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**To:** Public Works and Transportation Committee      **Date:** December 10, 2002  
**From:** Gordon Chan, P. Eng.  
Director, Transportation      **File:** 0100-01  
**Re:** **CITY CENTRE NORTH TRANSIT AND TRANSPORTATION TASK FORCE –  
PROPOSED TERMS OF REFERENCE**

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**Staff Recommendation**

That the establishment of a City Centre North Transit and Transportation Task Force and its membership and terms of reference, as outlined in the attached report, be approved.

Gordon Chan, P. Eng.  
Director, Transportation

Att. 1

<b>FOR ORIGINATING DIVISION USE ONLY</b>
<b>CONCURRENCE OF GENERAL MANAGER</b>

## Staff Report

### Origin

As envisioned in the *City Centre Area Plan*, Richmond City Centre has become one of the most successful retail and commercial centres in Greater Vancouver over the last two decades. The *City Centre Transportation Plan (CCTP)*, adopted by Council in 1997, identifies the road, traffic and parking improvements necessary to accommodate the projected increase of development activities in this area. The *Richmond Area Transit Plan*, approved by Council in September 2000, outlines planned transit service improvements for the city over the 2000-2005 period and complements the objectives of the CCTP by ensuring a strong transit presence in the City Centre.

Integral to the CCTP is the establishment of two loop roads around the downtown's north and south retail areas to improve local access and ensure that No. 3 Road can continue to function as the city's main street and transit corridor. The south loop road, consisting of Lansdowne Road, Minoru Boulevard, Granville Avenue, and Cooney Road, is complete and the focus is now on completion of the north loop road and other related road and traffic infrastructure improvements. Concurrently, significant transit service improvements were made in the City Centre area with the construction of median bus lanes and the introduction of the #98 B-Line in August 2001. Future transit improvements in the short-term include the provision of a City Centre community shuttle to link the north and south retail areas and, in the long-term, a rapid transit system utilizing the centre median bus lane right-of-way currently used by the #98 B-Line service.

Significant commercial growth is expected to continue in the north City Centre area, which can be defined as the area bounded by Sea Island Way, River Road, Alderbridge Way, and Garden City Road. Thus, the formation of a City Centre North Transit and Transportation Task Force is proposed to obtain input and feedback from local area businesses and transit and road users regarding the implementation of the north loop road as well as transit, traffic and parking issues in the north City Centre area. This report presents the proposed membership and terms of reference for the Task Force for Council approval.

### Analysis

#### 1. Mandate and Terms of Reference

The mandate of the proposed Task Force is to provide input and advice to the City on transit, traffic and parking issues in the north City Centre area. The anticipated tasks of the Task Force would be to gain understanding on the various components of the CCTP, provide input into the planning and implementation of the recommended road improvements in the north City Centre area, suggest any possible enhancements or additional elements to the CCTP, provide users' input into the planning of transit services in the north City Centre area, and present the Task Force's suggestions to Council on these issues. Attachment 1 contains the Terms of Reference for the proposed Task Force.

## 2. Task Force Membership

A total of 11 voting members plus one non-voting City Council liaison are proposed. Of the 11 voting members, four members would be appointed business or community representatives, one member would be appointed from the Richmond Transit and Traffic Advisory Committee and the remaining six members would represent various stakeholder groups (i.e., area merchant, transit operator, transit user, motorist). These six members would be chosen randomly from interested Richmond merchants, residents, and transit/road users who respond to an advertisement to be placed in the City Notice Board of the *Richmond News* seeking participants for the Task Force. The proposed composition of the Task Force would be:

<b>Representative</b>	<b>Selection</b>	<b>Number of Members</b>
City Council Liaison	Council Appointee	1 member (Non-voting)
Aberdeen Centre	Organization Appointee	1 member (Voting)
Parker Place	Organization Appointee	1 member (Voting)
Empire Centre	Organization Appointee	1 member (Voting)
Richmond Asia-Pacific Business Association	Organization Appointee	1 member (Voting)
Richmond Transit and Traffic Advisory Committee	Organization Chairperson	1 member (Voting)
Area Merchant	Citizen Appointee	2 members (Voting)
Transit Operator	Organization or Citizen Appointee	1 member (Voting)
Transit User	Citizen Appointee	1 member (Voting)
Motorist	Citizen Appointee	2 members (Voting)
<b>Total Membership</b>		<b>12 members</b>

If approved by Council, it is anticipated that the Task Force will meet a minimum of three times between January 2003 and September 2003 with additional meetings scheduled as required. The first one or two meetings would be dedicated to gaining an understanding of the CCTP, examining current issues and suggest possible potential strategies to enhance transit, traffic and parking in the north City Centre area. The remaining meetings would formulate suggestions to Council on the various issues.

