



Notice of Meeting and Meeting Agenda Transportation Select Committee

Wednesday, July 22, 2015

11:30 AM

6th Floor Boardroom

**B. Desjardins (Chair), L. Seaton (Vice Chair), M. Alto, J. Brownoff, V. Derman,
A. Finall, C. Hamilton (C. Day), B. Isitt, W. McIntyre, D. Screech, G. Young,
N. Jensen (Board Chair, ex-officio)**

1. Approval of Agenda

2. Adoption of Minutes

15-763 Adoption of the Transportation Select Committee Minutes of February 25, 2015

Recommendation: That the minutes of the Transportation Select Committee meeting of February 25, 2015, be adopted.

Attachments: [2015-02-25 Minutes Transportation Select Com](#)

3. Chair's Remarks

4. Presentations/Delegations

5. Committee Business

15-781 Capital Regional District Transportation Service Update

Recommendation: That the Transportation Select Committee recommends to the Capital Regional District Board:
That staff be directed to proceed with establishing a new transportation service and in the interim a new cost centre be established in 2016 to consolidate current regional transportation funding.

Attachments: [Staff Report: CRD Transportation Service Update](#)

6. New Business

7. Adjournment

Next Meeting: at the call of the Chair

To ensure quorum, please advise Nancy More (250-360-3024) if you or your alternate CANNOT attend.



Making a difference...together

**Minutes of a Meeting of the Transportation Select Committee
Held Wednesday, February 25, 2015, in the Board Room, 625 Fisgard St., Victoria, BC**

Present: Directors: B. Desjardins (Chair), L. Seaton (Vice Chair), M. Alto, C. Day (11:43, for C. Hamilton) V. Derman (11:40), B. Isitt, W. McIntyre, D. Screech, C. Stock (11:49, for A. Finall), G. Young, N. Jensen (Board Chair, ex-officio)

Staff: K. Lorette, General Manager, Planning and Protective Services; S. Bagh, Senior Manager, Regional and Strategic Planning; J. Hicks, Senior Transportation Planner, Regional and Strategic Planning; N. More, Committee Clerk (recorder)

Also Present: Dr. Judith Sayers, Chair, and Ken McRae, Director, Island Corridor Foundation Board; Graham Bruce, Chief Executive Officer, Island Corridor Foundation

Absent: Director J. Brownoff

The meeting was called to order at 11:39 a.m.

1. Approval of Agenda

MOVED by Director Alto, **SECONDED** by Director Screech,
That the agenda be approved as circulated.

CARRIED

2. Adoption of Minutes

MOVED by Director Seaton, **SECONDED** by Director McIntyre,
That the minutes of the June 25, 2014, meeting be adopted as previously circulated.

CARRIED

3. Chair's Remarks: There were none.

Director Derman entered the meeting at 11:40 a.m.

4. Presentations/Delegations

- 1) Presentation: Island Corridor Foundation – Graham Bruce

Alternate Director Day entered the meeting at 11:43 a.m.

J. Sayers remarked that this not-for-profit, joint venture between First Nations and regional districts could set best practices for rail corridors across the country, and several initiatives for self-funding along the corridor were awaiting the implementation of the venture.

Alternate Director Stock entered the meeting at 11:49 a.m.

G. Bruce and K. McCrae presented information on the current status of the rail service plans and funding, and answered questions from the Committee on the following points:

- Infrastructure plan and business case with governments awaiting sign-off
- cycle tourism part of the plan

- marketing the corridor will include active participation by the train service company
- comparisons of moving freight by train versus truck can be provided
- potential for commuter rail, with municipality or regional district to initiate as proponent, including responsibility for capital costs and liability
- maintenance costs on the crossings keep the rail line from being decommissioned

5. Transportation Select Committee Terms of Reference

K. Lorette provided an overview of the report. The Committee indicated that they would like the Terms of Reference altered to reflect a role in ferry and train advocacy under the Purpose section. The Committee also discussed the connection between transportation and the Regional Sustainability Strategy, and the TransCanada and Experience the Gulf Islands trails, and the need for information to flow between the Transportation Select and the Planning, Transportation and Protective Services committees.

MOVED by Director Derman, **SECONDED** by Director McIntyre,
That the change in the terms of reference be referred to the Governance Committee.¹

CARRIED

6. Capital Regional District Transportation Service Update

K. Lorette provided highlights of the report and J. Hicks spoke to the PowerPoint presentation. The Committee discussed the recognition that decisions on transportation affect land use, accessibility, and the stages of research on the feasibility of an established transportation service administered by the CRD.

MOVED by Director Derman, **SECONDED** by Director Alto,
That the report be received for information.

CARRIED

Staff clarified for the Committee that possible governance types have been studied and the final recommendation will come forward at a future date.

