



## Transit Committee Meeting Agenda

Wednesday, April 11, 2018  
Board Room  
175 Ingram Street, Duncan, BC

11:30 AM

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### 1. APPROVAL OF AGENDA

### 2. ADOPTION OF MINUTES

M1 Transit Committee Meeting of February 14, 2018

**Recommendation** That the minutes of the February 14, 2018 meeting be adopted.

### 3. BUSINESS ARISING FROM THE MINUTES

### 4. PUBLIC INPUT PERIOD

The purpose of the Public Input Period is to provide the public with an opportunity to comment on an agenda item before the Board / Committee / Commission considers the item. The Public Input Period Procedure Policy provides for the public input period to proceed in a timely fashion. Public Input Period items cannot include matters which are, or have been, the subject of a Public Hearing.

### 5. DELEGATIONS

### 6. CORRESPONDENCE

### 7. INFORMATION

### 8. REPORTS

R1. Project Update and Presentation from the Facilities and Transit Management Division Re: Cowichan Valley Regional District Operation and Maintenance Transit Facility Project

**Recommendation** For information.

R2. Report from the Facilities and Transit Management Division Re: Route 44 Saturday Pilot Transit Service Update

**Recommendation** For information.

R3. Report from the Facilities and Transit Management Division Re: Cowichan Valley Transit Service Anniversary

**Recommendation** For information.

### 9. UNFINISHED BUSINESS

### 10. NEW BUSINESS

### 11. QUESTION PERIOD

Questions shall be addressed to the Chair and must be truly questions and not statements of opinions. Questioners are not permitted to make a speech.

## **12. CLOSED SESSION**

Motion that the meeting be closed to the public in accordance with the *Community Charter* Part 4, Division 3, Section 90, subsections as noted in accordance with each agenda item.

CS1. M1 – **Closed Session Minutes of the February 14, 2018 Transit Committee**

**Recommendation** N/A

CS2. R1 – Report from the Manager, Facilities and Transit Management Division Re: Land Acquisition {Sub (1)(e)}

**Recommendation** N/A

## **13. ADJOURNMENT**

Minutes of the Transit Committee Meeting held on Wednesday, February 14, 2018 in the Regional District Board Room, 175 Ingram Street, Duncan BC at 1:00 PM.

**PRESENT:** Chair, K. Davis  
Director S. Acton  
Director B. Day  
Director L. Iannidinaro  
Director S. Jackson  
Director K. Kuhn  
Director J. Lefebure  
Director I. Morrison  
Director A. Nicholson  
Director A. Stone  
Director T. Walker

**ALSO PRESENT:** John Elzinga, General Manager, Community Services  
Jim Wakeham, Manager, Facilities and Transit Management  
Erin Annis, Transit Analyst, Facilities and Transit Management  
Michelle Lewers, Recording Secretary

**ABSENT:** Director M. Clement  
Director K. Marsh

**GUESTS:** Myrna Moore, Regional Transit Manager, BC Transit  
James Wadsworth, Manager of Planning, BC Transit  
Kailey Laidlaw, Planner, BC Transit  
Colin Oakes, Manager, First Canada  
Bruce Pesowsky, General Manager, Oak Transit

#### **APPROVAL OF AGENDA**

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

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Regular Transit Committee meeting of November 8, 2017.

**It was moved and seconded that the minutes of the Regular Transit Committee meeting of November 8, 2017 be adopted.**

**MOTION CARRIED**

#### **DELEGATIONS**

**D1** Vicki Holman, Executive Director, Cowichan Seniors Community Foundation  
Re: Contract Review

Vicki Holman, Executive Director, Cowichan Seniors Community Foundation,

provided a presentation on the Supported Transportation service for seniors, which included 2017 data, projected goals for 2018, and a funding renewal request.