### Financial Impact

There may be some financial impact related to the establishment and management of the proposed Task Force. As the study area is busiest during weekends, some overtime staff resources may be required to conduct site observations and traffic monitoring beyond the regular work week schedule. Staff attendance at meetings of the Task Force, which may occur outside regular office hours, also may result in some overtime cost to the City. Some of the recommendations submitted to Council by the Task Force may involve new road and traffic infrastructure investments. Such recommendations, if endorsed in principle by Council, will be considered as part of future capital program development processes.

**Conclusion**

Staff propose a 12-member City Centre North Transit and Transportation Task Force comprised of one City Council liaison, five appointed members (four business and community representatives from the area and one representative from the Richmond Transit and Traffic Advisory Committee), and six members (representing local merchants, transit operators, transit users and motorists) chosen at random from applicants that respond to an advertisement to be placed in the City Notice Board of the *Richmond News*. The proposed Task Force, representing a broad range of stakeholders in the north City Centre area, would provide valuable input and feedback to the City and TransLink on the implementation of the *City Centre Transportation Plan* as well as transit, traffic and parking issues in the area.



Gordon Chan, P. Eng.  
Director, Transportation

JC:lce

# City Centre North Transit and Transportation Task Force

## Terms of Reference

### Introduction

As envisioned in the *City Centre Area Plan*, Richmond City Centre has become one of the most successful retail and commercial centres in Greater Vancouver over the last two decades. In particular, the north City Centre area, bounded by Sea Island Way, River Road, Alderbridge Way, and Garden City Road, has experienced significant growth that is expected to continue.

### City Centre Planning Context

The *City Centre Transportation Plan (CCTP)*, adopted by Council in 1997, identifies the road, traffic and parking improvements necessary to accommodate the projected increase of development activities in this area. The approved plan also identifies No. 3 Road as a major transit corridor to accommodate rapid transit service ultimately and frequent high capacity bus service in a dedicated right-of-way in the interim. The development of this plan involved extensive public consultation including open houses held in the north City Centre area. Similarly, the *Richmond Area Transit Plan (ATP)*, approved by Council in September 2000, outlines planned transit service improvements for the city over the 2000-2005 period and complements the objectives of the CCTP by ensuring a strong transit presence in the City Centre, particularly along No. 3 Road. The latter planning effort also involved extensive public consultation in the form of open houses, meetings with shareholders and surveys.

### Recent Road Improvements

Integral to the CCTP is the establishment of two loop roads around the downtown's north and south retail areas to improve local access and ensure that No. 3 Road can continue to function as the city's main street. The south loop road, consisting of Lansdowne Road, Minoru Boulevard, Granville Avenue, and Cooney Road, is complete and the focus is now on completion of the north loop road and associated road and traffic projects. The north loop road involves the re-alignment of Hazelbridge Way to connect with Northgate Way (completed Summer 2002) to form the east leg between Leslie Road and Capstan Way. The west leg will run along the CP Rail right-of-way east of River Road.

### Recent Transit Improvements

Concurrently, significant transit service improvements have been made jointly by the City and TransLink in the City Centre area with the construction of median bus lanes and the introduction of the #98 B-Line in August 2001 as well as a range of other local and regional service improvements. Future transit improvements, which are the responsibility of TransLink, include the provision of a City Centre community shuttle to link the different retail areas and other local and regional service enhancements. TransLink and the City, in partnership with a number of agencies, are also actively pursuing a light rapid transit line connecting Richmond City Centre to the airport and downtown Vancouver.

### Why a Task Force?

Richmond City Council wishes to gather a group of north City Centre area stakeholders and representatives and formally establish the City Centre North Transit and Transportation Task Force to provide the City with input into the planning and implementation of short- and long-

term road and transit improvements in the area. These collaborative efforts will assist the City in pursuing the transportation improvements recommended in the *City Centre Transportation Plan* so that the entire City Centre remains an attractive regional centre. The Task Force will also provide a forum to identify various ways area stakeholders can contribute towards the implementation of transportation service and infrastructure improvements.

