



To: Public Works and Transportation Committee

Date: January 27, 2016

From: Victor Wei, P. Eng.
Director, Transportation

File: 01-0154-04/2016-Vol
01

Re: TransLink Southwest Area Transport Plan – Update on Advisory Committees

Staff Recommendation

That the staff report providing an update on TransLink’s Southwest Area Transport Plan, dated January 27, 2016, from the Director, Transportation, be received for information.

Victor Wei, P. Eng.
Director, Transportation
(604-276-4131)

Att. 2

REPORT CONCURRENCE		
ROUTED TO:	CONCURRENCE	CONCURRENCE OF GENERAL MANAGER
Policy Planning	<input checked="" type="checkbox"/>	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 	APPROVED BY CAO

Staff Report

Origin

This report provides information on the update on the development of TransLink's Southwest Area Transport Plan.

This report supports Council's 2014-2018 Term Goal #3 A Well-Planned Community:

3.3. Effective transportation and mobility networks.

This report supports Council's 2014-2018 Term Goal #5 Partnerships and Collaboration:

Continue development and utilization of collaborative approaches and partnerships with intergovernmental and other agencies to help meet the needs of the Richmond community.

Analysis

Southwest Area Transport Plan

The Southwest Area Transport Plan (SWATP) includes Richmond, South Delta (Ladner and Tsawwassen), and Tsawwassen First Nation and will encompass the entire multi-modal transportation network (as opposed to just transit) within the identified sub-area of the region. Based on the structure of TransLink's Regional Transportation Strategy and the Mayors' Council 10-Year Plan, the SWATP will identify priority strategies and actions related to the themes of invest, manage and partner.

As described in the previous staff report on the SWATP, considered by Council at its July 27, 2015 meeting, the project is being led by TransLink staff with that agency's senior management providing oversight and approval. Input from local governments (staff and elected officials), stakeholders (e.g., Ministry of Transportation & Infrastructure (MoTI), Vancouver Airport Authority, Port Metro Vancouver) and the public is being received via three advisory committees: Senior Advisory Committee (SAC), Public Advisory Committee (PAC), and Technical Advisory Committee (TAC).

The PAC and SAC have now been established and each Committee has held its first meeting with staff in attendance; a summary of the meetings are provided below.

Public Advisory Committee

TransLink held an application process from October 26 to November 12, 2015 to establish the PAC, which is comprised of people who live, work and/or study in Richmond, South Delta and Tsawwassen First Nation. PAC members will provide feedback on TransLink's outreach and engagement approach and help ensure that community issues and opportunities, concerns, ideas, and expectations are understood and considered in TransLink's overall decision-making. Attachment 1 provides the Terms of Reference for the PAC.

The 14-member PAC has seven representatives from Richmond, six from Delta and one from Tsawwassen First Nation. With respect to the Richmond representatives, their special interests include seniors, people living with disabilities, employers, new and recent immigrants, cyclists, and post-secondary students. Other members' experience and backgrounds include regular transit users as well as motorists or infrequent transit users.

The PAC held its first meeting on December 17, 2015 at Kwantlen Polytechnic University. In the first half of the meeting, TransLink staff provided an overview of transit-oriented development, and described what is an Area Transport Plan and how the Plan fits within TransLink's planning context. TransLink staff then shared some demographic characteristics of the Southwest Area followed by an overview of TransLink's principles for public consultation and community engagement. The PAC did not identify any issues or concerns with the proposed Plan processes.

Senior Advisory Committee

The six-member Committee is comprised of one elected official and one senior staff member from each of Richmond, Delta and Tsawwassen First Nation with support from senior TransLink staff. As part of the staff report presented at the July 27, 2015 Council meeting, Council approved the appointment of Councillor Chak Au as the City's elected official representative on SAC for the SWATP. The City's senior staff member is Victor Wei, Director, Transportation. The first SAC meeting was held January 18, 2016 at City Hall.

Similar to the first meeting of the PAC, a focus was to provide an introductory overview of the Area Transport Plan development process including the project timeline and public engagement opportunities. The SAC's role is to provide overall strategic direction and the Committee will meet three more times at key points to receive the results of public feedback and provide direction on draft strategies and actions for the Plan as outlined in Attachment 2, which also highlights the upcoming meetings for the PAC and the TAC:

- SAC: The Committee has now met once and will continue to meet three more times until the Plan is finalized.
- PAC: The Committee has met once and will continue to meet a further four times with a meeting held prior to and after each of the two public engagement opportunities.
- TAC: The Committee has met four times and will continue to meet regularly with a further six meetings (i.e., TAC5 through TAC 10) planned for the remainder of the process.

Richmond representatives at SAC have suggested that an additional SAC meeting may be needed in between the proposed third and fourth meetings to receive the results on the second round of public engagement.

The proposed process to engage different parties (i.e., elected officials, key stakeholders, general public) in the development of the Plan was also discussed. An Elected Officials Forum (shown as EO For on Attachment 2) to provide an overview of the SWATP for all members of the three Councils is proposed to be held one to two weeks prior to the first public engagement window.

