



## TRANSIT COMMITTEE

WEDNESDAY, February 13, 2013 - 3:00 P.M.  
CVRD BOARD ROOM, 175 INGRAM STREET

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### AGENDA

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2.	<b><u>ADOPTION OF MINUTES:</u></b>	
	M1 Minutes of the of the Transit Committee meeting held December 12, 2012.	3 - 4
3.	<b><u>BUSINESS ARISING FROM THE MINUTES:</u></b>	
	BA1 BCT Responses to Questions/Queries from December 12 <sup>th</sup> meeting regarding Greyhound service and custom transit. (Myrna Moore, BCT)	5 - 7
	<b><u>DELEGATIONS</u></b>	
	D1 Carol Hunt: Cowichan Seniors Community Foundation Subject: Supported Transportation Program	8 - 10
4.	<b><u>CORRESPONDENCE:</u></b>	
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	R1 2013 Requisition Review – Budget 106 (Jim Wakeham, Manager, Facilities, Fleet & Transit)	13
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5.	<b><u>NEW BUSINESS:</u></b>	
6.	<b><u>QUESTION PERIOD:</u></b>	

**7. ADJOURNMENT:**

The next meeting of the Transit Committee will be held **April 10, 2013**

**DISTRIBUTION:**

**Transit Committee**

Director I. Morrison, Chairperson

Director J. Lefebure, Vice-Chairperson

Director L. Iannidinardo

Director P. Kent

Director L. Duncan

Director B. Lines

Director B. Fraser

Director T. McGonigle

Director G. Giles

Director M. Walker

Director R. Hutchins

Director P. Weaver

**As Well As:**

**CVRD**

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

**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

**Agenda Cover Only**

Directors Dorey, Hartmann and Marcotte

Joe Barry, Corporate Secretary

Tom Anderson, Manager, Planning & Development

# M1

Minutes of the regular meeting of the Transit Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on December 12, 2012 at 3:30 p.m.

**PRESENT:** Director Morrison, Chair  
Directors Fraser, Giles, Hutchins, Iannidinardo, Kent, Lefebure, Lines, Walker, Weaver and Alternate Directors Day <3:38 p.m.> and Williams

**ABSENT:** Directors Duncan and McGonigle

**ALSO**

**PRESENT:** Warren Jones, CAO, CVRD  
Jim Wakeham, Manager, Facilities, Fleet, & Transit, CVRD  
Brian Dennison, GM, Engineering & Environment, CVRD  
Rob Williams, Transit Analyst, CVRD  
Myrna Moore, BC Transit  
Joanne Bath, Recording Secretary

**APPROVAL  
OF AGENDA**

**It was moved and seconded that the agenda be approved as amended to revise item R3 to SSR1.**

**MOTION CARRIED**

**ADOPTION  
OF MINUTES**

**It was moved and seconded that the minutes of the October 10, 2012 regular Transit Committee meeting be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING  
OUT OF MINUTES**

**BA1**

A 2012 breakdown of population and estimated transit service hours and kilometres per funding partner for the conventional service only was provided.

**FOR INFORMATION**

**CORRESPONDENCE**

**C1**

Correspondence was received from the City of Duncan regarding a Greyhound Canada service reduction.

**Action:** BC Transit agreed to request details of Greyhound's responsibilities and provide to the Committee.

**FOR INFORMATION**

**C2**

A 2011–2012 Annual Performance Summary Report was received from BC Transit.

**Action:** BC Transit were asked to provide financial comparisons to similar sized service areas/regions for the custom HandyDART service, as well as 2010 – 2011 similar statistical information.

**Action:** BC Transit were asked to provide feedback on other types of dispatch software that was available or being used by other custom HandyDART service providers.

**Action:** Staff were asked to request the operating companies to provide the Committee with formal reports of their operation a few times per year.

**It was moved and seconded that the 2011-2012 Annual Performance Summary Report from BC Transit be received and filed.**

**MOTION CARRIED**

**REPORTS**

**R1** Staff provided the Committee with a verbal update on the transit bench install program.

**R2** A staff report was considered regarding an Easement Agreement with North Cowichan for transit shelters and benches.

