



C·V·R·D

TRANSIT COMMITTEE

WEDNESDAY, 2010 – AUGUST 11, 2010

3:30 P.M.

CVRD BOARD ROOM, 175 INGRAM STREET

AGENDA

	Pages
1. <u>APPROVAL OF AGENDA:</u>	i - ii
2. <u>ADOPTION OF MINUTES:</u>	
M1 Minutes of the of the Transit Committee meeting held June 9, 2010.	1 - 4
3. <u>BUSINESS ARISING FROM THE MINUTES:</u>	
4. <u>CORRESPONDENCE:</u>	
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C2 From Special Woodstock Society Re: Special busing service request	6 – 9
5. <u>REPORTS:</u>	
R1 From Manager, Facilities, Fleet & Transit Re: 1. General update 2. Clarification of July 14 th Board direction	Verbal 10
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R3 From Manager, Facilities, Fleet & Transit Re: Commuter service and public communication - July 1 fare changes	Hand-out
R4 From Manager, Facilities, Fleet & Transit Re: Lake Cowichan Transit Service survey review	13 – 14
R5 From BC Transit Re: CVRD Conceptual transit plan/ revision of service	Verbal

R6 From: Manager, Facilities, Fleet & Transit
Re: Bus shelter design update

Hand out

6. **CLOSED SESSION:** No items

8. **ADJOURNMENT:**

9. **NEXT MEETING:** October 13,2010

DISTRIBUTION:

Transit Committee

Director Seymour, Chair

Director Morrison, Vice-Chair

Director Cossey

Director Duncan

Director Giles

Director Harrison

Director Haywood

Director L. Iannidinardo

Director P. Kent

Director K. Kuhn

Director T. McGonigle

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

Transit Representatives

Myrna Moore, Regional Transit Manager, BC Transit

Bob Allen, FirstCanada ULC

Georg Stratemeyer, Volunteer Cowichan

Carol Blatchford, Cowichan Lake Commuter Service

Minutes of the regular meeting of the Transit Services Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on June 9, 2010 at 3:30 p.m.

PRESENT: Director Seymour, Chair
Director Morrison, Vice-Chair
Directors Cossey, Duncan, Giles, Harrison, Haywood, Iannidinardo, Kuhn and Alternate Director Cadorette

ABSENT: Directors Kent and McGonigle

ALSO PRESENT: Warren Jones, CAO, CVRD
Brian Dennison, General Manager, E & E
Jim Wakeham, Manager, Facilities, Transit & Fleet
Myrna Moore, BC Transit
Joanne Bath, Recording Secretary

APPROVAL OF AGENDA

Item R1-5 was moved to R2-4.

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

MOTION CARRIED

ADOPTION OF MINUTES

It was moved and seconded that the minutes of the April 14, 2010 regular Transit Services Committee meeting be adopted as presented.

MOTION CARRIED

BUSINESS ARISING FROM MINUTES

No business arising.

CORRESPONDENCE

C1

Correspondence was received from Fred Oud, President, Cowichan Exhibition requesting special busing during Cowichan Exhibition.

Discussion took place regarding providing this type of service for large events in the Valley, and it was suggested to consider these for future budgets.

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

MOTION CARRIED

Staff was directed to contact Mr. Oud to follow up on the CVRD response to his request.

- C2 Correspondence was received from the City of Duncan requesting improved busing into the core of the City.

It was moved and seconded that staff respond to the City of Duncan Junior Council thanking them for their input, advising that the transit service continually makes improvements and explain the process for considering transit system route changes.

MOTION CARRIED

REPORTS

- R1 Jim Wakeham, Manager, Facilities, Fleet and Transit provided the Committee with the following verbal reports:

1. Lake Cowichan/Honeymoon Bay/Youbou service update

Mr. Wakeham provided an update from meeting with BC Transit, the operating company and Directors to discuss bettering the service.

2. Commuter Park-N-Ride update

It was moved and seconded that the staff write directly to the Ministry of Transportation and Infrastructure, regarding providing a noise barrier as a result of the berm that was removed for the Frayne Road Park-N-Ride.

