

OPTION 1: Forward the proposed legacy project for consideration in the 2015 Capital Budget

OPTION 2: Do not consider the legacy project in the 2015 Capital Budget

Prepared by:

Randy Wiwchar



Director of Community Services



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 3800-20

From: Chief Administrative Officer

Date: October 14, 2014

Subject: Enforcement of Building Code Infraction -2175 Cliffe Avenue

PURPOSE:

The purpose of this report is to consider directing staff not to proceed with Bylaw or Building Code enforcement against 604254 BC Ltd. for the property at 2175 Cliffe Avenue.

CAO RECOMMENDATIONS:

That based on the October 14, 2014 staff report "Enforcement of Building Code Infraction-2175 Cliffe Avenue", Council approve Option 1.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

The subject property contains a one-level commercial retail building used for the sale of fabrics and related products.

The building was experiencing moisture related problems previously on the south concrete block wall and the owner subsequently began covering this wall as well as the western wall with wood strapping and vinyl siding without a building permit.

As the southern wall is a distance to the property line (1.52 metres) that requires materials that are non-combustible the new siding would not meet the BC Building Code.

DISCUSSION:

When this came to the attention of staff, the owner was approached regarding the construction in question which although addressing the moisture problem would not meet the BC Building Code.

In review of this situation, it was noted the distance to the adjoining commercial building is 13.53 metres, it is not a densely built area and it has a minimal risk of spreading a fire.

FINANCIAL IMPLICATIONS:

The financial implications include the staff time related to attending the property and preparing the documentation.

ADMINISTRATIVE IMPLICATIONS:

Although not specifically included in the Development Services and Legislative Services work plans, these statutory enforcement issues are common and consume staff resources and this file has required approximately 5 hours of staff time.

STRATEGIC PLAN REFERENCE:

Statutory in nature, and not specifically referenced in the Strategic Plan.

OFFICIAL COMMUNITY PLAN REFERENCE:

Not referenced.

REGIONAL GROWTH STRATEGY REFERENCE:

Not referenced.

CITIZEN/PUBLIC ENGAGEMENT:

Notification not required.

OPTIONS:

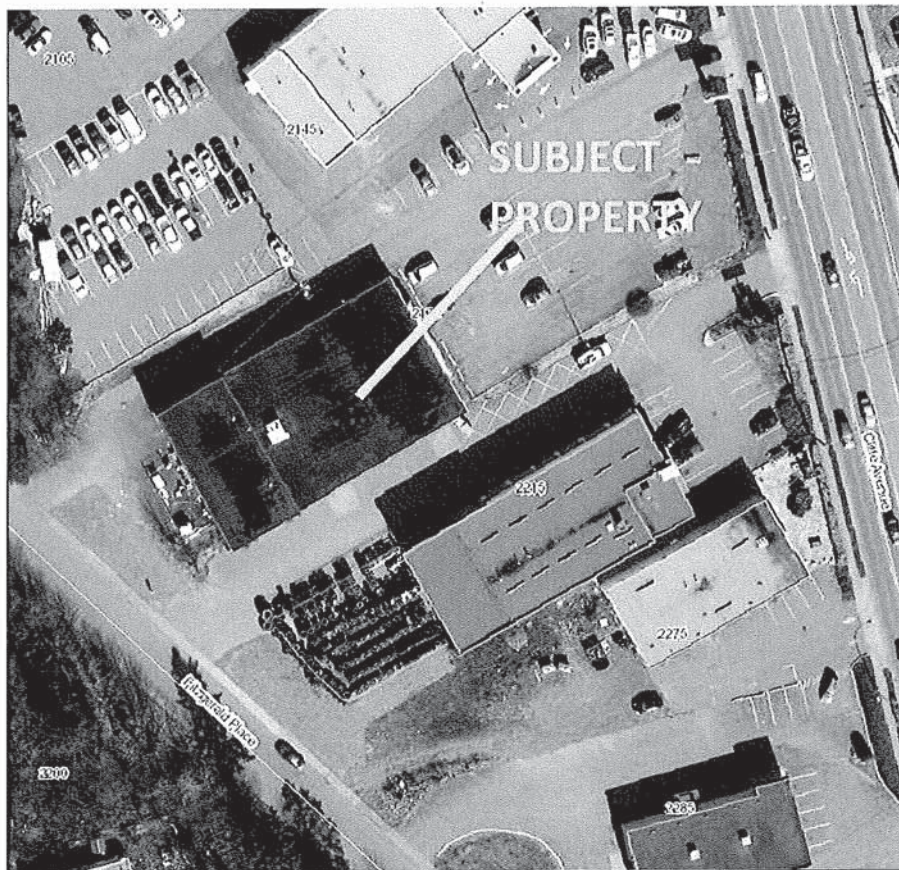
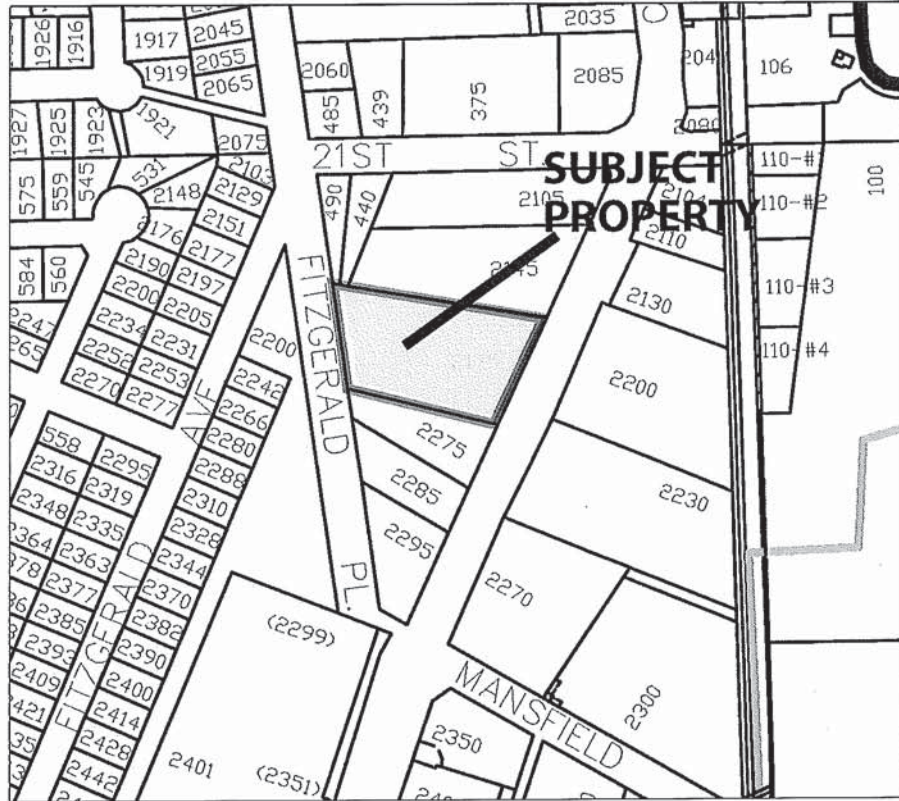
OPTION 1: That, the City shall not proceed with bylaw or building code enforcement as against 604254 BC Ltd. in respect of this Building Code Infraction at this time.

