



TRANSIT COMMITTEE

WEDNESDAY, OCTOBER 10, 2012 - 3:30 P.M.
CVRD BOARD ROOM, 175 INGRAM STREET

AGENDA

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1. <u>APPROVAL OF AGENDA:</u>	1 - 2
2. <u>ADOPTION OF MINUTES:</u>	
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BA1 5 year history of Transit requisition tax increases.	8 - 9
4. <u>CORRESPONDENCE:</u> No correspondence	
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R1 Regional Transit System – Free Transit Service Days Rob Williams, Transit Analyst	10 - 11
5. <u>NEW BUSINESS:</u>	
6. <u>QUESTION PERIOD:</u>	
7. <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 September 14, 2012	12 - 14
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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
Mark Turner, Volunteer Cowichan
Carol Blatchford, Cowichan Lake Community Services

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

PRESENT: Director Morrison, Chair
Director Kent, Vice-Chair
Directors Duncan, Fraser <1:40 p.m.>, Giles, Hutchins <1:15 p.m.>, Iannidinardo <1:20 p.m.>, Lefebure, Lines, McGonigle, Walker and Weaver

ALSO

PRESENT: Warren Jones, CAO, CVRD
Rob Williams, Transit Analyst, CVRD
Joe Barry, Corporate Secretary, CVRD
Myrna Moore, BC Transit
Joanne Bath, Recording Secretary

**APPROVAL
OF AGENDA**

Item C2 was added to the agenda.

It was moved and seconded that the closed session portion of the meeting be moved ahead of the regular session.

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

MOTION CARRIED

**RESOLVE INTO
CLOSED SESSION
1:02 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) (j) and (k).

MOTION CARRIED

**RISE FROM
CLOSED SESSION
3:30 p.m.**

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

MOTION CARRIED

**ADOPTION
OF MINUTES**

M1

It was moved and seconded that the minutes of the June 13, 2012, regular Transit Committee meeting be adopted.

MOTION CARRIED

M2

It was moved and seconded that the minutes of the July 11, 2012, special Transit Committee meeting be adopted.

MOTION CARRIED

**BUSINESS ARISING
OUT OF MINUTES**

No business arising

CORRESPONDENCE

C1

From: Lonnie Norris, Halalt First Nation
Re: Transit Service for Halalt First Nation

Staff will meet with representatives of the Halalt First Nation to discuss service desired and report back to the Committee.

Director Lefebure requested consideration of providing this service without the requirement to join the transit service area.

It was moved and seconded that the correspondence from the Halalt First Nation be received and filed.

MOTION CARRIED

C2

From: Gary Greenstein
Re: Expansion of public bus service to Nanaimo ferry terminals.

It was moved and seconded that the correspondence be received and filed.

MOTION CARRIED

REPORTS

R1

A staff report was received for information providing an update on the handyDART expansion hours.

FOR INFORMATION

R2

A staff report was considered regarding provision of bus service during the 2016 or 2018 BC Summer Games.

It was moved and seconded:

- 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.**

MOTION CARRIED

INFORMATION

- IN1 City of Duncan – Transit Pass Rebate Pilot Program
- IN2 BC Transit Press Release - ridership
- IN3 25-year CVRD Transit Future Plan

NEW BUSINESS

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 4:00 p.m.

Chair

Recording Secretary

Dated: _____

M2

Minutes of the regular meeting of the Transit Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on September 14, 2012 at 9:30 a.m.

PRESENT: Director Morrison, Chair
Directors Duncan, Giles, Hutchins, Lefebure, Lines, McGonigle, Weaver and Alternate Director Tom Duncan

ABSENT: Directors Fraser, Iannidinardo, Kent and Walker

ALSO PRESENT: Warren Jones, CAO, CVRD
Jim Wakeham, Manager, FF&T, CVRD
Brian Dennison, GM, Engineering & Environment
Rob Williams, Transit Analyst, CVRD
Mark Kueber, GM, Corporate Services, CVRD
Joe Barry, Corporate Secretary, CVRD <10:25 a.m.>
Myrna Moore, BC Transit
James Wadsworth, BC Transit
Peter de Verteuil, City of Duncan
Joanne Bath, Recording Secretary

APPROVAL OF AGENDA

The Chair asked that the Committee disregard item SM1 and replace with addendum item SM2.

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

MOTION CARRIED

REPORTS

R1

A staff report was presented providing the status of the 2012 year to date transit service budgets.

Mr. Wakeham discussed the 2012 status of Functions 106 and 107, advising that both budgets are expected to have surpluses this year.

