



## TRANSIT COMMITTEE

WEDNESDAY, August 1, 2012 - 1:00 P.M.  
CVRD BOARD ROOM, 175 INGRAM STREET

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### AGENDA

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Motion that the meeting be closed to the public in accordance with the Community Charter Part 4, Division 3, Section 90, subsection as noted in accordance with each agenda item.	
SM1 Minutes of July 11, 2012	14 - 15
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SC1	Proposed provision of a Municipal Service – {Sub (1) (k)}	20 - 21
SUB1	Proposed provision of a Municipal Service – {Sub (1) (k)} Staff presentation and discussion.	Hand-out

**10. ADJOURNMENT:**

The next meeting of the Transit Committee will be held October 10, 2012: .

**DISTRIBUTION:**

**Transit Committee**

Director Morrison, Chair  
Director Kent, Vice-Chair  
Director Duncan  
Director Fraser  
Director Giles  
Director Iannidinardo

Director Lefebure  
Director Lines  
Director McGonigle  
Director Walker  
Director Weaver

**CVRD**

Rob Hutchins, CVRD Chair  
Warren Jones, CAO  
Jim Wakeham, Manager, Facility Management, Fleet and Transit  
Mark Kueber, General Manager, Corporate Services  
Brian Dennison, General Manager, Engineering and Environment  
Rob Williams, Transit Analyst

**Agenda Cover Only**

Directors Dorey, Hartmann and Marcotte  
Tom Anderson, Manager, Planning & Development

**Transit Representatives (via e-mail)**

Myrna Moore, Regional Transit Manager, BC Transit  
Bob Allen, FirstCanada ULC  
Colin Oakes, FirstCanada ULC  
Georg Stratemeyer, Volunteer Cowichan  
Carol Blatchford, Cowichan Lake Commuter Service

# M1

Minutes of the regular meeting of the Transit Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on June 13, 2012 at 2:00 p.m.

**PRESENT:** Director Morrison, Chair  
Director Kent, Vice-Chair  
Directors Duncan, Fraser, Giles, Hutchins, Iannidinardo,  
Lines, Lefebure, McGonigle, Weaver

**ABSENT:** Director Walker

**ALSO**

**PRESENT:** Warren Jones, CAO, CVRD  
J. Wakeham, Manager, Facilities, Fleet & Transit, CVRD  
B. Dennison, GM, Engineering & Environment, CVRD  
Rob Williams, Transit Analyst, CVRD  
Mark Kueber, Treasurer, CVRD  
Myrna Moore, BC Transit  
Mike Davis, BC Transit  
Joanne Bath, Recording Secretary

**APPROVAL  
OF AGENDA**

**It was moved and seconded that the agenda be approved as presented.**

**MOTION CARRIED**

**ADOPTION  
OF MINUTES**

**It was moved and seconded that the minutes of the April 11, 2012 regular Transit Committee meeting be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING  
OUT OF MINUTES**

No business arising

**DELEGATIONS**

**D1**

Georg Stratemeyer, Executive Director, Volunteer Cowichan provided a presentation celebrating 30 years of handyDART in the Cowichan Valley. Mr. Stratemeyer mentioned that Volunteer Cowichan is looking into creating a subsidiary of Volunteer Cowichan, to manage and operate the handyDART service as a business, especially in light of the upcoming BC Transit Request for Proposal.

**REPORTS**

**R1**

A staff report was considered regarding the design of Transit benches that are to be installed.

The Committee discussed the need for including arm rests on the benches to allow an aging population the ability to easily get up and down, as well as consideration be given to the reviewing the appropriate height of the bench. Also discussed was the desire for municipalities to install benches in conformance with present street furniture designs and pay any added costs over and above the standard design.

It was agreed that, if Electoral Area Directors wish to have a more expensive or customized design installed than the recommended one, it would reduce the number of benches allocated to that Electoral Area.

The Chair asked that Committee members contact staff if they wish to have a different bench style installed in their Electoral Area, than the recommended one.