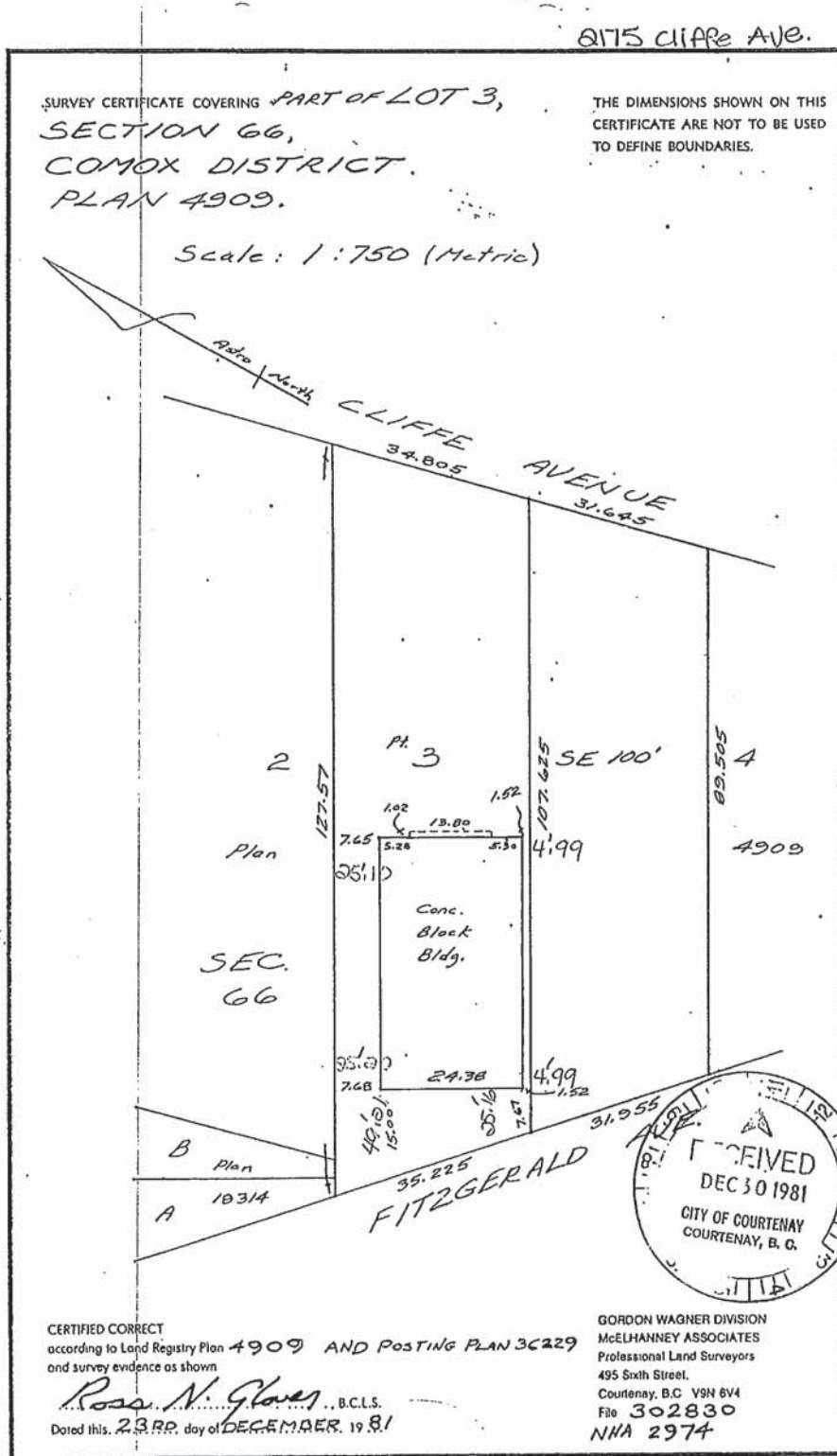
OPTION 2: That Council direct staff to proceed with enforcement of the BC Building Code for construction without a permit.