7. Victoria Regional Transit Commission – Capital Regional District Working Relationship Update

K. Lorette provided highlights of the report. On the motion, the Committee sought clarification on the dispute resolution mechanism and discussed aspects of service of BC Transit.

MOVED by Director Derman, **SECONDED** by Director Alto,
That the report be received for information.

CARRIED

8. New Business: There was no new business.

¹ Subsequently, it was determined that the proposed change could be brought forward to the March meeting of the Capital Regional District Board for approval.

9. Adjournment

MOVED by Director Derman, **SECONDED** by Director Seaton,
That the meeting be adjourned at 1:09 p.m.

CARRIED

CHAIR

RECORDER



**REPORT TO TRANSPORTATION SELECT COMMITTEE
MEETING OF WEDNESDAY, JULY 22, 2015**

SUBJECT **Capital Regional District Transportation Service Update**

ISSUE

To provide the Committee with an update on the work done towards meeting the Capital Regional District (CRD) Board's direction of August 2014:

"That staff be directed to determine the operational details associated with implementing a new transportation service and consolidating existing transportation functions under a new service authority and report back with recommendations."

BACKGROUND

In February 2015, staff provided the Committee with an update on activities undertaken to deliver on the Board's direction. Staff identified that much of the initial information gathering required to fulfill the Board's direction had been completed. Still outstanding, was detailed analysis of items relating to regional trails. Staff indicated that a number of parallel planning studies were underway including the then anticipated 2015 -2018 Board strategic planning process, that would further inform the expected objectives and outcomes a new service would need to achieve.

In May, the CRD Board approved the 2015-2018 Strategic Priorities. Those priorities included ongoing pursuit of a CRD transportation service and a desire to design and manage regional trails with a focus on the trails as transportation corridors for users now and in the future.

The Board's direction to report back on the implications of both consolidating existing transportation functions and establishing a transportation service requires examining the four transportation functions now being undertaken by the CRD.

Existing CRD Transportation Functions

The transportation service feasibility study presented to the Board in August 2014 identified the following existing CRD functions for possible consolidation in to a new transportation service.

1. Transportation component of the Regional Information Service
2. Regional Trails
3. Salt Spring Island (SSI) and the Southern Gulf Islands (SGI)
4. Regional Docks

The proposed consolidation of transportation functions and links to a transportation service is provided below for each function.

1. Regional Information Service

It is envisaged that the transportation-related functions of the regional information service including the regional transportation data collection program, transportation policy, transportation model and origin/destination survey would form the foundation of a new service. These functions are already largely integrated under the umbrella of Regional and Strategic Planning and will inform transportation policy and enable the evaluation of proposed transportation initiatives. The Regional Information Services budget that is currently allocated to transportation-related functions will be isolated from the current budget to form a new cost centre dedicated to regional transportation. Monitoring of staff resources and budgets has been underway for the past six months.

2. Regional Trails

Staff from Regional and Strategic Planning and Regional Parks have formed a working group and have met regularly to advance discussions. Discussions have focussed on the trails planning, capital planning and tenure functions for the Lochside, Galloping Goose and E and N Humpback Connector regional trails.

As a first step towards consolidating the Regional Trails function in to the transportation service, the current budget allocation for regional trails will be isolated from the regional parks budget to be added to the new transportation cost centre. It is proposed that 10% of the Regional Parks operating budget be devoted to the new cost centre for the regional transportation service in 2016. Regional Parks will continue the day-to-day operations of the trails system while monitoring the dedicated budget required to maintain and operate the system.

Regional Planning and Regional Parks staff will work collaboratively to complete the Regional Trails Management Plan. The working group will identify a means by which to maintain this collaborative approach to trails post function transfer.

3. Salt Spring Island (SSI) and the Southern Gulf Islands (SGI)

Staff has been working with commission members from SGI and commission members and staff from SSI to identify a means by which to coordinate transportation infrastructure and future transportation aspirations at both a local and regional level. The preliminary findings indicate a desire from both SSI and SGI to have individual local transportation services and commissions to address local transportation concerns while also being participants in the broader regional transportation service.

Initial conversations identify that SSI is in a strong position to maintain its own local transportation service and commission with consideration being given to merging the Fernwood Dock Commission with the SSI Transportation Commission.

While the SGI do not have any existing transportation functions, there is strong momentum building to realize transportation improvements and in turn to establish a local transportation service. Preliminary discussions have commenced to identify the scope and feasibility of a new local SGI transportation service.

SSI and SGI have identified water-based inter-island passenger service as a joint priority initiative. The CRD has submitted a strategic priorities fund gas tax application to fund a service review that would identify the administrative, financial and governance structure necessary to

introduce the service. If unsuccessful in obtaining the grant funding, funds could be sourced from the two electoral area budgets. Information and work undertaken toward regional transportation planning and initiatives will continue to benefit SSI and SGI.