FOR INFORMATION

R2

Mr. Wakeham presented information for discussion on approved service expansions, estimated 2012 surpluses and BC Transit cost increases for both the Commuter (F106) and the Conventional (F107) services for the committee to be aware of for 2013. The committee was asked to provide staff with direction on the 2013 transit budgets.

Staff provided clarification regarding the funding formula for the commuter service.

It was moved and seconded that staff prepare a budget based on a 0% increase for the 2013 Function 106 budget, and any additional surplus is to be transferred to the operating reserve.

MOTION CARRIED

Staff were requested to provide the Committee with the last 5 years history of tax requisition increases for the transit functions and an electronic copy of the historical transit service increase report done last year.

**RESOLVE INTO
CLOSED SESSION
10:30 a.m.**

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

MOTION CARRIED

**RISE FROM
CLOSED SESSION
2:30 p.m.**

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

MOTION CARRIED

R2

Budget 107 - continued:

It was moved and seconded that staff prepare a budget as presented in the DRAFT 2013 requisition review for Function 107, which includes an estimated tax increase of 14.3% less 3 items to reduce the amount by 4.2% resulting in an estimated increase of 10.1%.

MOTION CARRIED

Additional service expansion hour options will be reviewed at the next stage of the budget process..

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

MOTION CARRIED

The meeting adjourned at 2:30 p.m.

Chair

Recording Secretary

Dated: _____

CVRD 5 Year History of Transit Service Tax Requisition

106 - Commuter

<u>YEAR</u>	<u>Tax \$ Amount</u>	<u>% Increase</u>	<u>Explanation</u>
DRAFT 2013	\$160,944	0.00%	No increase due to: increase in revenues and savings on contingency expense in 2012, resulted in \$4,950 of the ESTIMATED surplus being added to operating reserve and carrying forward \$25,050 to 2013. Rising fare revenues expected to offset increased BC Transit costs for 2013.
2012	\$160,944	0.00%	No increase due to: increase in revenues and savings on contingency expense in 2011, resulted in \$60,500 of surplus added to the operating reserve and carried forward \$30,700 to 2012, to fund the full year cost of the transit analyst, increased CVRD service allocations and increased BC Transit operating costs.
2011	\$160,944	-7.64%	Decrease of \$13,300 due to: 2010 surplus of \$64,543 due to a 35% increase in fare revenues and a small savings on the contingency expense and operating costs, allowed a \$25,145 transfer to the operating reserve and carried forward \$39,400 to 2011. With the increased fare revenues and the carry forward amount, it provided funding for stop & shelter maintenance and the partial year cost for the transit analyst position, increases in BC Transit operating costs and the 2011 tax was still reduced.
2010	\$174,264	136.21%	The \$100,500 increase is due to: a carry forward deficit of \$29,400 from 2009. Plus revenues were reduced to take into account 3 less months (net reduction of \$17,000 from 2008) which was added in 2009. The balance of the increase \$54,000 is for full year cost of the service, including more CVRD allocations, but not all were included (ie transit staff time).
2009	\$73,776	-	Service started in Oct 2008, but since there was no function established revenues were received (\$43,000) creating a surplus carry forward for 2009. The 2008 expenses were added to 2009 which contributed to a deficit at year end.