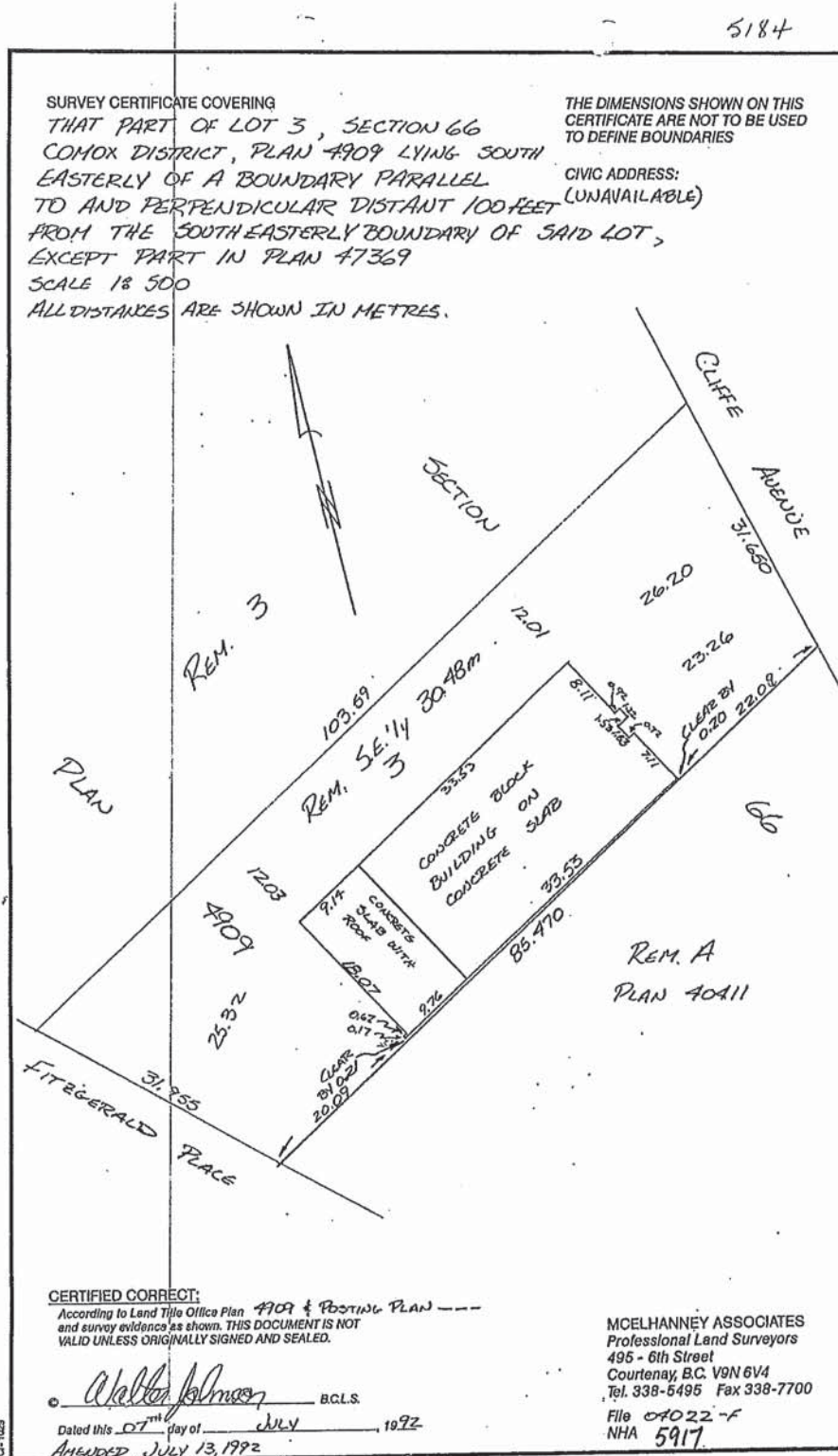
Prepared by:



Peter Crawford, MCIP, RPP
Director of Development Services







Approved Aug 21/92

2215 CLIFFE AVE.



THE CORPORATION OF THE CITY OF COURTENAY

STAFF REPORT

To: Council

File No.: 6940-01

From: Chief Administrative Officer

Date: October 14, 2014

Subject: Cycling Task Force – request for extension of term and name change

PURPOSE:

To request of Council a 1 year extension of the term of the Cycling Task Force in order to continue to develop and recommend Terms of Reference for the Integrated Transportation Committee and to support the proposed name: "Go Smart Comox Valley – Integrated Transportation Committee".