### **Objective**

The formation of a City Centre North Transit and Transportation Task Force is proposed to obtain input and feedback from local area businesses and road and transit users regarding the completion of the north loop road and other planned road improvements, as well as transit, traffic and parking issues in the north City Centre area. The objective of the Task Force is:

*“To gain an understanding of the City Centre Transportation Plan (CCTP) and related planning documents (such as the Richmond Area Transit Plan), provide input and advice to Council on traffic, transit and parking issues in the north City Centre area including suggestions of possible strategies to complete the remaining elements of the CCTP, and the identification of enhancements and/or additional elements to the CCTP while following the Plan directions.”*

### **Role**

The role of the Task Force is to assist the City and TransLink in addressing transit and transportation-related issues in the north City Centre area by providing input within the context of:

- the overall vision of Council regarding the long-term function of No. 3 Road being the rapid transit corridor in Richmond as stated in the *City Centre Transportation Plan*;
- the interim use of the rapid transit right-of-way on No. 3 Road for the #98 B-Line; and
- the primary objective of the *City Centre Transportation Plan* to provide a balanced approach to improve the various modes of travel and to reduce the reliance on the automobile.

In fulfilling its role, the Task Force is expected to work with the City and TransLink to carry out tasks such as:

- gaining understanding of the components of the *City Centre Transportation Plan* and related planning documents such as the *Richmond Area Transit Plan*;
- suggest possible strategies for the timely implementation and financing of planned road improvements identified in the *City Centre Transportation Plan* (e.g., completion of north loop road, extension of Browngate Road), including the potential for public-private partnerships to facilitate and/or expedite these projects;
- suggest possible enhancements and/or additional elements to the *City Centre Transportation Plan*, including opportunities for improvements on private property (e.g., more efficient layout of internal parking lots to minimize traffic “spill-over” on No. 3 Road, right-of-way dedication by private land owners for additional road capacity, etc.);
- provide input into the planning of transit services in the north City Centre area and suggestions for potential improvements within the context of the *Richmond Area Transit Plan*;

- assist in identifying possible additional traffic, transit and parking issues and opportunities;
- provide input into potential short- and long-term parking solutions; and
- present suggestions by the Task Force to City Council through the Public Works and Transportation Committee.

**Membership**

Membership in the Task Force is voluntary. The Task Force members should be either Richmond residents, or non-residents who demonstrate an interest in and commitment to improving transit and transportation in the north City Centre area, and share the common objectives of the Task Force as stated in its objective. Members of the Task Force should not have a conflict of interest with Council. The Task Force shall be comprised of the following members:

<b>Representative</b>	<b>Appointment</b>	<b>Number of Members</b>
City Council Liaison	Council Appointee	1 member (Non-voting)
Aberdeen Centre	Organization Appointee	1 member (Voting)
Parker Place	Organization Appointee	1 member (Voting)
Empire Centre	Organization Appointee	1 member (Voting)
Richmond Asia-Pacific Association	Organization Appointee	1 member (Voting)
Richmond Transit and Traffic Advisory Committee	Organization Chairperson	1 member (Voting)
Area Merchant	Citizen Appointee	2 member (Voting)
Transit Operator	Organization or Citizen Appointee	1 member (Voting)
Transit User	Citizen Appointee	1 member (Voting)
Motorist	Citizen Appointee	2 members (Voting)
<b>Total Membership</b>		<b>12 members</b>

The members of the Task Force will elect a Chair at the beginning of its first meeting.

**Recruitment**

Recruitment of all citizen appointees shall be in accordance with Council policy and procedures. The City Clerk’s office will place appropriate public advertisements in the media to invite submissions of interest to sit on the Task Force as volunteers. Organization appointees shall recruit and nominate their own representatives.

**Selection**

Upon receipt of submissions of interest from the public in sitting on the Task Force as citizen appointees, City staff shall randomly select the successful candidates from the pool of applications. The citizen appointees should be:

- a Richmond resident, worker or business operator/owner who has an interest in and commitment to improving transit and transportation services in the north City Centre; and
- representative of the diverse transportation needs of the community.

### **Appointment**

All members shall be appointed by Council upon presentation of staff recommendations from the recruitment process.