Key stakeholders will be engaged via briefings and/or workshops. The Committee suggested that additional key stakeholders include goods movement (e.g., BC Trucking Association, Greater Vancouver Gateway Council) and post-secondary institutions (e.g., BCIT, Kwantlen Polytechnic University). Public feedback will be obtained via an online survey and targeted strategies will be used to ensure a broad reach and participation.

Next Steps

The next meeting of the PAC is anticipated in early February 2016 prior to the first public engagement window that is currently planned for the second quarter of 2016. The next meeting of the SAC is currently scheduled for midway in the second quarter to review the results of the public consultation and provide early direction for the Plan as it moves into Phase 2, which is the development of strategies and actions to address the issues and opportunities identified in Phase 1. A second round of public consultation is planned for the fourth quarter of 2016 to allow feedback on these draft strategies followed by finalization of the Plan in early 2017.

Financial Impact

None. All staff resources required to support the TransLink's SWATP advisory committees are absorbed within existing approved operating budget.

Conclusion

The development of the Southwest Area Transport Plan is proceeding on schedule and is anticipated to be completed by the first quarter of 2017. Staff will continue to provide regular updates to Council on the progress of the Plan with the next update, anticipated in May 2016, reporting on the results of the first public consultation period.



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JC:jc

- Att. 1: Public Advisory Committee Terms of Reference
- 2: Proposed Involvement of Senior Advisory Committee and Elected Officials

Southwest Area Transport Plan Public Advisory Committee Terms of Reference and Member Roles and Responsibilities

Project Background

TransLink's Southwest Area Transport Plan (SWATP) involves a full review of the transportation network in Richmond, South Delta (west of Highway 91), and the Tsawwassen First Nation. The SWATP will explore and aim to address the unique transportation, transit, and infrastructure needs in the Southwest sub-region, including transit service and infrastructure, as well as aspects of cycling, walking, driving, and goods movement.

The SWATP is a comprehensive planning process that will run for approximately two years. The planning process includes analysis of issues and opportunities, assessment of community values, and identification and prioritization of strategies and actions. The planning process will provide multiple opportunities for TransLink to engage with, and receive feedback from stakeholders and the public.

As part of the engagement process for the SWATP, TransLink is establishing a Public Advisory Committee (PAC) comprised of 12 people who live, work, and/or study in Richmond, South Delta and the Tsawwassen First Nation. The PAC will provide advice to TransLink on the engagement approach and the development of the SWATP.

Committee Objectives

SWATP PAC members will assist TransLink with the following:

1. Provide feedback on TransLink's outreach and engagement approach, including activities or tools prior to TransLink engaging broadly with community stakeholders and the public.
2. Review and provide feedback on materials intended for use in the outreach and engagement to ensure that technical information is communicated in an accessible, public-friendly way to stakeholders and the public.
3. Provide feedback on information collected through the public engagement process to help ensure that community issues and opportunities, concerns, ideas, and expectations are understood and considered in TransLink's overall decision-making for the development of the SWATP.

Committee Member Eligibility and Requirements

1. PAC members must live, work, and/or study in Richmond, South Delta, or the Tsawwassen First Nation.

2. PAC members may not be an employee of, or reside with, an employee of the *South Coast British Columbia Transportation Authority* ("TransLink") or any of its subsidiaries or operating companies.

Committee Member Selection

Submitted applications will be reviewed and evaluated by TransLink planning and engagement staff. PAC members will be selected based on their community involvement, past leadership in the community, interest in transportation, and their enthusiasm to make a contribution. Best efforts will be made to accommodate diverse interests, views, values, and perspectives and represent the demographic and geographic characteristics of the sub-region.

Committee Member Roles and Responsibilities

TransLink is responsible for the creation of the Terms of Reference for the PAC. The PAC will function in alignment with TransLink's stakeholder and public engagement activities. TransLink will consider the PAC's feedback when making decisions and will report back on how the feedback from the engagement contributed to the decision-making process.

By agreeing to participate on the PAC, the member agrees to comply with the Terms of Reference as set out herein:

1. The PAC member acknowledges and agrees that his/her role includes providing local insight into all stages of the SWATP prior to TransLink engaging broadly with stakeholders and the public at each phase.
2. The PAC member acknowledges and agrees that TransLink has the sole right and responsibility of making all business and operational decisions with respect to all matters referred to the committee, and is not bound by feedback provided by the PAC.
3. The PAC member acknowledges and agrees that the PAC will provide TransLink with feedback that will be considered as advice in addition to other information collected from a broader engagement process with local and regional stakeholders. All feedback will be considered as advice by TransLink along with technical, environmental, social, economic information to better inform the overall decision-making for the development of the plan.
4. The PAC member acknowledges and agrees that the PAC will include *up to but no more than* 12 participants. Membership will consist of representatives who live, work and/or study in Richmond, South Delta, and the Tsawwassen First Nation.
5. A quorum of the committee shall consist of a simple majority of the members present.
6. The PAC member acknowledges and agrees that any breach of obligations under this document may result in release from the PAC.
7. The PAC member acknowledges and agrees that participation by committee members

is a voluntary contribution in support of TransLink's SWATP.