CAO RECOMMENDATIONS:

That Option 1 of "Cycling Task Force – request for extension of term and name change" Staff Report be approved.

Respectfully submitted,

David Allen, BES, CLGEM, SCLGM
Chief Administrative Officer

BACKGROUND:

At the May 12, 2014 Council meeting, Staff presented a report to Council on the status of the Cycling Task Force, current projects, anticipation of sunset to the Task Force this fall, and recommendations for the creation of an Integrated Transportation Committee to maintain a transportation advisory function to all four Local Governments. The collaborative model, and relationships, that have been forged through the Cycling Task Force are considered valuable to providing a framework from which to form a new advisory committee.

At that time it was anticipated that a Terms of Reference for a potential Integrated Transportation Committee would be drafted for respective Council and Regional Board adoption prior to the sunset of the Cycling Task Force which occurs this month. The Terms of Reference (TOR) have been drafted and review has started in each of the Local Governments represented, however the TOR have not yet been drafted to completion and are therefore not yet available for each of the representative Councils and Boards to vote upon.

DISCUSSION:

In order to ensure that this piece of work continues to completion the Cycling Task Force requests of each representative participant (City of Courtenay, Town of Comox, Village of Cumberland and Comox Valley Regional District) that the following motion of the Cycling Task Force be considered and adopted:

Motion from the Cycling Task Force September 9 meeting:

To change the name of the proposed Integrated Transportation Advisory Committee to the Go Smart Comox Valley- Integrated Transportation Committee, and to extend the Cycling Task Force term for one year to develop the Terms of Reference for the Go Smart Comox Valley - Integrated Transportation Committee, to be approved by each participating jurisdiction separately – carried.

Please see Attachment No.1 for the letter of request of this motion from the Cycling Task Force chair.

There are two components to the motion: Name change and one year extension of the CTF.

The name change - *Go Smart Comox Valley – Integrated Transportation Committee* - is intended to be a publically engaging, imagination capturing and inspiring brand that also explains the purpose of the committee. Integrated Transportation Committee as a title alone does not have the same public appeal as a more public-friendly and intention-setting title such as “Go Smart Comox Valley”. The “Go Smart” is to acknowledge that there are many options in how residents get to where they want to go and that they have the ability to choose the option that suits them. This will be an important message to consistently convey through branding and on-going communications as each Local Government works to increase the modal split share of walking, cycling and transit.

The one year extension is requested as a generous ‘buffer’ of time in order to get the new Terms of Reference substantively reviewed by each jurisdiction, proposed to each Council, Board and now also School Board, and finally adopted. Such a generous buffer is requested to recognize the reality that achieving consensus across four Local Governments can take some time, and that the CTF only meets four times a year. The requested modified sunset clause for the CTF would be for October 2015.

Council is being asked to consider this motion at this time, and is not awaiting the new Councils and Boards, so that the incoming Councils and Boards are aware of the wishes of the current Councils and Boards to see this work continued. Once the TOR for the Integrated Transportation Committee are available for adoption, they will be taken to each Local Government separately for consideration at each Council and Board.

Attached to this report is a copy of the current version of the draft Terms of Reference for the Integrated Transportation Committee for Council’s consideration and feedback (Attachment No.2). Highlights from the current draft TOR include:

1. ***Inclusion of the School District 71 as a voting member*** of the Integrated Transportation Committee.
 - a. Discussion: SD71 has taken a leadership role in working with their students, parents and staff to provide transportation options that alleviate traffic pressure at peak times around their schools. This leadership is evidenced by the Active School Travel planning processes that were initiated last year and the three more that are scheduled this year. Two schools within Courtenay are benefiting from this partnership arrangement with the SD71 to conduct this work: Puntledge Elementary (Ecole Puntledge) and Valley View Elementary. It is expected that the work from Valley View Elementary this year will also benefit adjacent Mark Isfeld School.
2. ***Formalized public representation of multiple transportation perspectives.*** Currently the City has an on-going working relationship with the Cycling Public Advisory Committee and the Accessibility Committee. Within the framework of the Integrated Transportation Committee, these two groups

would be represented at the same table and other transportation interests would also be welcomed to attend (e.g. transit, skateboarding, delivery-trucks, motorists, and possibly emerging transportation interests such as scooters, electric vehicles and private group-organized transportation options for seniors). The Integrated Transportation Committee would create a process through which it vets applications for public representatives who would like to sit on the committee. This process will be referred to each Council and Board for approval.

3. **Clarity of the function that the Integrated Transportation Committee would serve and how it would interact with staff, the public and other agencies.** Within the draft TOR five core “Committee Activities” are listed, as well as why this activity is recommended, who would participate in it and the logistics of how the function would be implemented with the identified participants. This component of the TOR is critical to achieving resolution on to ensure that the benefits from the Committee are maximized in terms of staff time spent engaging with the Committee, as well as communicating to the public and managing expectations of what can be achieved through the process. The five core activities are:
 - a. Mapping and data collection assistance
 - b. Technical referral to staff
 - c. Two-way public engagement – ‘ear to the ground’ (in) and education (out)
 - d. Search for funding opportunities including grants and through partnerships
 - e. Assess regional opportunities as they arise, and learn from each other

4. **No sunset clause.** The drafted TOR are for an on-going committee to assist in the above stated activities (to be reviewed annually, and modified where necessary) all of which are expected to be on-going needs in the on-going provision and management of transportation services to the community and region as a whole.

