

Policy Title: Comox Valley Transit System – New Routes	Policy Number: P76
Policy Category: Transportation and Transit	
Approval Date: July 31, 2012	Policy Owner: Planning and Development Services
Approved by: Board	File Reference: 0340-50

Purpose

To establish procedure to ensure effective consultation takes place when establishing new transit routes.

Scope

The policy applies to all proposed route changes within the Comox Valley transit service area.

Guiding Principle

That new and/or improved transit routing can help increase transit ridership and that sufficient consultation with the public and local governments is key to successfully implementing new transit routes.

Procedure

1. If a new route or a modification to an existing route is proposed, the following consultation process will take place:
 - a. The proposed routing will be discussed at the Comox Valley Transit Management Advisory Committee (TMAC).
 - b. Staff from CVRD and BC Transit will meet with staff from the applicable local government to discuss the proposed route. Local government staff will work with other staff within their organizations and if appropriate their respective councils or CVRD Board. Written confirmation must be received from the applicable TMAC representative confirming that their jurisdiction supports proceeding with the proposed route prior to public consultation. If the applicable local government advises that public consultation is not required, for example due to previous consultation efforts or existing local policies and plans that support the route, TMAC may utilize an alternative consultation process.
 - c. Once draft routing and scheduling has been developed, information pertaining to the proposed route, bus stop locations and frequency will be mailed to all properties directly adjacent to the route, at least six months prior to implementation. Feedback will be requested with a one month deadline for comments.
 - d. Should the scope of the new route or modification be significant, as recommended by the TMAC, information may be posted online and advertised in the newspaper to solicit community wide feedback. A public open house will also be hosted by staff from CVRD and BC Transit to provide information pertaining to the proposed route at least four months prior to implementation. Feedback will be requested.
 - e. If, in response to public input, the route proposal is amended and results in additional properties directly adjacent that were not previously presented with an

opportunity to provide feedback, the TMAC may determine that additional consultation shall take place.

- f. Once feedback has been received on the draft routing and scheduling, CVRD staff will make a presentation to the applicable municipal council and/or electoral area services committee at least two months prior to implementation.
2. Additional consultation may take place if recommended by the TMAC or the CVRD Board.
3. Written confirmation that the route is acceptable must be received from the applicable local government Chief Administrative Officer prior to finalizing any proposed route.
4. Once a new route is finalized, public communication will include a minimum of:
 - a. Notification on CVRD and BC Transit Websites
 - b. Advertisement in local newspapers
 - c. Issuing a press release

Revision History

Approval Date	Approved By	Description of Change
August 11, 2020	Board	Housekeeping