

**McTavish Road Interchange Task Force  
(Community Liaison Committee)  
Terms of Reference**

**Background**

The Ministry of Transportation and Infrastructure (BC MoT) is proceeding with the detailed design and construction of a grade-separated interchange to improve safety, enhance transit and improve access to the Victoria International Airport at Highway 17 (Patricia Bay Highway) and McTavish Road. The new interchange will include major improvements to the transit facilities including an expanded park and ride, transit exchange and other enhancements (including accommodation of Rapid Bus service). The interchange will also accommodate cyclists and pedestrians, and improve access to BC Ferries and the rest of the local road network. Reduced idling from stop-and-go traffic, along with greater transit usage, will result in more efficient energy use to yield better air quality with reduced greenhouse gas emissions.

The interchange plan reflects the principles of the Highway 17 Corridor Strategy (completed in 2007) and the Provincial Transit Plan. The Ministry is undertaking the project in a cost-sharing partnership with the Government of Canada and the Victoria Airport Authority.

Consultations have been undertaken with local municipalities at both the staff and Council level and with other stakeholders, including area residents. With the help of these consultations, the design concept has evolved to include additional enhancements to further support and encourage the use of transit, and to retain the McTavish Road connection.

At its regular meeting held April 20, 2009, North Saanich Council expressed its support for ongoing consultations by approving the following resolution:

*That Council authorizes the creation of a McTavish Road Interchange Task Force consisting of two representatives from each of the jurisdictions noted below, and that Staff be directed to draft the Terms of Reference for the Task Force to be brought forward to a future Committee of the Whole meeting for Council's consideration:*

- *North Saanich Council*
- *North Saanich Staff*
- *Sidney Council*
- *North Saanich Community at Large*
- *Victoria Airport Authority*
- *Ministry of Transportation and Infrastructure*

The task force as authorized by Council is very similar in concept to the community liaison committees that the Ministry is accustomed to establishing for the purpose of consultation and ongoing dialogue on many of its projects.

### **Purpose of the Task Force**

The purpose of this committee is to:

- Provide a vehicle for BC MoT, in collaboration with the District of North Saanich, to maintain consultation and dialogue with groups and individuals to identify and address community concerns during the detailed design and construction of the McTavish Road Interchange.
- Create opportunities for sharing relevant information.

### **Members of the Task Force**

The typical Liaison Committee established by the Ministry attempts to achieve representation from a broad cross-section of the community, particularly the following sectors:

- Municipality (usually administrative level)
- Business/Tourism
- Emergency Services
- Social/local amenities
- Recreation
- Environment
- Cycling/Pedestrian

By Council resolution, North Saanich endorsed a committee structure representing agencies and groups as outlined in the table below. Representatives are as appointed by their respective agencies.

<b>Agency/Group</b>	<b>Representative</b>
North Saanich Council	Councilor Peter Chandler
North Saanich Staff	Patrick O'Reilly Gary Wilton
North Saanich Parks Commission	Floyd Mailhot
North Saanich Community (appointed by District)	Bob Williamson Heather Gartshore
Sidney Council	Mayor Larry Cross Councilor Mervyn Lougher-Goodey
Victoria Airport Authority	Terry Stewart
Tseycum First Nation	Chief Vern Jacks
Pauquachin First Nation	Danny Henry
RCMP	S/Sgt. Dennis O'Gorman/ Sgt. Wayne Conley
Ministry of Transportation and Infrastructure	Levi Timmermans
Chair/facilitator	Jack Stuempel

### **Geographic Area**

The Task Force will represent community interests in the geographic area bounded approximately by Amity Drive to the south, East Saanich Road and Dean Park to the west, Beacon Avenue to the north and Lochside Drive to the east.

### **Terms of Reference**

The Terms of Reference for this committee are as follows:

- There will be regular sharing and dissemination of information about the detailed design and construction of the McTavish Road Interchange among all committee members on a timely basis.
- As the project team does not have the mandate to delegate decision-making authority, decisions are ultimately made by the project management team under the authority of the Ministry of Transportation and Infrastructure, taking into consideration the input, concerns and issues identified in the liaison process.
- Committee work will be conducted in an atmosphere of mutual respect and trust between members.
- Interest-based relationship principles will be applied.
- Committee members will remain accessible to each other.
- Committee members are accountable to consult regularly with the sectors and agencies they represent, to be familiar with their issues and concerns, and report back to the committee.
- Consistent representation and participation by committee members throughout the process is necessary.
- Committee members will have access to the project site for familiarization purposes, subject to safety and notification procedures of the Ministry.
- Meeting frequency, times and duration will be flexible to meet the needs of committee members.
- Committee meetings will be open to non-committee members by mutual agreement of the committee.
- Topic areas for the next meeting will be identified in advance, at the end of each meeting. This will form the basis of the meeting draft agenda, which will be prepared by the facilitator and circulated to members for input.
- Effort will be made to complete and circulate meeting minutes to members generally within two weeks of each meeting.
- Meeting room facilities will be provided by the District of North Saanich at its municipal hall.
- The committee will establish a mutually agreeable dispute resolution process.

Prepared by: Jack Stuempel

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