Context, history and accomplishments of the CTF

The Cycling Task Force (CTF) is an advisory body that has been in existence since 2006. Its purpose is to “develop and support the implementation of a comprehensive strategy to improve cycle access within the Comox Valley, allowing all members of the community (from children to seniors) to travel safely by bicycle within each jurisdiction and to have safe access to regional cycling networks.” To complete this work the CTF has been successful in securing annual CVRD Recreation Grants valued at \$10,000.

This year the projects that are being completed include:

- Cycling mapping and data collection update;
- School-safety related consultant to be retained as part of the Active School Travel planning work;
- Bike to Work Week celebration station
- Marketing and Communications Strategy
- Cycling Public Advisory quarterly meetings + movie nights

Over the life of the Task Force, the following activities have been explored and accomplished:

- Rail-Trail Feasibility Study;
- 2007 Comox Valley Network Plan including consultation activities;
- Support for printing of the community-initiated public-oriented Comox Valley Cycling Map produced by Project Watershed and Broken Spoke;

- 2011 - Hosting livability consultant Gil Peñalosa including public presentation and staff/politician workshops in partnership with the Comox Valley Cycling Coalition;
- Sponsorship of 2011 and 2012 Car Free Sunday;
- Annual participation in Bike to Work Week;
- 2012 - Funds for Mr. Drdul, cycling consultant, to visit the Comox Valley;
- 2013 - Hosting HASTe presenter (Kerry Hamilton) for Stakeholder Committee development which includes a range of partners: local government staff, administrators of SD71, Island Health, RCMP, Active Comox Valley, Heart and Stroke Foundation;
- 2013 - Co-funding the first year HASTe (Hub for Active School Travel Planning) program development.
- 2013 - Funding of youth sized bikes for the use in Cycling Coalition school Bike Rodeos;
- 2013 - Co-funding of bike lights and reflectors with Cycling Coalition to be distributed for free to low-income residents as part of the "Glow as you Go" program;
- Quarterly Cycling Public Advisory (CPAC) Committee meetings open to the public at a public venue (Florence Filberg Centre).

FINANCIAL IMPLICATIONS:

None

ADMINISTRATIVE IMPLICATIONS:

A staff member has attended the quarterly meetings and would be expected to for the upcoming year into October 15. In order to confirm internally the Terms of Reference for the Integrated Transportation Committee, other staff will be requested to provide input into the TOR.

STRATEGIC PLAN REFERENCE:

This committee has been in existence since before the latest round of Council strategic planning. A number of Strategic Goals do however apply:

- 'Complete Street': pilot project
- Transportation study

OFFICIAL COMMUNITY PLAN REFERENCE:

The OCP contains targets on increasing transportation modal split for alternative modes to the automobile. The completion of a connected cycling network within Courtenay (and the Comox Valley) is a foundational transportation and environmental goal.

REGIONAL GROWTH STRATEGY REFERENCE:

The RGS contains numerous policies targeted at increasing cycling infrastructure and modal split including collaborative approaches between multiple jurisdictions.

CITIZEN/PUBLIC ENGAGEMENT:

The Cycling Public Advisory Committee (an advisory body to the Cycling Task Force) holds public meetings quarterly and provides this feedback to the CTF.

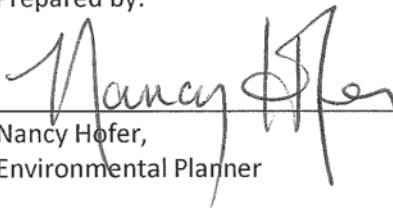
OPTIONS:

OPTION 1: Council support the motion from the Cycling Task Force September 9 meeting which reads as follows: To change the name of the proposed Integrated Transportation Advisory Committee to the Go Smart Comox Valley- Integrated Transportation Committee, and to extend the Cycling Task Force term for one year to develop the Terms of Reference for the Go Smart Comox Valley - Integrated Transportation Committee, to be approved by each participating jurisdiction separately.

OPTION 2: Council do not support the motion from the Cycling Task Force September 9 meeting which reads as follows: To change the name of the proposed Integrated Transportation Advisory Committee to the Go Smart Comox Valley- Integrated Transportation Committee, and to extend the Cycling Task Force term for one year to develop the Terms of Reference for the Go Smart Comox Valley - Integrated Transportation Committee, to be approved by each participating jurisdiction separately.

OPTION 3: Council return the Report to staff for further comment or clarification.