**It was moved and seconded that the Committee approve the staff recommended design (Option #1) of the metal frame transit benches with wood slats, with the inclusion of arm rests, across the District, with the understanding that further approval is necessary from partnering municipalities and that any additional cost for a different bench style will be borne by the individual municipality.**

**MOTION CARRIED**

**R2**

A staff report was considered regarding a revision to handyDART's "*No Show and Late Cancellation Policy*".

BC Transit agreed to the requested wording change to a sentence in their draft letter that will be sent to handyDART clients.

**It was moved and seconded that the Committee support the revisions to handyDART's *No Show And Late Cancellation Policy*, to help improve the performance of the service, as recommended by BC Transit and Volunteer Cowichan.**

**MOTION CARRIED**

**INFORMATION**

**IN1**

A report providing BC Transit's Management Performance survey results was received for information.

**It was moved and seconded that the report from BC Transit be received and filed.**

**MOTION CARRIED**

**RESOLVE INTO  
CLOSED SESSION  
2:50 p.m.**

**It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, Sections 90 (1) (k).**

**MOTION CARRIED**

**RISE FROM  
CLOSED SESSION  
4:10 p.m.**

**It was moved and seconded that the Committee rise without report.**

**MOTION CARRIED**

**ADJOURNMENT**

**It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 4:15 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_

Minutes of the Special meeting of the Transit Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on July, 11, 2012 at 1:00 p.m.

**PRESENT:** Director Morrison, Chair  
Director Kent, Vice-Chair <to 2:19 pm>  
Directors Duncan, Fraser <at 1:13 pm>, Giles, Hutchins,  
Lefebure, Lines, McGonigle, and Weaver  
and Alternate Director Heinio <1:05 pm to 2:24 pm>

**ABSENT:** Directors Iannidinardo and Walker

**ALSO PRESENT:** Warren Jones, CAO, CVRD  
Sharon Moss, Manager, Financial Services  
Brian Dennison, GM, Engineering & Environment  
Jim Wakeham, Manager, Facilities, Fleet and Transit  
Rob Williams, Transit Analyst  
Myrna Moore, BC Transit  
Dominique Beesley, Recording Secretary

**APPROVAL OF AGENDA**

It was moved and seconded that the agenda be approved as presented.

**MOTION CARRIED**

**RESOLVE INTO CLOSED SESSION  
1:06 pm**

It was moved and seconded that the meeting be closed to the public in accordance with the Community Charter, Part 4, Division 3, Sections 90, Subsection (1)(k).

**MOTION CARRIED**

**RISE FROM CLOSED SESSION  
2:54 pm**

It was moved and seconded that the Committee rise without report.

**MOTION CARRIED**

**ADJOURNMENT  
2:55 pm**

It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 2:55 pm.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_



**HALALT FIRST  
NATION**

**A Coast Salish First Nation**

7973 Chemainus Road - Chemainus, BC V2R 1K5

Ph: 250-246-4736 Fax: 250-246-2330

**C1**

May-8-12



To whom it may concern:

Halalt First Nation is interested in acquiring transit service for our community.

We feel at the present time having our members' hitch-hiking and walking to the nearest towns is unsafe. After having conversation with Jon Lefebure, he recommended we send a formal request for transit service.

We look forward to becoming partners with you through this endeavour. Please contact me @ 250-246-4736 to schedule a meeting at your earliest convenience.

Respectfully,

Lonnie Norris



**R1**

**STAFF REPORT**

**TRANSIT COMMITTEE MEETING  
OF AUGUST 1, 2012**

**DATE:** July 23, 2012

**FILE NO:**

Transit

**FROM:** Rob Williams, Transit Analyst, Facilities, Fleet and Transit Management

**SUBJECT:** September 2012 handyDART Service Expansion Update

**Recommendation/Action:**

**For informational purposes only.**

**Relation to the Corporate Strategic Plan:**

The additional handyDART expansion hours fit within the Healthy Environment, Sustainable Infrastructure, and Safe & Healthy Community sections of the Corporate Strategic Plan as it supports the goal of increasing ridership.

**Financial Impact:**

The expense for these additional service hours is included in the 2012 Transit Budget.