**It was moved and seconded that the CVRD Board Chair and Corporate Secretary be authorized to sign the 10 year North Cowichan Encroachment Agreement for the existing installation of eight transit shelters and eight benches.**

**MOTION CARRIED**

**NEW BUSINESS** None

**4:00 p.m.** The Committee recessed for ten minutes.

**RESOLVE INTO CLOSED SESSION**  
**4:10 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, Section 90 {{(1) (k)}}.**

**MOTION CARRIED**

**RISE FROM CLOSED SESSION**  
**4:31 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 4:32 p.m.

\_\_\_\_\_  
Chair

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

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

## BCT Responses to Questions/Queries raised at the Dec 12<sup>th</sup> 2012 Transit Committee Meeting

### 1) Query Re: Greyhound Service Cuts:

The detailed info re Greyhound inter-city bus service cuts on Vancouver Island is provided below. The trips noted with “fd” refer to “flag” down the bus on the highway near the Route point noted.

Ground transportation in the province is regulated by the BC Passenger Transportation Board, which provides licenses for bus services like Greyhound to operate. With Inter-City buses, the Board establishes route points (usually municipalities), a minimum frequency for passenger transportation service at each point, and terms and conditions for operating inter-city bus services. Inter-City bus operators may exceed the minimum route frequency set out in their Passenger Transportation License. **Greyhound Canada Transportation ULC has been given the go-ahead for its proposed route cutbacks for passenger transportation on Vancouver Island and many other BC bus routes.** Greyhound Canada provides both passenger transportation and freight delivery/parcel express services.

The BC Passenger Transportation Board (PTB) approved the company’s application in mid-January to reduce its minimum route frequency between Victoria and Nanaimo (Route T) and also between Nanaimo and Campbell River (Route U) and eliminate service from Victoria to Mount Washington (Route X), which currently operates at least three times per week. Greyhound proposes to reduce minimum frequency on Routes T and U. The proposed reductions vary for different communities on these routes. Generally, **Greyhound proposes to reduce minimum service between Victoria and Nanaimo (Route T) from 4 trips daily in each direction to 3 (and from 60 weekly trips to 42).** For communities other than Victoria, Duncan and Nanaimo, the minimum would be reduced from 3 trips daily in each direction to 1 (and from 42 weekly trips to 14), **with Ladysmith minimum trips being reduced from 4 trips daily in each direction to 1 (and from 60 weekly trips to 14).** The cuts come after a drop in the number of passengers and rising fuel and maintenance costs. Fifteen bus routes are approved for reduced service levels, plus the eliminated route (Route X) between Victoria and Mount Washington. The following table provides the impact of the reduced services between Victoria and Nanaimo – for minimum daily passenger trips. “fd” noted in the table below means “flag down” the bus along the highway at the Route Point.

### **Summary of Southern Vancouver Island Greyhound Service Cuts**

<b>Route Point</b>	<b>Current Daily Minimum (each direction)</b>	<b>Proposed Daily Minimum (each direction)</b>
City of Victoria	4	3
City of Langford	3fd	1fd
Goldstream	3fd	1fd
<b>Malahat Lookout</b>	3fd	1fd
<b>Mill Bay</b>	3	<b>1</b>
<b>Cobble Hill</b>	3fd	<b>1fd</b>
<b>Cowichan Bay</b>	3fd	<b>1fd</b>
<b>City of Duncan</b>	4	<b>3</b>
<b>District of North Cowichan</b>	3	<b>1</b>
<b>Saltair</b>	3fd	<b>1fd</b>
<b>Town of Ladysmith</b>	4	<b>1</b>

Cassidy	3	1
City of Nanaimo	4	3

Public comments respecting Routes T and U: The Board received 9 submissions from businesses regarding the proposed changes in minimum route frequencies to Routes T and U. Eight (8) of these submissions have expressed concerns regarding reduced freight services and the shipments of supplies/products that they depend on through Greyhound services. The jurisdiction of the Board relates to passenger transportation and not freight, and for this reason, the Board has not examined how the proposed reduction in passenger service would affect freight. It has been noted, however, that **Greyhound has stated that approval of the proposed route reductions made with this application would not cause the discontinuation of overnight package express service in the communities noted above.**

The BC Passenger Transportation Board accepted Greyhound's October 3, 2012 application for the cuts in a decision released mid-January. Greyhound company official Grant Odsen said ridership has been gradually falling for several years and the company is running too many buses. In its application, Greyhound says it lost about \$14.1 million on scheduled passenger operations in BC in the 2011/12 fiscal year. It also says it was hurt by competing provincial government transit and buses operated by Northern Health Authorities. Odsen said the reductions will result in savings of about \$6.5 million a year, which he added will be put into upgraded buses on existing routes. **The reduced service levels on Vancouver Island are expected to be in effect by February 6<sup>th</sup>, 2013.**

Tofino Bus Services Inc. has applied to the BC Passenger Transportation Board to take over Greyhound's morning departures to Victoria from Campbell River and Courtenay and Greyhound's afternoon run to Victoria from Nanaimo. Tofino Bus has not applied to take over Greyhound's Mount Washington route.