Prepared by:



Nancy Hofer,
Environmental Planner

Peter Crawford,
Director of Development Services



Attachment No.1
Comox Valley Cycling Task Force

Represented by:
Town of Comox
City of Courtenay
Village of Cumberland
Comox Valley Regional District

September 25, 2014

Attn: Municipal Councils of the City of Courtenay, Town of Comox, Village of Cumberland and Comox Valley Regional District Board,

You may be aware that the Comox Valley Cycling Task Force is concluding its term this October 1, 2014. The Cycling Task Force has been in existence since 2006 and has accomplished a number of initiatives through this collaborative and partnership-oriented forum. We are pleased with our success, with your participation in the Task Force, and with the dedication of all the members of public and other organizations who have helped to improve the safety and convenience of cycling as a mode of transportation for Comox Valley residents and visitors.

Project highlights have included supporting a Rail-Trail Feasibility Study which precipitated the development of the Rotary Rail-Trail; initiating 2007 Comox Valley Network Plan including consultation activities; initiating Bike to Work Week in the Comox Valley (of which we are now provincially a high participator!); regular mapping and data collection; hosting a number of consultants available to a range of audiences (public, staff, elected officials); sponsorship of Car Free Sunday events; initiating of the Active School Travel Planning process; supporting grant applications; and purchasing of materials to help the young and those with accessibility challenges navigate safely (youth sized bikes, "Glow as you Go" program).

A key to the Task Force's successes is the cross-agency collaboration. We know that we could not have accomplished what we have under a single agency, and we have each learned so much from each other. Relationship building and trust makes getting the 'work done' much easier. Building upon these strengths, we recommended to each of the representative Municipal Councils this past summer to consider transitioning and expanding the Cycling Task Force's structure into a committee with an integrated, multi-modal focus. We recommend changing the name to what we believe to be a publically engaging, imagination capturing and inspiring brand: **Go Smart Comox Valley – Integrated Transportation Committee**. We are currently exploring the logistics of implementing this multi-modal committee and request an extension for the Cycling Task Force to continue for up to a maximum of one year (October 2015) to continue this work. The minutes from our latest quarterly meeting are attached and the following motion highlighted for your reference:

Motion: To change the name of the proposed Integrated Transportation Advisory Committee to the Go Smart Comox Valley- Integrated Transportation Committee, and to extend the Cycling Task Force term for one year to develop the Terms of Reference for the Go Smart Comox Valley - Integrated Transportation Committee, to be approved by each participating jurisdiction separately – carried.

Please consider this motion at your next earliest convenience. I look forward to learning the outcome of your deliberations and motion on the topic.

Sincerely,

Jim Gillis, CVRD Area B Director
Chair, Comox Valley Cycling Task Force



Attachment No.2
PROPOSED Go Smart Comox Valley
Represented by:
Town of Comox
City of Courtenay
Village of Cumberland
Comox Valley Regional District
School District 71

Go Smart Comox Valley! Integrated Transportation Advisory Committee

Proposed Terms of Reference

Committee Objective:

To increase safe and convenient transportation alternatives to the private automobile and reduce the proportion of automobile trips across the Valley. Mobility and Greenhouse Gas targets for each community have been set within their respective Official Community Plans and the Regional Growth Strategy. Adopted Transportation Plans from each participating organization will also be used to guide the Committee.

Authority:

Serves as a resource, a vehicle for cross-agency collaboration and makes recommendations to the Local Governments represented, including the School District 71. Type: Advisory body and working group.

Participants and Committee Composition:

All meetings are open to the public and shall be advertised on the participating agency websites. The general public may participate as observers to the Committee who will officially be comprised of four groups of people, each of which will participate in the committee in different ways depending on their strengths and roles:

1. Representatives of the public (Public Advisory Committee)
2. Local Government staff
3. Elected officials, including from SD71
4. Other agencies (RCMP, ICBC, MoTI, Island Health etc.)

Representatives of the Public: The Integrated Transportation *Public* Advisory Committee (ITPAC) shall be governed by its own Terms of Reference (to be approved by the Go Smart CV Integrated Transportation Committee, the "Parent" Committee) and shall ensure public representation of a variety of mobility needs. Anyone may apply to serve on the ITPAC and must demonstrate a commitment to the objective of the Parent Committee. The Parent Committee shall approve all applications based on application criteria that will be determined as part of the Public Advisory Committee TOR. A seat for organized mobility organizations (e.g. Cycling Coalition and Accessibility Committee) will be ensured on the ITPAC. Members may serve for two, 2 year terms after which the position must be opened for new applicants. The Public Committee will send a maximum of 2 members to each ITAC meeting as participants.



PROPOSED Go Smart Comox Valley

Represented by:

Town of Comox

City of Courtenay

Village of Cumberland

Comox Valley Regional District

School District 71

Staff: Staff from each Local Government is encouraged to attend as many of the quarterly meetings as possible, and may choose their attendance based on agenda-relevance. Staff must work within their identified corporate work plans and are also encouraged to seek effective communication means within their own organizations to ensure that ideas and decisions from the Committee are incorporated into their representative organizations where appropriate. No one staff member shall be assigned to the Committee, but rather agenda-relevance shall inform which departmental staff attend.

Elected Officials: As the committee is a Local Government and School Board Committee, matters that require a vote to reflect a decision, position or resolution of the Committee will be voted upon by the represented Elected Officials. One Elected Official from each of the following agencies is invited to participate in the Committee:

1. City of Courtenay
2. Town of Comox
3. Village of Cumberland
4. One Comox Valley Area Director
5. School Board Trustee

Other Agencies: Other agencies are invited to attend all meetings and especially on agenda-specific items.