### **Communication**

The Task Force shall report to Council through the City staff liaison to Public Works and Transportation Committee. Council may ask the Task Force Chair to make presentations to Council directly. The Task Force Chair will initiate all communications representing the position of the Task Force.

Members of the Task Force will have an opportunity to receive information as it becomes available prior to each meeting, discuss the issues, and forward any comments and suggestions to the Public Works and Transportation Committee through City staff.

Throughout the process, it is anticipated that TransLink staff will attend the Task Force meetings and engage in discussions on transit related matters. Any suggestions from the Task Force on possible transit improvements that are received and endorsed by Council at the outcome of this process will be formally submitted to TransLink for their consideration.

### **Schedule**

The Task Force is anticipated to have a minimum of three meetings between January and September 2003. Additional meetings may be held as required within this period. It is proposed that the first meeting(s) would focus on gaining an understanding of the *City Centre Transportation Plan* and related planning documents, examining current transit and transportation issues and reviewing potential solutions. The remaining meetings would formulate recommendations to Council on the various issues.

### **Decision-Making**

Members of the Task Force shall strive for consensus in making decisions and each member, except for the Council liaison, is entitled to one vote. Where the Task Force recommendations are brought forward on a basis other than consensus, the submission of minority Task Force member(s) opinions shall be permitted.

### **Resources**

City staff support and liaison shall be co-ordinated through the City Transportation Department. TransLink and Coast Mountain Bus Company staff participation will be sought to assist in this consultative process. City staff shall be responsible for:

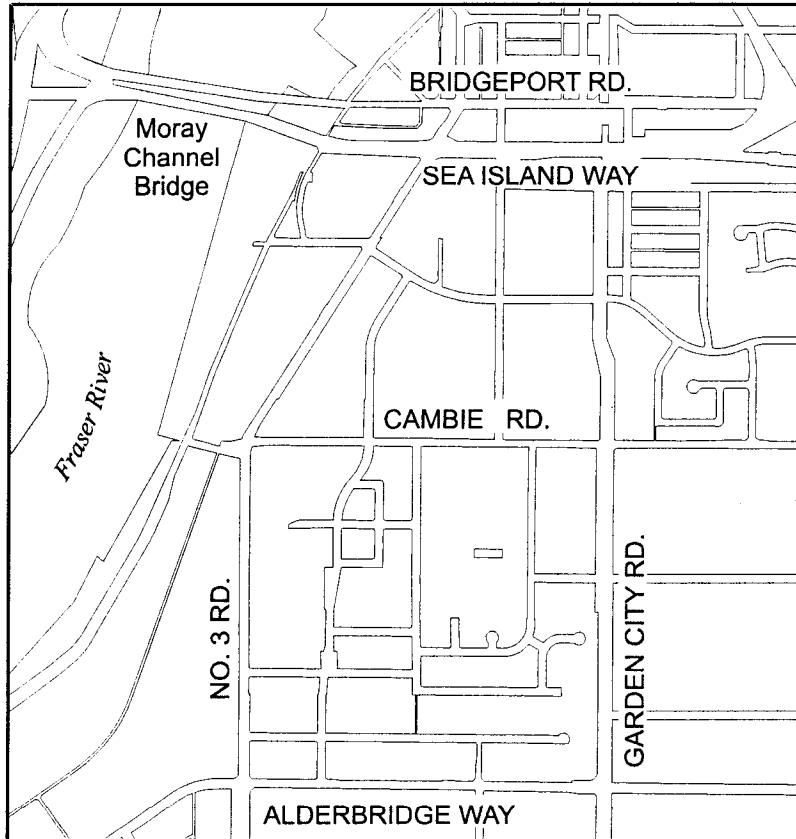
- co-ordinating meetings for the Task Force;
- co-ordinate with TransLink and Coast Mountain Bus Company staff to provide the Task Force with information and guidance;
- producing meeting agendas and minutes;
- providing meeting space and equipment;



- bringing forward approved planning documents and any proposed initiatives, policies, procedures, and management strategies; and
- receiving the Task Force's suggestions and forwarding them to the Public Works and Transportation Committee.

**North City Centre Area**

The map below illustrates the north City Centre area (bounded by Alderbridge Way to the south, Garden City Road to the east, Sea Island Way to the north, and River Road to the west).



North City Centre Area