8. The PAC member will represent, to a reasonable degree, the issues, concerns, ideas, and expectations of the broader public.
9. The PAC member will disclose to the PAC Chair any personal situation that may be interpreted as being an actual, perceived or potential conflict of interest.
10. The PAC member will resolve any concerns about the Committee with the Chair.
11. The PAC member will become familiar with the division of roles and responsibilities of the committee members, Chair and TransLink staff.
12. The PAC member will maintain constructive, collaborative and mutually respectful relations with other PAC members, the Chair and TransLink staff.
13. The PAC member will review all material provided in advance of PAC meetings.
14. The PAC member will identify issues to be added to the Committee's agenda.
15. The PAC member acknowledges and agrees that, to assist the committee, the member may be tasked with and required to seek and provide required information in a timely manner as assigned by the Chair.
16. The PAC member will provide feedback by contributing constructively to committee discussions in person and online.
17. The PAC member agrees to ***TransLink's Acceptable Use Policy for the SWATP PAC SharePoint***. SharePoint will be used as an online collaborative tool to share information amongst PAC members between meetings.
18. The PAC member agrees to ***TransLink's Release and Authorization for Use of Photographs***.
19. The PAC member agrees to ***TransLink's Southwest Area Transport Plan Public Advisory Committee Consent and License***.
20. The PAC member agrees to the following **Media and Public Statements-Communications Protocols** (including social media):
 - TransLink will manage all communications about the PAC process and the SWATP with the public and the media. Accordingly, TransLink will prepare materials and updates and manage the dissemination of material for public and media consumption as appropriate.
 - All media inquiries and requests to PAC members about the PAC and the SWATP must be directed to TransLink, who will in turn address them and report back.
 - PAC members shall not initiate contact with the media or make public statements on behalf of or relating to the SWATP PAC *without first discussing and obtaining prior approval* from the PAC Chair, committee members, and TransLink staff.
21. The PAC member agrees to the following **Confidentiality Protocols**:
 - All material provided to PAC members, or developed by the PAC or its members in relation to the SWATP process, is confidential and proprietary to TransLink. All communications and any information exchanged between PAC members,

including the meeting agendas, meeting minutes, material provided for meetings, and material provided outside of meetings for review, are confidential and expected to be treated as such.

Participation and Term

22. The PAC member acknowledges and agrees to attend meetings which:
 - Will meet approximately six to eight times over the course the planning process.
 - Will occur primarily on weekdays in the evening.
 - Will run for approximately two hours depending on the agenda.
23. May be held in one consistent location that is centrally located within the SWATP study area, or may rotate in location between the communities of the SWATP (i.e. Richmond, South Delta; and the Tsawwassen First Nation), depending on the preference of PAC members.
24. The term for committee members is until completion of the SWATP which is anticipated to last approximately two years.

TransLink Staff Roles and Responsibilities

1. TransLink staff will be responsible for developing the proposed agenda for each meeting and for ensuring that meeting notes are taken.
2. TransLink staff will distribute the proposed agenda and any meeting materials for PAC member review, at least two business days prior to scheduled meetings.
3. TransLink staff will maintain responsibility for all business and operational decisions with respect to any matters referred to the committee.
4. TransLink's *Principles for Public Consultation and Community Engagement* will help guide the development and implementation of the outreach and engagement plan for the SWATP.

City of Richmond and Corporation of Delta Municipal Staff and Tsawwassen First Nation Staff Roles and Responsibilities

1. Municipal and Tsawwassen First Nation staff who are members of the SWATP Technical Advisory Committee may attend PAC meetings as observers.

Changes to the *Terms of Reference and Member Roles and Responsibilities*

The Terms of References and Roles and Responsibilities presented in this document may be amended from time to time by TransLink with input from the PAC members.

How the Senior Advisory Committee and elected officials will be involved – proposal



Q4 2015		Q1 2016		Q2		Q3		Q4		Q1 2017
Phase 1: Issues, Opps, Values				Public #1	Phase 2: Strategies & Actions				Public #2	FINAL PLAN
TAC 4 PAC 1	SAC 1 TAC 5 PAC 2	TAC 6	EO For	SAC 2 TAC 7 PAC 3	TAC 8	SAC 3 TAC 9 PAC 4	EO For	SAC 4 TAC 10 PAC 5		

SAC #1

- ATP Overview
- Confirm SAC role
- Input on engagement

SAC #2

- Consultation results
- Synthesis of issues
- Early directions for plan

SAC #3

- Input on engagement
- Draft Strategies and Actions

SAC #4

- Consultation results
- Receive recommended plan

Note: "EO For" stands for Elected Officials Forum