More information on the BCPTB decision, including a full list of affected routes is provided in the link below:

[http://www.th.gov.bc.ca/ptb/ICB\\_application\\_notices/305-12/GCTU\\_305-12\\_DECISION-2013-0115.pdf](http://www.th.gov.bc.ca/ptb/ICB_application_notices/305-12/GCTU_305-12_DECISION-2013-0115.pdf)

**Query Re: 2010/2011 & 2011/2012 Custom Operating Costs (Financial Comparables) Compared with other Similar Communities:**

Section #4c in each of the 10/11 and 11/12 Annual Performance Summaries provide the Financial Comparables data, including the high, low and average values of other BC Transit peer group systems. The following tables provide a more detailed comparison of 2010/11 Custom Operating Costs and 2011/12 Custom Operating Costs with each of the 5 similar peer group systems.

**2010/2011 Custom Peer Group Operating Cost Comparison**

Custom peer group	Operating Cost/Hour	Operating Cost/Ride	Cost Recovery from Revenue
Campbell River	\$69.55	\$18.50	6.1%
Chilliwack	\$61.94	\$15.17	5.9%
Comox Valley	\$58.94	\$21.50	5.7%
<b>Cowichan Valley</b>	<b>\$61.68</b>	<b>\$26.25</b>	<b>6.3%</b>
Penticton	\$52.41	\$23.00	5.4%
Vernon Regional	\$66.27	\$14.48	8.7%
<b>Peer Group Average</b>	<b>\$64.91</b>	<b>\$19.33</b>	<b>5.9%</b>

### 2011/2012 Custom Peer Group Operating Cost Comparison

Custom peer group	Operating Cost/Hour	Operating Cost/Ride	Cost Recovery from Revenue
Campbell River	\$69.08	\$18.14	5.0%
Chilliwack	\$65.10	\$16.86	5.6%
Comox Valley	\$61.59	\$21.89	7.0%
<b>Cowichan Valley</b>	<b>\$65.00</b>	<b>\$32.06</b>	<b>5.0%</b>
Penticton	\$53.32	\$20.47	5.8%
Vernon Regional	\$68.19	\$15.23	8.2%
<b>Peer Group Average</b>	<b>\$65.09</b>	<b>\$18.59</b>	<b>6.6%</b>


#### 2) Query Re: Recommended Dispatch Software for Custom Transit:

An inventory of custom transit system scheduling/dispatching software by BC Transit's IT and custom transit staff is in the current work plan.

StrataGen is the custom transit trip scheduling/dispatching software that is currently being used by the Victoria Regional Custom Transit System, as well as the Nanaimo Regional Custom Transit System. A number of the other larger custom transit systems in the province are currently using a version of the web-enabled Trapeze Novus software. However, since the Trapeze Novus software system is aging and is also in need of upgrading, our IT/Custom Transit staff is currently investigating other software options. **In the interim, several smaller custom transit systems (including Cowichan Valley Custom) are currently utilizing a variety of software options for scheduling/dispatching handyDART trips.**

The investigation of improved scheduling/dispatching software systems is currently a "work in progress".

**Myrna Moore**  
Senior Regional Transit Manager,  
Vancouver Island Coastal  
Municipal Systems



**Cowichan Seniors  
Community Foundation**  
February 13, 2013

Our Foundation works to identify and act upon emerging issues affecting seniors through dialogue with government, businesses, not for profits and residents.