4. Regional Docks

The CRD's Integrated Water Services Division (IWS) is currently responsible for regional docks on the SGI. IWS is in the process of restructuring the docks function and is planning for the completion of a long term capital plan to identify the future planning and budget requirements to support long term sustainability of the docks. Staff's recommendation is to retain the SGI Docks with IWS at least until the restructuring and capital planning work has been completed. If a local SGI transportation service is established at some future point the regional docks function could be included.

ALTERNATIVES

That the Transportation Select Committee recommends to the Capital Regional District Board:

1. That staff be directed to proceed with establishing a new transportation service and in the interim a new cost centre be established in 2016 to consolidate current regional transportation funding.
2. Send this report PPS/RSP 2015-15 titled *CRD Transportation Service Update* back to staff for further information.

IMPLICATIONS

Board Strategic Priorities Implications

The work being undertaken aligns directly with the following CRD 2015-18 Board Strategic Priorities; to pursue a CRD Transportation Service role and to design and manage regional trails as transportation corridors for users now and in the future.

Timing Implications

Establishment of a service is anticipated to take approximately nine months. In the interim, transportation related work would focus on the existing transportation functions within Regional and Strategic Planning (data collection, transportation modelling and policy) and within Regional Parks (regional trails).

Staff Implications

Transportation Service

Staff from Regional and Strategic Planning and Legislative Services have identified the following administrative requirements for the drafting and implementation of a service establishment bylaw:

- Draft service establishment bylaw
- Forward bylaw to appropriate committee for review and recommendation to the Board
- Obtain bylaw readings and necessary approvals

Staff from Regional and Strategic Planning will continue to work closely with staff from Regional Parks, Finance, SSI and IWS. The most significant time commitment for establishment of the service will be for staff from Regional and Strategic Planning, and Regional Parks.

Financial Implications

The initial consolidation of regional trails will be primarily financial capitalizing on existing synergies, with staffing resources remaining within Regional Trails and Regional Information services.

Approximately \$800,000 or 10% of the Regional Parks operating and capital budget would be included in the new cost centre for regional transportation in 2016. This budget represents the operating and reserve transfers to maintain and operate the trails and does not include a portion of the land acquisition fund. In the interim, Regional Parks will continue the day-to-day operations of the trails system while monitoring the dedicated budget required to maintain and operate the trails system. Until such time as the transportation service is formally established, the Regional Parks Service Plan will include a discrete service plan for regional trails.

The full financial implications of consolidating transportation functions will not be known until Regional Parks has had the opportunity to complete the monitoring review of the trails-specific budget and resourcing requirements. The regional trails budget and human resources are so closely intertwined with other regional parks functions that such a review is warranted in order to provide a more fulsome understanding of the true costs of the trails network. There may be a requirement for a supplementary budget allocation or increase to the requisition in the early phases of consolidation in order to mitigate any short term inefficiencies or budget shortfalls.

Expansion of the service to include roles and functions not currently provided would require additional funds, and potentially new revenue streams such as additional requisitions or access to grants.

Governance Implications

Prior to a service being established, there will be a need to determine the Committee reporting structure and other governance considerations. There is the potential to have the transportation service report to the Planning, Transportation and Protective Services Committee (PTPSC). An advantage of the transportation service reporting to the PTPSC would be the continued close integration of land use and transportation functions. Alternatively, the Board could create a new transportation-specific committee or amend the existing Transportation Select Committee with a broader mandate.

CONCLUSION

In May, the CRD Board approved the 2015-2018 Strategic Priorities. Those priorities included pursuit of a CRD transportation service and a desire to design and manage regional trails with a focus on these trails as transportation corridors for users now and in the future.

It is recommended that work to establish the transportation service be started immediately. The transportation service would be created in a manner that initially incorporates the transportation functions now provided by Regional and Strategic Planning and Regional Information Services. Staffing resources within Regional Trails would be retained as currently configured in the short

term as the full resources required to operate and maintain the regional trails system are identified. The bylaw would be written in a way that would allow for future inclusion of additional transportation functions as directed by the Board.

RECOMMENDATION

That the Transportation Select Committee recommends to the Capital Regional District Board:

That staff be directed to proceed with establishing a new transportation service and in the interim a new cost centre be established in 2016 to consolidate current regional transportation funding.

Submitted by:	Signe Bagh, MCIP, RPP, Senior Manager Regional and Strategic Planning
Concurrence:	Kevin Lorette, P.Eng., MBA, General Manager Planning and Protective Services
Concurrence:	Larisa Hutcheson, P.Eng., General Manager Parks and Environmental Services
Concurrence:	Robert Lapham, MCIP, RPP, Chief Administrative Officer

JH/lc