MOTION CARRIED.

It was moved and seconded that staff write to the Ministry of Transportation & Infrastructure to request landscaping to be provided around the Valleyview and Frayne Road Park-N-Rides.

MOTION CARRIED

Mr. Wakeham briefed the committee about issues involved at the Koksilah Commuter stop, and BC Transit is reviewing the situation.

3. Reduced fare special request.

It was moved and seconded that customers reaching 100 years of age be provided a pass to ride free on the CVRD handyDart and conventional bus systems.

MOTION CARRIED

4. Status of current transit tickets (discounted) as of July 1st.

It was moved and seconded that current transit tickets be accepted as full fare when the rates are increased on July 1, 2010.

MOTION CARRIED

R2

Myrna Moore, Regional Manager, BC Transit, provided verbal updates on the following:

1. 2010/2011 Expansion Hours

HandyDART hours have been expanded by 1600 hours annually or 6.5 hours per day, with implementation for September 2010. CVRD approval is required. Unfortunately there is no expansion hours provided for the conventional service. The Regional Concept Plan to maximize ridership and expansion of service over 25 years was discussed.

2. RFP Status

Current annual operating agreements are 5-year term with 2 year extensions. These expire on March 31, 2011. BC Transit would like to consider a two year extension to allow the concept plan to be developed and to do analysis of what other operation facilities are available, that may affect the RFP process.

It was moved and seconded that the CVRD Board approve 2-year extensions to the BC Transit Annual Operating Agreements and further that the Board Chair and Corporate Secretary be authorized to sign the extension agreements.

MOTION CARRIED

3. Hutchinson Road Park-N-Ride Update

Mr. Wakeham advised that seven comments/complaints have been received regarding the September closing of the Hutchinson Road Park-N-Ride. Ms. Moore advised that customers will be notified of the change through various means.

4. Transit Shelter Project update

Mr. Wakeham introduced Ian Martin, representative with BC Transit who is working on the province wide Transit Shelter initiative.

Mr. Wakeham explained the challenges that this project involves and, due to the anticipated cost of the infrastructure needed for most of the shelters, the shelter funding agreement scope of the project needs amending.

Discussion took place on the advantages of the BC recommended shelter design over other structures such as wood and glass.

It was moved and seconded that the CVRD accept the BC Transit proposed standardized metal bus shelters, subject to those municipalities or Electoral Areas wishing to being exempted and to submit their own desired designs for approval.

MOTION CARRIED

It was moved and seconded that staff write to UBCM requesting that the funding agreement for transit shelters be revised from 32 to 24 shelters, due to the underestimated cost of the necessary infrastructure.

MOTION CARRIED

The suggested shelter locations will be presented at the next Committee meeting.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

The meeting adjourned at 5: 30 p.m.

Chair

Recording Secretary

Dated: _____



CITY OF DUNCAN

RECEIVED C1
JUN 28 2010
RECEIVED
JUN 28 2010
Engineering & Environmental Services

June 24, 2010

Cowichan Valley Regional District
175 Ingram Street
Duncan, B.C.
V9L 1N8

Attention: Cowichan Valley Transit

RE: Canada World Youth – Duncan/Mozambique Exchange Program

As you may well be aware, the City of Duncan will once again be hosting the Canada World Youth Program this year. Canada World Youth is a national, non-profit organization which has offered youth exchange programs for over 35 years. This year's exchange program will take place from August 17 to November 15, 2010.

Canada World Youth participants integrate into their new communities by volunteering with local organizations. These volunteer work placements allow the participants to gain valuable work experience while making great contributions to the community by providing over 4,000 hours of volunteer service.

Due to the volunteer nature of the exchange, the City would like to request that free transit passes be given to this year's participants. It would be appreciated if you would advise the City if this is feasible. Thank you very much.

Sincerely

Lynn Ketch
Director of Corporate Services

of passes Requested
is 20 (same as last
year), as per Follow up
phone call.

005

C2

July 6, 2010

Mr. Jim Wakeham
Engineering Department
Cowichan Valley Regional District

Dear Mr. Wakeham:

Further to our discussion over the phone, I am providing this written request for a special bus-service.

On behalf of Special Woodstock Society, I am requesting the use of a bus and driver for Sunday, August 15, 2010. The schedule for last year is attached, with the morning run for pickups only and the afternoon run for returns only (no shuttle service). This should amount to four hours or less total driving time, if done the same way this year.

The Special Woodstock festival is held annually at Providence Farm. It is a free event open to all; for details please visit our website at specialwoodstock.ca. Transportation provided by BC Transit has been free to all passengers in the past, a tradition we would like to continue. BC Transit has been listed as a major sponsor on our website and brochures. If some contribution from Special Woodstock Society or Lions Clubs is required to get this transportation provided, our committee will consider it.

I have enclosed the schedule from last year, along with a letter similar to that sent to Mr. Young earlier this year. I hope that you find this material helpful, and I can be contacted at the phone number below.

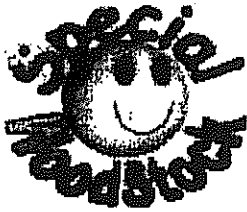
Thank you for considering this request.

Sincerely,



Larry Miller
Transportation Director
Special Woodstock Society
(250-743-4966)

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SPECIAL WOODSTOCK 2010

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TRANSPORTATION

BC Transit will be providing transportation for people in Victoria, Duncan, and Nanaimo to attend Special Woodstock 2010. The 2010 Schedule will be posted as soon as it is finalized.

2009 Transportation Schedule (for last year). 2010 To Be Determined:

Victoria

A VISION COME TRUE
"LET'S GO ON TOUR!"
BC Transit has approved one low-floor bus to carry up to 50 passengers. The bus will stop at Mayfair Mall and the Northeast corner of Spencer Road and Trans-Canada Highway. Passengers should arrange to take public transit or be dropped off at these locations, as park-and-ride is not an option and could result in vehicles being towed.

Shelley Smiley
[website link](#)

Morning **10:00am** Leave Mayfair Mall (Douglas@Finlayson)
10:15am Leave Spencer Rd. and Trans-Canada

Hwy.

10:45am-11:00am Arrive Providence Farm

Afternoon **5:30pm** Leave Providence Farm
6:00pm (approx.) Arrive Spencer and TCH
6:15pm (approx.) Arrive Mayfair Mall

For further information, please contact Stan Yaxley at (250) 220-6167.

Duncan

BC Transit, Cowichan Valley Regional District and First Bus Canada will be providing a special bus service to connect Providence Farm with downtown Duncan and local bus routes. The bus can accomodate 2 wheelchairs and 35-40 passengers per trip.

Morning **9:15am** Mill Bay Centre (stop by Thrifty Foods)

9:30am Shawnigan Lake (Mason's Store)

9:45am Valleyview Centre (stop by Valley

Fitness)

Our **11th** Annual
Musical Festival - /
You Are Invited

Sunday, August 15th
2010

Providence Farm 11
Tzouhalem Rd.

Duncan, BC

10am to 6pm

Donations Needed
Gratefully Accepted

Wheelchair Accessible
Busses Available



More Information:

If you need more information or have a suggestion for Special Woodstock, please contact us.

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10:00am Duncan Mall (temporary stop)

10:15am Maple Bay via #4 route

10:30am (approx.) arrive Providence Farm

Afternoon 5:00pm Leave Providence Farm (all stops shown above).

For further information, please contact Larry Miller at (250) 743-4966.

Nanaimo

The Regional District of Nanaimo and BC Transit will transport approximately 20-25 people to and from Special Woodstock. To arrange a ride or obtain further information, please call (250) 390-3000.

Click here for Location details.

If you need more information, or have a suggestion for Special Woodstock, please click here to Contact Us.

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May 25, 2010

Dear friends at BC Transit:

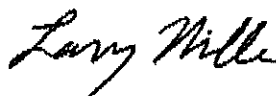
Thank you again for providing a bus and driver for Special Woodstock last summer. The positive response from passengers indicate that the event means a lot to all who participated.

We are now preparing for our eleventh annual festival on Sunday, August 15, 2010. We are hopeful that BC Transit will commit to providing a bus and driver for each of Victoria, Cowichan and Nanaimo. We believe that BC Transit's sponsorship provides an opportunity for many individuals with disabilities and low income to attend this free, family-oriented event, and also sends a message to the community that transit buses are for everyone.

We are aware that many people are already making plans for summer, including drivers and passengers. We are also aware that our publicity lagged last year, and we are committed to getting posters and other information out as soon as possible. If a bus can be provided and a driver come forward by the last week in June, we can circulate posters reflecting that fact by the first week in July. If not, alternative plans can be made for some of those wishing to attend that require transportation.

We look forward to hearing from you, and hope the news will be good, like it was last year.

Sincerely,



Larry Miller
Transportation Director
Special Woodstock Society
(250-743-4966)

3. That the CVRD Board approve 2-year extensions to the BC Transit Annual Operating Agreements and further that the Board Chair and Corporate Secretary be authorized to sign the extension agreements.
4. That the CVRD accept the BC Transit proposed standardized metal bus shelters, subject to those municipalities or Electoral Areas wishing to be exempted and to submit their own desired designs for approval.
5. That staff write to UBCM requesting that the funding agreement for transit shelters be revised from 32 to 24 shelters, due to the underestimated cost of the necessary infrastructure.

MOTION CARRIED

10-376

It was moved and seconded:

1. That customers reaching 100 years of age be provided a pass to ride free on the CVRD handyDart and conventional bus systems.

MOTION CARRIED

10-377

It was moved and seconded that the Transit Committee investigate how Transit can provide affordable bus service to seniors who lose their driver's license due to age.

MOTION CARRIED

CR5

Deleted upon Adoption of Agenda.

CR6

The report and recommendation from the Cowichan Lake Recreation Commission meeting held June 24, 2010 listing one item was considered.

10-378

It was moved and seconded that the resignation of Larry Olson from the Cowichan Lake Recreation Commission be accepted and that a letter of appreciation be forwarded to Mr. Olson.

MOTION CARRIED

CR7

The report and recommendations from the Shawnigan Lake Community Centre Commission meeting held July 5, 2010 listing two items were considered.

10-379

It was moved and seconded:

1. That a Reserve Fund Expenditure bylaw be prepared authorizing the expenditure of no more than \$20,000 from Reserve Fund Bylaw No. 1704 (Shawnigan Lake Community Centre Capital Reserve Fund Bylaw, 1995) for the purpose of purchasing a bus, and that the bylaw be forwarded to the Board for consideration of three readings and adoption.

Cowichan Valley Regional Transit System Custom Transit Expansion for September 2010

Expansion September 2010

BC Transit has allocated 1,600 annual service hours to the Cowichan Valley Custom System. Along with these hours would be another custom vehicle to add to their current fleet of 2 vehicles.

The hours will be used as during week days only and in the following fashion:

- 7am-9am peak, the new bus will deliver 2 hours of service to alleviate the strain in the system resulting from day program subscription clients being booked into these timeslots as a daily occurrence. The current capacity of hours and vehicles does allow for very little if any non-subscription trips to take place during this time.
- 1pm-3pm peak, the new bus will deliver 2 hours of service to alleviate the strain in the system resulting from day program subscription clients being booked into these timeslots as a daily occurrence. The current capacity of hours and vehicles does allow for very little if any non-subscription trips to take place during this time.
- 5pm -6pm, the service is currently only available until 5pm. The current service does not allow for commuters or for any late afternoon transit for persons who need to use handyDART.

The total number of hours use for this increase in service is 1,430 hours. It is recommended that the remaining 170 hours be kept in contingency hours to use in the event of any unforeseen circumstances.

Future Expansions

In the discussions with the Operator and the Cowichan Valley Regional District it became clear that the system constraints were bigger than what can be solved with the current 1,600 hours. BC Transit recommends that the Cowichan Custom system be placed back on the list for a future expansion to develop the system further in the following manner:

- Saturday Service increase by 8 hours. Estimated 416 annual revenue hours
- Sunday Service is expanded by 8 hours. Estimated 416 annual revenue hours

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- Additional 2 hours per day each for the 7am-9am and 1pm-3pm peak periods. Estimated 1,040 annual revenue hours. This would include another bus for peak services.
- Extend the weekday operational hours from 6:30pm to 8pm. Estimated 390 annual revenue hours
- Total estimated hours for future expansion is 2,262

The timing of these expansions will confirmed at a later date.



Lake Cowichan Transit Service Schedule Review

Introduction:

On May 18th, an information meeting took place at the Cowichan Valley Regional District office with the Lake Cowichan elected officials, Directors Ian Morrison and Klaus Kuhn, and CVRD, BC Transit and Operating Company staff to discuss potential service changes and improved connections between Routes 20 Youbou Connector, 21 Honeymoon Bay Connector and 7 Cowichan Lake.

Cowichan Lake Community Services, the operator of the #20/21 Youbou/Honeymoon Bay service, had also reported that a significant drop in ridership had occurred since the last schedule change in September 2009. The Electoral Area Directors of Lake Cowichan have requested the review of potential schedule changes with the objectives to increase ridership and better accommodate commuters traveling to and from Duncan. Improved connections for shoppers and those accessing social services were also considered in the review.

From this meeting, it was determined that a survey of current, past and potential new passengers of the Youbou and Honeymoon Bay Connector buses would be required in order to gather feedback about options to improve the weekday connections from the Lake Cowichan routes to Route #7 Cowichan Lake/Duncan. During the week of June 21-27, 2010, Lake Cowichan residents were able to complete surveys (1) on-board the bus on Lake Cowichan routes #20/21, (2) on-line on the BC Transit website and (3) at key locations in the communities of Honeymoon Bay and Youbou (i.e. post office, town halls etc).

Improved Connections:

Since there are currently no additional provincial funds available for service expansion, Route #20/21 service enhancements would need to be considered through service reallocation at this time. The survey provided two options for residents to consider.

Option 1 – In order to provide better connections Monday through Friday, the following changes would be necessary:

- No late Friday trip
- Elimination of mid-day Saturday trip
- No trips on Sundays
- Some mid-day weekday trip times will be modified

Option 2 – Make no changes to the current service levels until funds and resources are available for improvements.

Survey analysis:

A total of 122 unspoiled surveys (17 online, 105 hardcopies) were received and analyzed. Of the surveys received, 80 were submitted by current Route 21 Honeymoon Bay riders, while 39 were current Route 20 Youbou riders (most survey respondents reported using both routes, while some used neither).

❖ Support Option 1, breakdown:

- 55% of total respondents (67)
- 70% of the Honeymoon Bay users (56)
- 33% of the Youbou users (13)

❖ Support for Option 2, breakdown:

- 34% of total respondents (41)
- 22% of the Honeymoon Bay users (18)
- 41% of the Youbou users (16)

34 respondents provided written comments which strongly reflected a desire to return to the "old" way (service prior to September 2009 changes) and/or improvements to service over all.

A total of 224 passengers were carried on Routes #20/21 combined for the week of the survey which results in an average of 21 passengers per weekday (4 riders on the Friday evening trips) plus 6 riders on Saturday and 7 on Sunday.

Recommendations:

(1) Firstly, given that the majority of the Honeymoon Bay respondents have chosen Option 1 (reallocate service to improve connections) while the majority of Youbou respondents have chosen Option 2 (make no changes to the current service levels until funds and resources are available for improvements), the results do not provide a clear and obvious conclusion to the survey for the region as a whole. The survey does confirm, however, that schedule changes do need to be considered overall in order to improve connections from Lake Cowichan to Duncan.

(2) Secondly, given the fact that several additional transit service issues have also been recently brought to the attention of CVRD and BC Transit staff – i.e.

- The Youbou / Honeymoon Bay revision of services and further commuter connections to Cowichan Commons
- The VIU campus development and startup in December 2010
- The revision of the entire Cowichan Valley service for efficiency
- The Area E service consideration
- Trip timing issues that are being identified.

It is recommended that these proposed changes be reviewed as one plan and implemented within a December 2010/January 2011 timeframe.