## REPORTS

- R1** Report from the Facilities and Transit Management Division Re: Cowichan Seniors Community Foundation Supported Transportation Program Contract Review

**It was moved and seconded that it be recommended to the Board that the renewal of the Contract for Services Agreement with the Cowichan Seniors Community Foundation to provide supported transportation services for seniors for an additional year commencing April 1, 2018, for the annual fee of \$20,000 be approved.**

**MOTION CARRIED**

- R2** Report from the Facilities and Transit Management Division Re: Transit Fare Changes

**It was moved and seconded that it be recommended to the Board:**

- 1. That transit fares for the Cowichan Valley conventional and handyDART systems, as outlined in Table 1 of the Facilities & Transit Division's February 6, 2018, staff report, be implemented effective July 1, 2018.**
- 2. That transit fares for the Cowichan Valley commuter system, as outlined in Table 2 of the Facilities & Transit Division's February 6, 2018, staff report, be implemented effective July 1, 2018.**

**MOTION CARRIED**

- R3** Report from the Facilities and Transit Management Division Re: Post Implementation Update for October 2016 Service Changes

Staff provided results from the post implementation survey completed in the summer of 2017 regarding the October 2016 cost neutral service changes that were made to the Ladysmith, Youbou, & Honeymoon Bay routes. The survey data did not raise any concerns and confirmed the service expansion improvement changes for July 2018.

- R4** Report from the Facilities and Transit Management Division Re: July 2018 Conventional Transit System Service Expansion

**It was moved and seconded that it be recommended to the Committee:**

- 1. That Route 3 (Quamichan) be reconfigured to remove poorly used route segments and to provide more direct service.**
- 2. That Route 4 (Maple Bay) be reconfigured to remove poorly used route segments and to add on the Marchmont neighbourhood area for direct**

service to and from Duncan.

3. That Route 5 (Eagle Heights) be reconfigured to remove poorly used route segments and to offer more direct routing between the Koksilah industrial park and Duncan.
4. That a new weekday morning trip be added to Route 6 (Crofton-Chemainus) to bridge the existing gap in service between 6:00 a.m. to 9:30 a.m.
5. That a new weekday evening trip be added to Route 7 (Cowichan Lake via Gibbins) at approximately 7:30 p.m. if feasible.

**MOTION CARRIED**

**R5** Verbal report from the Facilities and Transit Management Division Re: Google Transit Trip Planner

A demonstration of the Google Transit Trip Planner was presented which is expected to launch in late March.

**R6** Verbal report from the Manager, Facilities and Transit Management Division Re: Transit Facility Project Update

Mr. Wakeham provided an update on the transit maintenance and operating facility including: the current status of the property, removal of a vacant building, revision to the original facility construction budget to reduce overdesigned aspects, process and tentative dates for the development permit application approval, an update on the construction schedule, and the status of the project agreement that staff have been working on with the CVRD's legal service provider.

The Committee was also updated that the 2017 Transit Maintenance and Operations Facility Subcommittee terminated at the end of 2017. After discussion, it was decided that a Transit Facility Subcommittee is not required for the balance of the project as staff will be updating the Transit Committee as required.

**CLOSED SESSION**

**1:54 PM** 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)(e)* Land Acquisition.

**MOTION CARRIED**

**RISE FROM CLOSED SESSION**

**2:35 PM** It was moved and seconded that the Transit Committee rise without report on CSR1 and return to the Open portion of the meeting.

**MOTION CARRIED**

**ADJOURNMENT**

**2:36 PM**            **It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 2:36 PM.

\_\_\_\_\_  
Chair

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

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



## **COWICHAN VALLEY REGIONAL DISTRICT (CVRD) OPERATION & MAINTENANCE TRANSIT FACILITY PROJECT**

Cowichan Valley Regional District (CVRD) – Transit Committee Meeting – April 11, 2018



# Design Objectives

## Construction

- Transit yard that accommodates a fleet of up to 50 buses  
Administrative operations and maintenance building
- Up to four maintenance bays
- Parts storage, shipping and receiving areas
- Automated bus wash and stand alone building
- Fueling and provisions to accommodate future CNG fueling
- Outside storage area
- Requisite site utilities and services, including: storm drainage, oil interceptors, sewer, water, hydro, lighting, landscaping, paving, site security and ancillary improvements