Committee Activities:

Go Smart Comox Valley will have five core functions, the rationale, participation and logistics of each of which is discussed:

1. Mapping and data collection assistance

- a) **Rationale:** Local Governments and other organizations require accurate up to date transportation data to inform decision-making about transportation investments. Currently the CV Cycling Coalition provides annual traffic counts free of charge, and available to anyone. This initiative needs to be expanded to include more sampling dates and locations in order to be even more helpful to staff, and to compliment the more comprehensive (although to date generally car-oriented) data collection efforts that happen at less regular transportation planning cycles. In addition, new projects have to be evaluated to determine their impact. All these activities require the help of volunteers in order to be feasible to the various organizations.
- b) **Participation by:** Primarily representatives of the public (e.g. volunteers), the Public Advisory Committee, other agencies and staff.
- c) **How it will work:** Data collecting and mapping projects will be communicated to representative Councils/Board to inform staff work plan arrangements. Once approved, staff will work with volunteers to train them in traffic data collection methods. Staff will use data to inform decisions and evaluate past projects. Methods for engaging the public on mapping will also be determined



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between staff and volunteers, the latter of which will do much of the mapping data collection. Other agencies will be asked to share any of their own traffic and mapping data, and to review data generated through this process.

2. Technical referral to staff

- a) **Rationale:** The committee will provide a forum for dialogue and preliminary consultation on proposed transportation projects. This has been identified as a useful 'vetting' forum prior to taking projects to more general public consultation. Depending on the nature and scope of the project, and the appropriate 'public engagement tool' to use, staff may use the Committee as the sole source of consultation.
- b) **Participation by:** Primarily Public Advisory Committee, other agencies and staff.
- c) **How it will work:** When Local Government staff or other agencies have a project that requires some public review, the project will be referred to the Committee. Staff is not bound to any comments through this process, but will take comments under advisement, similar to other referral and public consultation procedures.

3. Two-way public engagement - 'ear to the ground'(in) and education (out)

- a) **Rationale:** Transportation affects everyone and many residents have opinions that they wish to share, but may not know how to do so. And while each Local Government (and possibly other agencies) undertake public consultation processes related to transportation, regular 'check ins' with the public to get a 'pulse' of public opinion is not an on-going activity. Having a sense of public opinion can be valuable to raise flags for further investigation and to give a sense of public acceptance. In emphasizing a two-way communication, the Committee can also help to disseminate information about the changing face of transportation, as well as listen to the public.
- b) **Participation by:** All: Elected officials, the public, Public Advisory Committee, other agencies and staff.
- c) **How it will work:** The Public Advisory Committee would serve to provide regular (quarterly) regional venues for anyone to come forward and voice a transportation related concern. Staff may attend, but are not required to. Public advisory body reps would facilitate the event and take minutes which would be circulated to all bodies on the Committee, for their information. Local Government staff may use the information as they see fit. It will be very important to convey to the public during the meetings that while this is an opportunity to have one's say, it does not guarantee that all items raised will be attended to.

4. Search for funding opportunities including grants and through partnerships

- a) **Rationale:** Staff often do not have the time to actively search out funding opportunities; a wider 'net' of people looking for funding arrangements can bring opportunities to attention to be acted



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upon. The Cycling Task Force proved a valuable vehicle for initiating creative collaborative funding arrangements: by applying for and receiving grants (e.g. Fitzgerald Avenue cycling lane project), securing partnership funding (e.g. Active School Travel planning), writing letters of support for other complementary initiatives (e.g. CV Cycling Coalition “New Horizons” school-rodeos grant) and engaging the non-profit sector to champion projects (e.g. Rotary Rail-Trail leadership).

- b) **Participation by:** All: Elected Officials, the Public, Public Advisory Committee, other agencies and staff.
- c) **How it will work:** All committee participants (and wider public) are invited to share funding opportunities with the larger committee for discussion and follow-up where appropriate.

5. Assess regional opportunities as they arise, and learn from each other

- a) **Rationale:** This includes working on projects that have regional implications (e.g. highway expansions, projects that occur at jurisdictional boundaries) as well as exploring regional *approaches* to initiatives. In multi-agency forums, many times opportunities for projects and partnerships are not immediately apparent. Through relationship building with various organizations, and a forum to engage in cross-agency discussion, opportunities to collaborate can be identified. This opportunity to keep the door open for these opportunities is critical to ensuring that all the participating bodies can work together, more efficiently, within their own scope of work, towards common goals. One of the key areas the Committee can assist with is ensuring that evolving Best Practices regarding transportation trends, tools and strategies are shared. An example of this is in the area of Active School Travel planning (a Best Practice) which originated through the Cycling Task Force from group discussion. The initiative would not have been able to germinate without the individual contributions of each participating agency. The project has been considered very successful by parents, School Board and Local Government elected officials and is now expanding under the leadership of the School Board. This project however was not identified in the CTF’s original Terms of Reference, because it emerged as an opportunity *during* the Committee’s process.
- b) **Participation by:** Elected officials, Public Advisory Committee, other agencies and staff.
- c) **How it will work:** On regional projects, the affected agencies will work closely together. When a new idea is presented, the Committee will consider it for further dialogue and action, where appropriate. The Committee will report promising ideas to the bodies they represent through the annual reporting process, or more frequent as needed.