**SUPPORTED  
TRANSPORTATION  
PROGRAM**

If you need to:


- Get to a medical or health related appointment
- Visit a friend or family member at the hospital
- Attend support group meetings



**WE CAN HELP....**

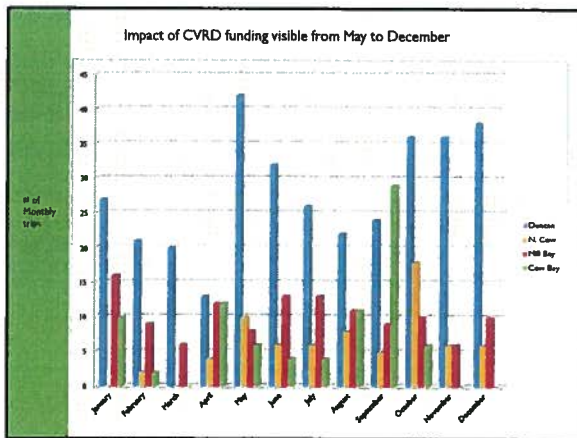
**FACTS AND FIGURES 2012**

Registered Clients:	120
Active Clients in 2012	51
Volunteer Drivers	20
Kilometres Driven	10,293
Number of one way rides	670
Customer Donations Received	\$1,789



**FACTS AND FIGURES  
CONTINUED...**

	<u>Trips</u>	<u>%</u>
Duncan	337	50%
North Cowichan	71	11%
Cowichan Lake Area	1	0%
Mill Bay	123	18%
Shawnigan Lake	2	0%
Cobble Hill	20	3%
Cowichan Bay	84	13%
Cowichan Station, Glenora, Sahtlam	32	5%
<b>Total rides all areas</b>	<b>670</b>	<b>100%</b>



**2012 FUNDING RE-CAP**

Drivers' re-imburement @\$.30/km	\$3,564
Coordinator's honorarium @ \$300/month	\$3,600
Wages	\$3,035
Other Program Costs	\$3,812
<b>Total Project Cost</b>	<b>\$14,012</b>
CVRD funding	\$4,504*
Customer Donations	\$1,789
Business Sponsorship	\$4,500
<b>Total Project Revenue</b>	<b>\$10,793</b>
<b>Net Loss</b>	<b>-\$3,219</b>



### STATUS QUO

- CVRD funding \$9,000
- 10% anticipated increase in client numbers
- No expansion into regional areas not currently served



### EXPANDED PROGRAM

- CVRD funding \$12,000
- Three more coordinators
- 33% or 225 anticipated increase in rides
- Areas to include Shawnigan Lake, Cowichan Lake Area and Chemainus

### COMMUNITY CONSULTATION

Ongoing efforts to develop under served areas in the Cowichan Region;

- Local Governments
- Community Service Clubs
- VIHA
- Cowichan Communities Community Health Network
- Like minded organizations



### COMMUNITY IMPACT

If the Supported Transportation Program didn't exist who would miss it?

- Seniors who couldn't make it to their appointments
- Doctors who may not have an opportunity for follow-up care
- Family members who have to take time from their work
- Loved ones in the hospital who don't get visits

### THE ASK.....

The Cowichan Seniors Community Foundation respectfully requests that the CVRD support the 2013 Supported Transportation Program by contributing \$12,000 to expand accessibility to other areas of the transit region.



### THANK YOU



# Cowichan Seniors Community Foundation Supported Transportation Program, 2012 At-A-Glance

Registered Clients:	120
Active Clients in 2012:	51
Volunteer Drivers:	20
Kilometres driven:	10,293
Number of one-way rides:	670
Customer Donations Received	\$1,789
Average donation per trip	\$2.67

Unmet trips: 23

Three main reasons for unmet trips:

- Request for out-of-service-area rides, mainly to Victoria or Nanaimo
- Too short notice
- Client disability beyond our scope of assistance

## Cowichan Seniors Community Foundation Door to Door Trip Report 2012

Month	Duncan	North Cowichan	Cowichan Lake area	Mill Bay Area A	Shawnigan Lake Area B	Cobble Hill Area C	Cow Bay Area D	Cow Stn, Glenora, Sahtlam Area E	TOTAL RIDES ALL AREAS	TOTAL KM
February	21	2	1	9	0	0	2	0	35	625
March	20	0	0	6	0	2	0	0	28	495
April	13	4	0	12	0	4	12	0	45	898
May	42	10	0	8	0	0	6	14	80	1,002
June	32	6	0	13	0	0	4	4	59	808
July	26	6	0	13	0	0	4	4	53	950
August	22	8	0	11	0	2	11	0	54	1,142
September	24	5	0	9	0	0	29	2	69	1,159
October	36	18	0	10	0	6	6	2	78	987
November	36	6	0	6	0	0	0	0	48	739
December	38	6	0	10	0	6	0	4	64	788
TOTAL	337	71	1	123	2	20	84	32	670	10,293
Monthly Avg.	28	6	0	10	0	2	7	3	56	858

