



View Royal handyDART Centre

Neighbourhood Working Group Terms of Reference

BACKGROUND

The existing handyDART facility located on Glanford Avenue is beyond its capacity and can no longer support the expected need for future growth of the service. With an aging demographic, demand for handyDART services is increasing. The relocation of the handyDART facility is required to also facilitate expansion of the conventional transit system.

The Ministry of Transportation and Infrastructure recently provided the eight acre property at 2401 Burnside Road (the property located southeast of the Burnside Road and Watkiss Way intersection) for a new regional handyDART facility. View Royal is strategically located as a central municipality near multiple road arteries that connect locations across the greater Victoria region, and in particular the growing western communities.

Within BC Transit's preliminary project planning and response to concerns heard in earlier phases of consultation, BC Transit has introduced several measures within the design and operations to mitigate impacts and make improvements for the benefit of the neighbouring community. At the same time, BC Transit has also identified a number of public realm elements such as landscaping, walking and cycling improvements, habitat restoration and protection of Craigflower Creek, and public engagement efforts which could be informed by a diversity of public input.

The facility is expected to open in 2023.

GOAL

For community input to inform various public realm, environmental protection and public engagement efforts associated with the project.

OBJECTIVES OF THE NEIGHBOURHOOD WORKING GROUP ("WORKING GROUP")

1. To create a setting for dialogue between various community perspectives that reflects community interests and needs that will benefit the project planning and operations.
2. Provide a framework for the parties to identify, discuss and resolve issues related to the development, design and construction of the View Royal handyDART facility.
3. Create a mechanism for ongoing relationships and dialogue to be fostered and maintained during all project phases.

4. Regular sharing of information about the project scope, design, and construction of the Project.

WORKING GROUP COMPOSITION

- BC Transit project staff (3 + additional resources as may be required)
 - Errol Nordstrom, Program Manager, Infrastructure Planning and Projects
 - Lori Beaulieu, Project Manager
 - Geoff Huber, Supervisor, Environmental Services
- Chair, community engagement consultant (1)
 - Katie Hamilton, Principal, Tavola Strategy Group
- Residents of Burnside neighbourhood (3)
- Business representative from Burnside neighbourhood (1)
- Greater Victoria Cycling Coalition (1)
- Accessibility Committee (1)
- handyDART customer (1)
- Streamkeepers (1)
- handyDART operations (1)
- Our Place Therapeutic Recovery Centre (1)
- Eagle View Elementary School (1)

SELECTION PROCESS

- Specific associations will be asked for a representative to be identified
- Residents of Burnside neighbourhood will be invited to apply to Chair of Working Group and composition will be determined based on familiarity with the local area and will reflect community diversity of perspective
- handyDART customer will be selected based on familiarity with handyDART service

EXPECTATIONS OF MEMBER ENGAGEMENT

- The Working Group will be conducted within an atmosphere of mutual respect
- Interest-based relationship principles will be applied.
- Members will be accountable to consult regularly with the agencies they represent (if applicable), to be familiar with their issues and concerns, and report back to the Working Group.
- Consistent representation and participation by committee members throughout the process is necessary. Proposed alternate attendance must be discussed with the Chair prior to the meeting.
- The Working Group will provide advice to the project team and project decisions will be made by the Project's respective funding contributors and the BC Transit Board.
- If required, the Working Group will establish a mutually-agreeable dispute resolution process.

TERM OF APPOINTMENT

The Working Group is appointed for the duration of the Project and may continue once the facility is operational, if desired. If vacancies should arise during the term, the Chair of the Working Group will select new members.



MEETINGS AND ATTENDANCE

Meetings will be convened by the Chair, routinely and/or as required. Meeting frequency may vary during the course of the Project. Meeting frequency, times and duration will be flexible to meet the needs of the Working Group.

In order to be a member in good standing, regular attendance at the meetings is required. A member who is absent from the meeting for three consecutive meetings without notification will be removed from the Working Group.

Meeting agenda topics for the next meeting will be identified in advance, at the end of each meeting.

The meeting agenda will be prepared by the Chair of the Working Group. Effort will be made to complete and circulate meeting minutes to members generally within two weeks of each meeting.

Agendas and meeting minutes will be shared online and provided for information to the Town of View Royal.

COMPENSATION AND ACKNOWLEDGEMENT

The Members of the Working Group will serve on a voluntary basis. No compensation will be made to Members for their participation. Members of the Working Group will be recognized and acknowledged for their contribution to the project.

CONFLICT OF INTEREST

All Working Group members will be asked to confirm and declare any conflict of interest given that individual's circumstances may change from time-to-time.

COMMUNICATIONS

The Chair is the spokesperson for the Working Group. All external communication will be managed through BC Transit regarding the project and key milestones.