**Background:**

At their meeting of October 12, 2011, the CVRD Board approved an additional 1,600 service hours for the handyDART system, commencing September 1, 2012. Originally the service hours were slated to provide more capacity during morning and afternoon peak periods, as well as increase Saturday service by 8 hours and start a new 8 hour Sunday service.

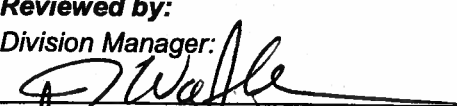
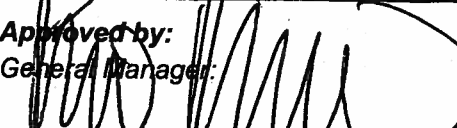
Since approval for this service increase, further analysis has been conducted between BC Transit, Volunteer Cowichan, and the CVRD regarding the best allocation for these additional hours. Through this analysis and recent feedback from the Transit Committee it has been decided to adjust the allocation of the 1,600 service expansion hours. More specifically, in order to reduce service gaps within certain areas of the District, a 4 month pilot project will be implemented providing 4 hours of service per week to both Shawnigan Lake and Cowichan Lake, Honeymoon Bay, and Youbou areas. Service adjustments will be made as necessary upon review of the ridership figures after the trial period. The additional 8 hours for Saturday will remain as originally planned, however the new 8 hour Sunday service will be reconsidered when future expansion hours become available.

Various notification options are currently being considered in order to inform local residents of this service improvement. Such options include contacting passenger lists, posting flyers on the bus, newspaper ads, contacting local service providers, open houses, etc. As this initiative is targeted to one-time riders, notifications will reflect this.

Submitted by,

Rob Williams, M.Sc.,  
Transit Analyst  
Facility, Fleet, and Transit Management

RW:jlb

<p><b>Reviewed by:</b> Division Manager:</p> 
<p><b>Approved by:</b> General Manager:</p> 





CVRD

**R2**

**STAFF REPORT**

**TRANSIT COMMITTEE MEETING  
OF AUGUST 1, 2012**

**DATE:** July 24, 2012 **FILE NO:** Transit

**FROM:** Rob Williams, Transit Analyst, Facilities, Fleet and Transit Management

**SUBJECT:** 2016 or 2018 BC Summer Games Bid

**Recommendation/Action:**

1. That the CVRD Board support the use of available transit buses not in regular operation during the 2016 or 2018 BC Summer Games to transport BC Summer Games participants at no cost to the Host Society or BC Games Society, except for incremental costs associated with the use of the buses including fuel and insurance and possibly wages if not volunteered.
2. That it be recommended to the CVRD Board that cash fares on the Cowichan Valley Regional Transit System, both conventional and handyDART, be reduced to zero (no charge) during the four event days of the 2016 or 2018 games, if Cowichan is successful in their bid to host the games.

**Relation to the Corporate Strategic Plan:**

This initiative fits within the Safe and Healthy Community and Healthy Environment sections of the Corporate Strategic Plan as it supports the objective of pursuing sports, culture, and event tourism opportunities as well as increasing ridership.

**Financial Impact:** (Reviewed by Finance Division: \_\_\_\_\_)

The regular static operational costs would be included within the annual transit budget for the year of the games; while the anticipated ridership revenue loss for sponsoring the transit fares for the four days of the games is estimated to be approximately \$700 per day for a total of \$2,800 (based on current daily cash fare ridership revenues).

**Background:**

At their meeting June 13, 2012, the CVRD Board approved a bid to host either the 2016 or 2018 BC Summer Games.

On June 20, 2012, the Trustees of School District No. 79 - Cowichan Valley (SD 79) endorsed the CVRD's bid to host either the 2016 or 2018 BC Summer Games. Further, as part of their endorsement, they would offer the use of school buses to transport BC Summer Games participants to the Host Society or the BC Games Society at no additional cost other than fuel and insurance (wage expenses are currently undecided).