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Miscellaneous Committee Details:

Responsible to: the Local Governments that appoint representatives, including SD71.

Chairperson: to be elected by the committee.

Timeframes, reporting and deadlines:

- Will meet quarterly.
- Will provide annual reports to represented Local Governments or more often as required by issues.
- The committee will be on-going with no defined sunset clause.

Resources:

- Staff clerical support
- Website hosting on Local Government websites
- Other agencies that do not have voting rights but that may be consulted from time to time include RCMP, ICBC, MoTI, Island Health
- The Committee may apply for funds from its representative agencies or other sources

THE CORPORATION OF THE CITY OF COURTENAY

830 Cliffe Avenue
Courtenay, B.C.
V9N 2J7

Phone (250) 334-4441
Fax (250) 334-4241



City File No.: 6800-01

October 7, 2014

Dear Mayor and Council:

At their meeting of September 24, 2014 the City's Heritage Advisory Commission unanimously passed the following motion:

"That the Heritage Advisory Commission supports the 5th Street option for the City's Complete Street project, as the Official Community Plan encourages the designation of 5th Street as a Heritage Corridor, and 5th Street is listed in the City's Heritage Register."

The Heritage Register's Statement of Significance for 5th Street (which runs from the bridge to Lake Trail School) makes the following points:

- It is an "identified constituent of the very earliest conception of the City of Courtenay, being part of the original townsite."
- "The street is important for connecting key aspects of the City."
- It has a "visual connection to the Comox Glacier, a reminder of the closeness of the natural heritage of the area."
- "It is important for its social role as Courtenay's ceremonial route."

It is now widely acknowledged that investment in heritage areas, which are usually closely linked to the downtown core, has rewards in a healthy, vibrant city. In Courtenay's case, the 5th Street link - to downtown, to the natural beauty of the Puntledge River, and to the walking potential of the Rotary Trail - would be transformed if 5th Street had the appeal of a Complete Street. It would be taking Courtenay's past and connecting it to the future.

We do hope that you will take this into consideration.

Yours truly,

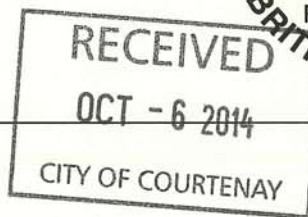
A handwritten signature in cursive script that reads 'Lawrence Burns'.

Lawrence Burns, Chair
Heritage Advisory Commission

John Horgan, Leader
Official Opposition
Room 109 – Parliament Buildings
Victoria, B.C. V8V 1X4
P: 250-953-4838



For info.
Selina Robinson, M.L.A.
Coquitlam-Maillardville
Room 201 – Parliament Buildings
Victoria, B.C. V8V 1X4
P: 250-387-3655



October 2, 2014

Mayor Jangula and Councillors
City of Courtenay
830 Cliffe Avenue
Courtenay, BC
V9N 2J7

Dear Mayor Jangula and Councillors:

My team and I enjoyed meeting so many dedicated mayors, councillors and directors at the 2014 UBCM convention last week. As I said in Whistler, you've had to work hard to get a fair shake for your communities in a time of dwindling resources and increased need.

We spoke with many of you about the timing and one-sided nature of the BC Public Sector Compensation Review. We are concerned that the timing of this report was more about embarrassing local government than addressing the issues UBCM has outlined in the Strong Fiscal Futures report. We also heard your disappointment about the Minister of Transportation Todd Stone's response to UBCM's excellent research on ferry fares and the BC economy. The report put out by AVICC and UBCM is the only research done to date studying the impact of ferry rates on local economies. Despite having no research of his own, the Minister dismissed that report and failed to address the impact of ferry fares on coastal economies.

The Premier in her talk to UBCM talked about working in partnership. We observe a gap between what is said by this government and how they actually interact with their partners.

We value the important work of local governments in our towns, rural areas, villages and cities. We recognize that senior levels of government have moved responsibility for problems to you, without the funding to address those problems. As a result, local governments are grappling with how to address the challenges of homelessness, addictions and mental health problems among others. It doesn't make sense and it doesn't serve BC residents. Our vision is that the provincial government will work closely with local government as partners in building stronger, more vibrant communities where British Columbia families and individuals thrive.

.../2

We paid close attention to the resolution work you did at UBCM and will monitor the government response to those resolutions. In Question Period and during Budget Estimate debates in the spring, we intend to remind the government to follow through on their commitments to you.

Your information and knowledge is invaluable to us in doing that work. As we head into the Legislature this October 6th I invite you to keep us informed about successes and problems you see in your community that we can help you to amplify.


Selina Robinson, our Opposition Spokesperson for Local Government, is your contact with our team. You can reach Selina by phone at 250-953-4701 in Victoria or 604-933-2001 in Coquitlam or by email at Selina.Robinson.mla@leg.bc.ca

To those of you running for re-election, we wish you the best of luck for the November election. To those of you choosing to end your time in local government, thank you for your service and dedication to your communities. We wish you all the best in the future.

Sincerely,



John Horgan, Leader
Official Opposition



Selina Robinson, MLA
Coquitlam-Maillardville