107 - Conventional

YEAR	Tax \$ Amount	% Increase	Explanation
DRAFT 2013	\$1,737,045	10.17%	Estimating a \$160,300 increase due to: Service increase for conventional & HandyDART that started in 2012 - \$89,000, plus the estimated BCT contract for service increases \$77,600, less increased fare revenue of \$37,500 and less the removal of \$50,000 for benches and reduced maintenance and advertising of \$15,900, and there was a reduced surplus from 2011 of \$97,100.
2012	\$1,576,745	2.01%	Small increase of \$31,000 due to: a large 2011 surplus \$282,000 mainly from BCT costs much less than expected and higher revenues. This allowed \$85,000 to be transferred to operating reserve and carry forward \$197,000 to 2012 to fund: full year cost of transit analyst \$30,000, increase in CVRD allocations \$20,000, bus bench project \$50,000, BCT estimated cost increases \$79,000, new Cowichan Seniors transportation service \$6,000, and new local marketing initiatives of \$12,000.
2011	\$1,545,745	41.74%	Large increase due to: \$115,000 for 2000 hour expansion (new route 5, Youbou/HMB, TCH- MOTI stop changes), plus \$50,000 HandyDART (1600 hrs) full year. Also increase in BCT costs \$169,000 including allocation for GIS & transit management staff costs \$49,000, smaller surplus carry forward from 2010 of \$81,000 less than 2009. Plus part year addition of transit analyst \$27,000 and added \$36,000 in additional revenue.
2010	\$1,090,523	6.74%	Increase of \$69,000 was due: cost for extra spare bus \$16,000, new bus shelter maintenance cost of \$35,000, plus increases of \$24,000 in CVRD allocations and other service costs. Plus the 2009 carried forward portion of the surplus was \$18,000 less than 2008 (mainly due to the transferring of 20% of surplus \$22,400 to the operating reserve). Revenues also up \$24,000. No major increase for BC transit cost projections.
2009	\$1,021,687	0.00%	No increase due to: large 2008 surplus of \$221,500 (mainly from projected BC Transit costs much less than expected) and higher revenues. \$130,100 was carried forward and \$91,400 transferred to the new operating reserve. The carry forward amount allowed for added service hours for the South Connector route 10, (1000 hours), plus increasing bus stop maintenance \$7,500 and adding a contingency of \$20,000.
2008	\$1,021,687	8.34%	Increase of \$78,600 from 2007, was lessened due a larger carried forward surplus than 2007 of \$155,000, plus fare revenue increased \$42,000. The funding was projected to support a service increase of approx. 2,800 hours in South Cowichan and to the Commons, plus 2,300 hours (doubling of service) for handyDART was added.
6 year average (with draft 2013)			11.50%



R1

STAFF REPORT

**TRANSIT COMMITTEE MEETING
OF OCTOBER 10, 2012**

DATE: October 1, 2012 **FILE NO:** Transit
FROM: Rob Williams, Transit Analyst, Facility, Fleet and Transit Management
SUBJECT: FREE Transit Days – Remembrance Day and Holiday Shopping Promo

Recommendation/Action:

That it be recommended to the Board that cash fares be reduced to zero on the Cowichan Valley Conventional and handyDART Regional Transit Systems on the following days:

- 1. Remembrance Day, November 11, 2012**
- 2. Week before Remembrance Day (Monday Nov 5 to Saturday Nov 10) for Veterans and Armed Forces personnel only.**
- 3. Ten days before Christmas: Friday, December 14, Saturday, December 15 and Sunday, December 16, 2012.**

Relation to the Corporate Strategic Plan:

This initiative fits within the Healthy Environment Community section of the Corporate Strategic Plan as it promotes the establishment of sustainable communities.

Financial Impact: (Reviewed by Finance Division: _____)

The revenue impact for the Remembrance Day initiative is estimated to be \$500 based on the same initiative in 2011. The revenue impact from the proposed three day holiday shopping event is estimated to be \$3,000, based on 2011 figures for the same promotion. The decrease in fare revenue from these free service dates are accounted for in the projected 2012 budget surplus.

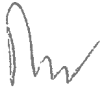
Background:

CVRD Transit staff have been working hard over the past few years to try and increase the exposure of the transit system across the region in an effort to boost ridership. This has included offering free transit days as a special promotion. While the ridership numbers have been quite low in the past for the Remembrance Day promo, it is a good gesture and does give respect to those who have fought for our country. Staff is again recommending that we provide free transit on the Conventional and handyDART systems to all Veterans and Armed Forces personnel for the week leading up to Remembrance Day, November 5-10, 2012, and to all transit riders on Remembrance Day, November 11, 2012.


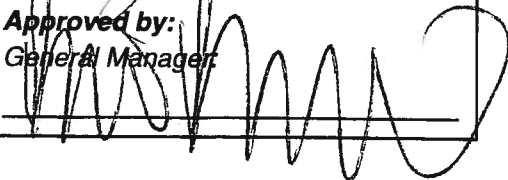
A free transit shopping weekend two weeks before Christmas was also offered in 2011. This was changed from a previous one-day holiday shopping promo that may have been too restrictive for new potential riders. The free transit shopping promotion is also intended to expose the transit service to new riders as well as help reduce vehicle congestion on the roadways and parking lots during the peak holiday shopping season. A reduction in holiday vehicle traffic can also potentially help reduce vehicle greenhouse gas emissions in the area.

It is recommended that this promotion be offered again this coming holiday season, December 14 - 16, 2012, as last year's promo resulted in an estimated 28% increase in ridership over the previous weekend (December 9-11, 2011). Other factors such as weather and closeness to Christmas may also be responsible for this increase.

Submitted by,



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

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

RW:jlb
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