Note 1

Note 1: CVRD funding commenced April 2012

**Purpose: For Information Only**

**A) Background from BC Government Response to BC Transit Independent Review (September 2012)**

**On March 15, 2012 the B.C. Government appointed a three-person Independent Review Panel to review BC Transit performance and operations. The review was in response to concerns from some local governments about aspects of BC Transit operations that affect their communities.** The independent panel held 25 meetings with 40 local governments across the province, and received 30 submissions from local government and other key stakeholders. **It delivered the report, including 18 recommendations, to the Minister of Transportation and Infrastructure on August 1, 2012.** The government immediately published the report online, giving local governments and the general public the opportunity to review the recommendations before issuing a response. The report confirmed that BC Transit provides first-rate, efficient and cost-effective transit services to the people of British Columbia. While the delivery of transit services works well in British Columbia, there is always room for improvement. **The report also highlighted the need for stronger partnership and better communication around transportation planning and delivery.** Its key themes are governance, decision-making and accountability. The Review Panel recommendations highlight the need to communicate effectively and to re-evaluate how the BC Transit Board operates. **The government is excited at the prospect of working cooperatively with BC Transit and local governments to reach the vision articulated so clearly in the report, aptly named: Modernizing the Partnership.**

**Examples of the Panel Recommendations Affecting Local Government:**

1. The Ministry of Transportation and Infrastructure should work with local governments and with public transit services to develop the Government Letter of Expectations to BC Transit. The Letter of Expectations should clearly establish the roles, responsibilities and accountabilities of the provincial government, local governments and BC Transit.
2. Local government and BC Transit decision making authority should rest with the partner that bears the consequences or benefits of any decision. Where a decision of one partner will have an impact on the other partner, consultation should occur.
3. BC Transit should provide reports to Councils and Regional District Boards at least twice a year on: system ridership; cost per capita; passengers per capita; service hours per capita; cost per hour; cost per rider; and revenue cost ratio. BC Transit should also provide each local Council and Board comparisons with peers and performance over time for each of these measures.
4. BC Transit should report in detail annually to local government on its administration costs, its fleet management activities and the benefits it provides from centralized purchasing in comparison to other transit systems across Canada.

**B) BC Transit Independent Review Implementation & Next Steps (Received Feb 1, 2013)**

To: BC Transit Communities

At the 2012 UBCM Convention, the Minister of Transportation and Infrastructure announced that the Province would be acting on the recommendations coming out of the BC Transit Independent Panel Review. In follow up to that direction, UBCM was invited to work with the Ministry and BC Transit on implementing specific recommendations related to local governments. Our UBCM Executive supports our continued role in this implementation process and we want to include you in our next steps.

Recognizing the valuable role played by local governments during the review, we would like to draw on your expertise once again and invite you to be part of a working group that will provide input as we move ahead to implement change. Since the focus is now on implementation, UBCM is asking designated staff representatives to signal their willingness to participate. The expectation is that staff will report back to the elected officials as the process evolves. Thanks to the Regional District of Nanaimo for assisting us in identifying community contacts.

We hope to hold a first meeting in mid-February via conference call between the working group members, UBCM, Ministry of Transportation and BC Transit staff. Members of the working group will discuss recommendations specific to local government, proposed work plan and timelines as well as communications out to the broader membership as the implementation process unfolds.

Please confirm your participation, or that of a designate, and we will get back to you with some potential conference call meeting dates.

For reference the government's response to the Independent Panel Review can be found at: [www.th.gov.bc.ca/BC Transit Review/documents/Response BCTransit Independent Review.pdf](http://www.th.gov.bc.ca/BC_Transit_Review/documents/Response_BCTransit_Independent_Review.pdf)

If you have any questions please feel free to contact me at: [mcrawford@ubcm.ca](mailto:mcrawford@ubcm.ca)

On behalf of UBCM, thank you in advance for your involvement.