.../2

CVRD Transit Staff have recently been in communication with the Cowichan Bid Committee (Co-Chairs John Elzinga and Ernie Mansueti & Transportation Sub-Committee Chair Monroe Grobe) for the 2016 or 2018 BC Summer Games. In order to strengthen their bid, the Cowichan BC Games Committee has inquired about the availability and use of the transit fleet during the games in addition to the SD 79 school buses in order to accommodate the transportation needs for games participants. Staff expressed support for this initiative as it would not only assist the games society with their bid and benefit games participants, but also raise the profile of the transit service during the four days of the games.

As it stands, the eight commuter buses are currently not in service on the weekends and therefore may be available for use during the games. All other transit buses are in service or are required for back-up in case of a spare is needed. Logistics regarding the use of the buses would need to be confirmed closer to the start of the event, as the transit service may change between now and then. BC Transit would also need to support this initiative as they are the property owner of the Cowichan Valley transit fleet, it is expected that BC Transit will support this initiative.

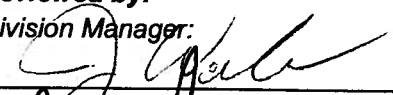
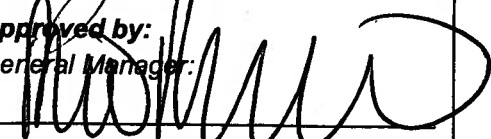
The Cowichan Valley Bid Committee also inquired about offering free transit to the public during the games, noting that free transit fares have been approved for other previous community events such as the Spirit of Cowichan celebrations (3 days in May 2008) and the Olympic Torch Relay (October 2009). Staff support this request, noting that this too will help encourage community support and participation of the games, and would help promote the transit service and potentially increase ridership. The anticipated cash fare ridership revenue loss for sponsoring the transit fares for the four days of the games is estimated to be approximately \$700 per day for a total of \$2,800 (based on current daily cash fare ridership revenues).

Submitted by,



Rob Williams, M.Sc.  
Transit Analyst, Facility, Fleet, and Transit Management

RW:jlb

<b>Reviewed by:</b> Division Manager:	
<b>Approved by:</b> General Manager:	



**IN1**

**CITY OF DUNCAN INITIATES TRANSIT PASS REBATE PILOT PROGRAM  
EFFECTIVE MAY 2012**

**FOR IMMEDIATE RELEASE**

**June 18, 2012**

Duncan, BC

Council for the City of Duncan is pleased to announce that it is instituting a 50% rebate on monthly Transit passes purchased by City of Duncan residents, effective May 1, 2012. This pilot rebate program will run until December 2012, funds permitting. Before the expiry of the pilot program, its success will be evaluated and Council will determine whether or not to continue the program.

The Community's carbon foot print is primarily made up by transportation emissions. The City has set aggressive targets for community greenhouse gas reductions by 2020. The OCP target set in 2010 is to "*Reduce community-wide greenhouse gas emissions by 33% by 2020, and 80% by 2050, relative to 2007 levels.*"

In 2007 the Community-wide green house gas emissions from 'On Road Transportation' was 19,737 tonnes or 75.3% of all Community emissions.

"Without a conscious attempt to influence residents' patterns, the City will fall short of these targets." expressed Mayor Kent. "With the creation of this monthly transit pass rebate program, and by continuing to improve our pedestrian and cycling infrastructure, we believe we are moving in the right direction."

To obtain a rebate, City residents will purchase monthly transit passes through normal outlets, and then apply for a refund, just as they would for a toilet rebate. Residents will be asked to fill out a short application form, provide proof of residency, and submit a copy of the receipt from the purchase of their transit pass.

This will reduce the cost of a \$48 bus pass to \$24 for adults, and the cost of a student/seniors pass from \$36 to \$18.

**This rebate is retroactive to May 1, 2012.**

The cost of the program for 2012 is estimated to be approximately \$10,000.