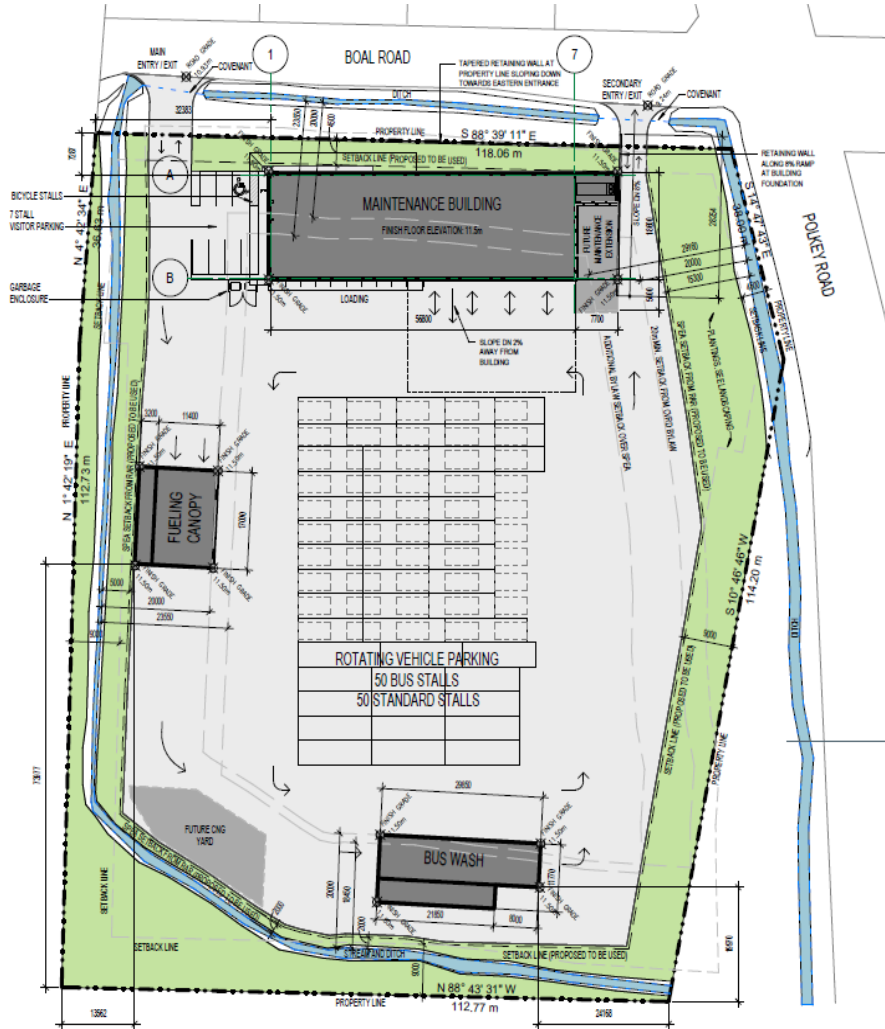


# Scope Table

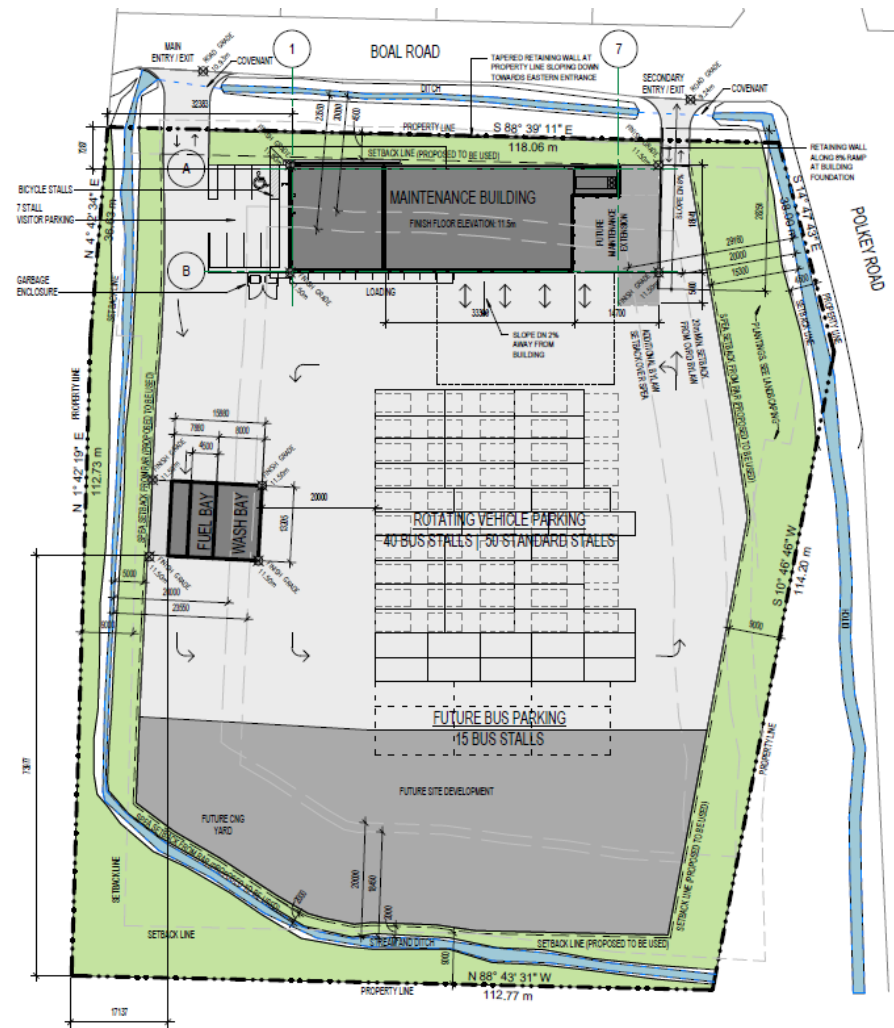
Original Development Permit Submission	Revised Development Permit Submission	Variance
Four maintenance bays	Three maintenance bays	Removal of one maintenance bay
Two-story Admin/Ops building	One-story Admin/Ops building, with 1st floor structure capacity for future 2nd story build	Removal of one story from building
Standalone fuel island	Fuel island and bus wash area combined	Combining fuel island and bus wash area
Automated bus wash and building	Utilizing a smaller mobile bus wash and combined with fuel island	Converted the operation of the bus wash process.
Full buildout of transit yard, to hold 50 buses	Transit yard buildout to hold 42 buses	16% (8 bus) reduction in transit yard
Full equipment buildout	Matched equipment needs to 42 bus build out	Reduction in equipment required



# DP Proposal #1



# DP Proposal Revised





① NORTH-WEST



② NORTH-EAST



④ SOUTH-WEST



③ SOUTH-EAST



# Project Schedule - Approvals and Construction

- April 10 2018 – APC meeting to discuss Development permit application
- April 11 2018 – CVRD Transit Committee meeting, project status update
- (TBC) May 2 2018 – EASC meeting re Development Permit application
- (TBC) May 30 or June 6 2018 – CVRD Board for DP approval as well as frontage variance
- Facility project agreement between BC Transit and CVRD – June 2018
- Award of 1st set of construction contracts - site prep, site servicing and foundations – June 2018
- Construction start at site – (after CVRD approval) June 2018
- Finalization of detailed design – August 2018