Marie Crawford, Associate Executive Director  
UBCM  
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As at February 4, 2013

A) Core Budget	2011		2012		2013		Based on	
	Tax Requisition	Tax Requisition	% Increase	Tax Requisition	2013 \$ change	2013 % change	2013 Assess.	Avg. Cost
Core Budget	\$160,944	\$160,944	0.0%	\$160,944	\$0	0.0%	Per \$100K	\$0.00
Main changes for 2013:								
1) Increase in fare revenues (net of Victoria Transit share)					-\$15,500	-9.6%		-\$0.15
2) Reduction in BC Transit service costs (fuel, operations & HST savings)					-\$4,000	-2.5%		-\$0.04
3) Less increase in CVRD department allocations and other cost increases					\$19,775	12.3%		\$0.19
4) Change in surplus from 2011 to 2012					-\$275	-0.2%		\$0.00
					Subtotal			\$0
								0.0%
								\$0.00

Notes: - 2012 had a surplus of \$59,508 and \$30,985 was rolled into the 2013 budget to maintain no increase in the tax requisition.  
 - The 2012 excess surplus of \$28,523 was transferred to the operating reserve.

B) Supplemental Items

i)	Requested by Committee	Anticipated Funding Method			Impact on Requisition	% Increase
		Reserves	S.T. borrow	Operating		
		\$0	\$0	\$0	\$0	0.0%
ii)	Recommended by	Anticipated Funding Method			Impact on Requisition	% Increase
	Corporate Leadership Team	Reserves	S.T. borrow	Operating	\$0	0.0%
		\$0	\$0	\$0	\$0	
iii)	Other items (for discussion)	Anticipated Funding Method			Impact on Requisition	% Increase
		Reserves	S.T. borrow	Operating	\$0	0.0%
		\$0	\$0	\$0	\$0	
<b>Total Impact (i to iii)</b>					<b>\$0</b>	<b>0.0%</b>

NOTE: The operating reserve balance at January 1, 2012 = \$85,643 plus a transfer of \$28,523 from the 2012 surplus = a balance of \$114,166.

**A) Core Budget (with approved service expenditures)**

	2011	2012	2012	Proposed 2013	Proposed 2013	Proposed 2013	Based on 2013 Assessments
Core Budget	<u>Tax Requisition</u>	<u>Tax Requisition</u>	<u>% Increase</u>	<u>Tax Requisition</u>	<u>\$ Increase</u>	<u>% Increase</u>	<u>Average Cost per \$100k</u>
	\$1,545,745	\$1,576,745	2.0%	\$1,724,357	\$147,612	9.4%	\$1.38
Reasons for a tax increase for 2013:							
1) Plus: Expansion to Ladysmith - 4 months of full year cost of \$272,500				\$90,833	\$90,833	5.8%	\$0.85
2) Less: Town of Ladysmith partner contribution (cost recovery)				-\$63,822	-\$63,822	-4.0%	-\$0.59
3) Plus: Full year cost affect for Sept 2012 handyDART exp. (1600 hrs)				\$50,000	\$50,000	3.2%	\$0.47
4) Plus: Full year cost affect for May 2012 expansion (2500 hrs)				\$39,000	\$39,000	2.5%	\$0.36
5) Plus: Est. Increase in BCT contract service: mtnc, equipment, fleet, etc.				\$47,800	\$47,800	3.0%	\$0.45
6) Plus: 2012 surplus less than 2011 (\$197,142 + \$16,667 - \$153,264)				\$60,545	\$60,545	3.8%	\$0.58
7) Plus: Increase in CVRD allocations, wages and other expenses				\$42,756	\$42,756	2.7%	\$0.38
8) Less: Increase in fare revenue, advertising and other revenues				-\$59,500	-\$59,500	-3.8%	-\$0.56
9) Less: Removal of minor capital amounts (ie. benches)				-\$50,000	-\$50,000	-3.2%	-\$0.47
10) Less: Reduced advertising/promotions & shelter maintenance				-\$10,000	-\$10,000	-0.6%	-\$0.09
Note re #3 above: Sept 2012 HandyDART service was funded from operating reserve				Subtotal	\$147,612	9.4%	\$1.38