**Contact: Mayor Phil Kent, [mayor@duncan.ca](mailto:mayor@duncan.ca) or Phone: 250.709.0186**



# MONTHLY TRANSIT PASS

## 50% REBATE APPLICATION

Pilot program May 1 – December 31, 2012

(funds permitting)

### APPLICANT

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Home Address (if different than above): \_\_\_\_\_

### Transit Pass purchase history

Have you ridden transit since January 1, 2011?      Y     N

If yes, approximately how many times? \_\_\_\_\_

Did you purchase a transit pass in the last 18 months?      Y     N

If yes, please indicate the months in which you used a monthly pass:

- |  |   |  |
|--|---|--|
| January 2011 <input type="checkbox"/>  | July 2011 <input type="checkbox"/>      | January 2012 <input type="checkbox"/>  |
| February 2011 <input type="checkbox"/> | August 2011 <input type="checkbox"/>    | February 2012 <input type="checkbox"/> |
| March 2011 <input type="checkbox"/>    | September 2011 <input type="checkbox"/> | March 2012 <input type="checkbox"/>    |
| April 2011 <input type="checkbox"/>    | October 2011 <input type="checkbox"/>   | April 2012 <input type="checkbox"/>    |
| May 2011 <input type="checkbox"/>      | November 2011 <input type="checkbox"/>  | May 2012 <input type="checkbox"/>      |
| June 2011 <input type="checkbox"/>     | December 2011 <input type="checkbox"/>  | June 2012 <input type="checkbox"/>     |

**DOCUMENTATION** (to be attached)  
(will not be returned)

- Copy of receipt(s) for transit pass purchase(s)  
(For May 2012 or later, up to December)
- Copy of proof of residency (e.g. drivers licence, telephone bill)

**Mail or drop off  
your application to:**

City of Duncan  
200 Craig Street  
Duncan BC V9L 1W3

*I certify that the above information is correct and I will ensure that no other person attempts to claim a rebate utilizing the original of the attached receipt, or I will forfeit all future claims for this or any other rebate from the City. I am not eligible for provincially subsidized \$45 annual Transit pass.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

One rebate per month per person (50% of the cost of a monthly transit pass). Pilot program up to December 31, 2012 funds permitting. The City will send a rebate cheque for qualifying purchases to the applicant.




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**NEWS RELEASE**

July 25, 2012

Customer Information: 250.746.9899

 Website: [www.bctransit.com](http://www.bctransit.com)


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**RIDERSHIP ON THE RISE IN THE COWICHAN VALLEY**

**COWICHAN VALLEY** – BC Transit and the Cowichan Valley Regional District are delighted to announce ridership on the conventional service is on the rise – up 13.8% over last year. In its Annual Report, BC Transit celebrated the Cowichan Valley as a market leader in rides with 362,389 in 2011/12 as compared with 318,506 in 2010/11. Plus the Cowichan Valley Commuter service to Victoria is also up 29% with 79,807 trips in 2011/12 compared with 62,119 trips counted in 2010/11.

With the addition of 2,000 service hours in May 2011 and 2,500 more service hours in February 2012, BC Transit is responding to the growing need for transit in the Cowichan Valley. A new service was started with route 5 Eagle Heights, schedule improvements were made to various routes, more trips have been added and service hours have been extended on many routes. The installation of 27 bus shelters may have also contributed to the increase in ridership.

“The Cowichan Valley is a dynamic transit district,” said BC Transit President & CEO Manuel Achadinha. “By adding service hours and extra runs on our most populated routes; BC Transit is working hard to be customer-friendly and convenient for the local community.”

“With the expansion of service, improved schedule reliability and improved connectivity to Duncan and other communities of the region, Cowichan residents have demonstrated increasing satisfaction with the value of service,” said CVRD Board Chair Rob Hutchins.

“I am very pleased that ridership has increased so significantly. Cowichan residents have responded to taxpayer investments in the Cowichan Valley Transit by choosing a reliable, safe, green and affordable transportation option,” said Ian Morrison, Chair of the CVRD Transit Committee.

For information on routes, schedules and fares, call the local operator of Cowichan Valley Regional Transit at 250.746.9899 or visit [www.bctransit.com](http://www.bctransit.com).

Media contact:

**Meribeth Burton**

Corporate Spokesperson | BC Transit



d: 250.995.5720 c: 250.507.8145

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[www.bctransit.com](http://www.bctransit.com)