

AGENDA FOR THE TRANSPORTATION ADVISORY COMMITTEE MEETING
TO BE HELD IN THE CITY HALL BOARD ROOM, 455 WALLACE STREET
ON THURSDAY, 2011-JUN-02, COMMENCING AT 3:00 P.M.

1. **CALL THE MEETING TO ORDER:**
2. **APPROVAL OF AGENDA AND LATE ITEMS:**
3. **ADOPTION OF MINUTES:**
4. **DELEGATIONS:**
5. **REPORTS:**
 - a) Presentation of the displays and online survey for the Open Houses on:
 - Tuesday, June 14th, 2011, 4:00 p.m. - 8:00 p.m. at Beban Park (Lounge C) and;
 - Wednesday, June 15th, 2011, 4:00 p.m. - 8:00 p.m. at the Fire Hall #4
6. **CORRESPONDENCE:**
7. **UNFINISHED BUSINESS:**
 - a) Refine the plan scope, schedule, budget and initiate development of a RFP for consulting services.
 - b) Engage potential partners for possible co-funding of the plan or components of the plan.
 - c) Council to endorse the Bicycling Assessment as a guideline for the design and development of trails and roads.
 - d) How to develop infrastructure for EV's.
 - e) Scope, schedule and budget for collecting data and building a transportation model.
8. **ADJOURNMENT:**

2011-May-05

STAFF REPORT

REPORT TO: TRANSPORTATION ADVISORY COMMITTEE

FROM: AMIR FREUND, TRANSPORTATION PLANNER

RE: PRE-TRANSPORTATION PLAN PUBLIC INFORMATION PROCESS

STAFF'S RECOMMENDATION:

1. That the Transportation Advisory Committee (TAC) approves the plan for an Open House and media releases before and after the Open House.
2. That the TAC instructs staff to proceed with the detail planning and preparation of the technical material for the Open House and media releases.

EXECUTIVE SUMMARY:

The TAC passed a resolution on 2011-Apr-07 to ask staff to draft a pre-plan consultation process for discussion at the next meeting.

After reviewing the various options of pre-plan public process, staff recommend that an Open House, accompanied with media releases, is the best option for this stage. Also, the Open House information will be available on the City website.

BACKGROUND:

Open House Objectives

- Inform the public of the upcoming Transportation Plan;
- Provide current information related to the Transportation Plan;
- Engage the public in the process for the development of the Transportation Plan; and
- Provide opportunity for the public to submit comment regarding the Transportation Plan.

Schedule

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|-----------------------|--|
| May 5 th | TAC approval of the Open House concept and details; |
| May 27 th | Completion of the content material for presentation at the Open House; |
| June 2 nd | TAC approval of content materials and Open House details; |
| Jun 14 th | Open House between 4:00 pm – 8:00 pm; |
| June 30 th | Open House report submission. |

Resources

The pre-plan public process is proposed to be done in-house. This will include City staff and the TAC member's participation as follows:

- Planning, logistics and content material preparation – staff
- Open House participation - for each presentation board we suggest having a TAC member partnered with staff
- Media releases – staff to prepare with quotes included from the Committee Chair and members

Open House Location

The Open House is tentatively scheduled for 2011-Jun-14 from 4:00 pm – 8:00 pm in the Beban Park Lounge.

Media Release Content

- Invitation to the Open House.
- Announcement of the upcoming Transportation Plan.
- Available key statistics related to transportation in Nanaimo.

Content Material


The Open House presentation will include the following material:

1. Board presentations:
 - a) OCP mobility and land use chapters
 - b) RDN Transit Business Plan 2008
 - c) Community Energy and Emissions Study and the Provinces direction regarding GHG targets
 - d) Transportation Plan Process
2. Projected presentation:
 - a) TAC background presentation material

Cost

- The cost for renting the Beban Park Lounge will be \$125.00
- Manpower, material, equipment - in-house

Respectfully submitted,



Amir Freund
Transportation Planner
Engineering Department



Tom Hickey
General Manager of Community Services