**B) Supplemental Items**

i)	Requested by Commission	Anticipated Funding Method				Impact on Requisition	% Increase
		Reserves	S.T. borrow	Operating			
		\$0	\$0	\$0	\$0	\$0	0.0%
ii)	Recommended by Corporate Leadership Team	Anticipated Funding Method				Impact on Requisition	% Increase
		Reserves	S.T. borrow	Operating			
		\$0	\$0	\$0	\$0	\$0	0.0%
iii)	Other items	Anticipated Funding Method				Impact on Requisition	% Increase
		Reserves	S.T. borrow	Operating			
	1) Increase Cowichan Seniors Foundation transportation funding from \$6,000 to \$12,000 but prorated for 9 months (April - Dec. 2013)			\$4,500	\$4,500	\$4,500	0.3%
	Subtotal	\$0	\$0	\$4,500	\$4,500	\$4,500	0.3%
	<b>Total Impact (I to iii)</b>					<b>\$152,112</b>	<b>9.65%</b>

NOTE: Operating reserve balance as at January 1, 2012 = \$130,275, less \$9,477 for HandyDART expansion in Sept 2012 = balance of \$120,798.



**R3**

**STAFF REPORT**

**TRANSIT COMMITTEE MEETING  
OF FEBRUARY 13, 2013**

**DATE:** February 4, 2013 **FILE NO:** Transit  
**FROM:** Jim Wakeham, Manager, Facilities, Fleet and Transit Management  
**SUBJECT:** Cowichan Seniors Community Foundation Transportation Service – 2013 Budget

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**Recommendation/Action:**

**That it be recommended to the Board that the CVRD approve the renewal of the *Contract For Service Agreement* with the Cowichan Seniors Community Foundation to provide transportation service for seniors for an additional year, commencing April 1, 2013, in the amount of \$12,000, and that the Board Chair and Corporate Secretary be authorized to sign the agreement.**

**Relation to the Corporate Strategic Plan:**

The transportation service for seniors supports the establishment of sustainable communities' objective of the Healthy Environment goal, by providing transportation assistance to seniors, which helps to reduce the pressure on the handyDART service.

**Financial Impact:** (Reviewed by Finance Division:           *sen*          )

The CVRD signed a one year contract for service agreement with Cowichan Seniors Community Foundation to provide \$6,000 for 12 months service commencing April 1, 2012. \$1,500 is the remaining portion due on the contract for the first 3 months of 2013, but the 2013 core transit budget (function 107) includes a total of \$6,000.

The request to increase the funding from \$6,000 to \$12,000 is included as a supplemental item in the 2013 budget. Since the renewal date is April 1<sup>st</sup>, if the additional \$6,000 is approved, the pro-rated amount of the total \$12,000 for 2013 will be \$10,500.

**Background:**

The Cowichan Seniors Community Foundation commenced providing the service in October 2011 on a trial basis, and formally launched the supportive transportation services to Cowichan seniors in January 2012. The CVRD agreed to provide \$6,000 for 12 months commencing April 1, 2012 to allow this initiative to expand. The Foundation's service has augmented the Cowichan handyDART service very well by providing transportation for medical, health and education related appointments, which helps reduce the pressure on the handyDART system.

In 2012, the program provided 670 trips that generated \$10,800 in revenues from donations from clients, sponsorships from business and the CVRD. However, the 2012 expenses totaled \$14,000 and a \$3,200 loss was funded by the Community Foundation through their other fundraising initiatives. A factor contributing to the loss was the amount of first year startup expenses.

The program is well supported by the community and has progressed very well. It has increased the amount of monthly trips provided from 15 per month in the fall of 2011, to a current average of approximately 65 per month. The Foundation feels it has virtually reached its capacity to deliver trips and reimburse the drivers for mileage with the funding it currently receives. Their goal is to be able to provide the service in all CVRD transit areas, but a large challenge with expansion is the increased mileage cost for transporting seniors from far outlying areas into the Duncan core, which is the hub for health care providers. The request for the \$6,000 increase in funding will allow the program to expand to areas that have limited or no service.

Staff feel that the CVRD receives very good value for the contribution that is provided as it augments the handyDART system well and helps relieve some pressure for their service that currently still has a consistent amount of monthly unmet trips averaging between 50-60.

The handyDART service is a highly demanded and very valued operation that provides over 13,250 annual trips and its operation is much more complex and elaborate than the Cowichan Seniors volunteer driver service. Consequently, there is a significantly higher cost per trip with the handyDART service.

Attached is a report with statistical information on 2012 and proposed 2013 operations from the Cowichan Seniors Community Foundation.

Submitted by,



Jim Wakeham, Manager  
Facility, Fleet, and Transit Management

JW:jlb

Approved by:  
General Manager:

