



C·V·R·D

TRANSIT COMMITTEE SPECIAL MEETING

**FRIDAY, SEPTEMBER 14, 2012 - 9:30 A.M.
CVRD BOARD ROOM, 175 INGRAM STREET**

AGENDA

	Pages
1. <u>APPROVAL OF AGENDA:</u>	1 - 2
2. <u>REPORTS:</u>	
R1 2012 Mid-Year Transit Service Budget Status Jim Wakeham, Manager, FF&T	3-4
R2 2013 Transit Budget Discussion Jim Wakeham, Manager, FF&T	5
3. <u>NEW BUSINESS:</u>	
4. <u>CLOSED SESSION:</u>	
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 Closed Session Minutes of August 1, 2012	6-7
SUB1 Proposed provision of a Municipal Service – {Sub (1) (k)}	8-42
5. <u>ADJOURNMENT:</u>	

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 L. 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
Mark Turner, Volunteer Cowichan
Carol Blatchford, Cowichan Lake Community Services



R1

STAFF REPORT

TRANSIT COMMITTEE MEETING
OF SEPTEMBER 14, 2012

DATE: August 28, 2012 FILE NO: Transit
FROM: Jim Wakeham, Manager, Facilities, Fleet and Transit Management
SUBJECT: 2012 Mid -Year Budget Status Report - Transit Service

Recommendation/Action:

For information only.

Relation to the Corporate Strategic Plan:

The mid-year budget report is provided as information to the committee members so they are aware of the current status of the budget and it supports the Service Excellence goal of being proactive in providing information to committees as well as continuing to improve the budget process.

Financial Impact: (Reviewed by Finance Division: SEN)

This report is provided for information purposes only.

Background:

In conjunction with the start of the 2013 budget process, this report is to provide the committee an update on the interim status of the 2012 transit budgets. The 2 transit function budgets (106 and 107) include a line item - Contract for Services, which represents the service cost from BC Transit. This line item represents 86% of the total CVRD conventional transit budget and 70% of the total CVRD commuter transit budget.

The following updates are provided as of August 28, and note the monthly costs from BC Transit have only been received up to June. Staff has estimated the balance of the year as best as possible, but due to the magnitude of the BC Transit cost on the overall budget, the estimations do include a level of uncertainty.

Function 106 (Commuter):

Revenues: Ridership continues to increase and it is expected that the revenues (net of share to Victoria Commission) are on target to be slightly above the budget by year end.

Expenses: Most expense accounts are on target with the budget with the exception of bus stops and shelter maintenance which are expected to have a cost savings of \$4,000. The BC Transit contract for service account is also expected to be on line. The budget has a contingency of \$22,000 which at this time is not anticipated to be required.

Summary - Net surplus anticipated is approximately \$30,000.

Function 107 (Conventional):

Revenues: Ridership fares are on line to be slightly above budget by \$10,000, and the BC Bus ^{Pass} program is well above budget and expected to be \$40,000 higher due to a unexpected credit of \$20,000 for both 2011 (retro) and 2012 revenues. The increase in BC Bus pass revenue is due to a favorable outcome on the analysis of the revenue allocation by the province.

Expenses: Most expense accounts are on target with the budget with the exception of maintenance of bus stops and shelters which are also expected to have a cost savings of \$5,500. The BC Transit contract for service account is also expected to be under budget by \$25,000 due to the 2 month delay of the 2,000 hour service improvements implemented in spring 2012. The budget has a contingency of \$20,000 which at this time is not anticipated to be required.

The minor capital account of \$50,000 which is required to fund the bus bench program is also targeted to be on line with the budget.

Summary - Net surplus anticipated is approximately \$100,000, barring any major BC Transit service cost expenditure for major repairs.

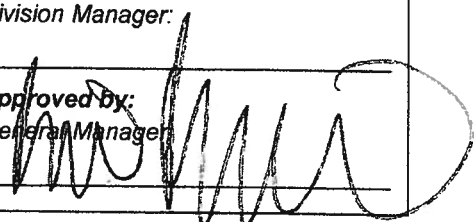
Submitted by,



Jim Wakeham, Manager
Facility, Fleet, and Transit Management

JW

Reviewed by: Division Manager:
Approved by: General Manager:





R2

STAFF REPORT

TRANSIT COMMITTEE MEETING
OF SEPTEMBER 14, 2012

DATE: August 28, 2012 FILE NO: Transit
FROM: Jim Wakeham, Manager, Facilities, Fleet and Transit Management
SUBJECT: 2013 Transit Budget Discussion

Recommendation/Action:

That the CVRD Transit Committee provides direction to staff on the 2013 CVRD transit budgets.

Relation to the Corporate Strategic Plan:

The request for staff to receive direction from the Transit Committee on the 2013 transit budget supports the Service Excellence goal of being proactive in providing information as well as it helps to improve the budget process.

Financial Impact: (Reviewed by Finance Division: NA)

None.

Background:

The purpose of this report is to initiate the planning process for the 2013 transit budgets. Staff are requesting the Transit Committee to provide direction with regards to the 2 transit function budgets; 106 (commuter) and 107 (conventional and handyDART).

Suggested input items are:

- Levels of service (commuter, conventional and handyDART). Should staff request more expansion hours from BC Transit?
- Capital or minor capital items. Does the committee support the installation of more shelters and/or benches?
- Fare adjustments. The last date when cash fares and passes were increased was Dec. 2010.
- Local marketing initiatives.
- Special service requests (custom trips to events).
- Maintenance of bus stops and shelters/benches.
- Level of reserve funds.
- Other.

Submitted by,

Jim Wakeham, Manager
Facility, Fleet, and Transit Management

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