- Target date for substantial completion – March 31, 2019



**Questions?**





# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** April 4, 2018  
**MEETING TYPE & DATE** Transit Committee of April 11, 2018  
**FROM:** Facilities & Transit Division  
Community Services Department  
**SUBJECT:** Route 44 Saturday Pilot Transit Service Update  
**FILE:**

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## **PURPOSE/INTRODUCTION**

The purpose of this report is to provide the Committee with a six month update on the Route 44 Saturday pilot transit service from Cowichan to Victoria.

## **RECOMMENDED RESOLUTION**

For information.

## **BACKGROUND**

The Route 44 Saturday pilot transit service from Cowichan to Victoria commenced on Oct 14, 2017, and has been in operation for approximately six months. The service provides three daily Southbound and three daily Northbound trips on Saturdays. The Saturday service uses the same general routing and bus stops as the regular Monday to Friday Commuter service except for the Koksilah Road at the TransCanada Highway stop. The Saturday service however includes the Duncan Train Station bus stop on Canada Avenue for more direct access to downtown Duncan.

The one-way cash fare is \$10 with children age four and under able to ride for free which is consistent with all local and commuter routes in Cowichan. The BC Bus Pass and CNIB Passes are also accepted as these are provincially regulated transit passes available on all transit systems throughout British Columbia.

## **ANALYSIS**

The Saturday service has been in operation for 24 weeks from October 14, 2017 to March 31, 2018. The service did not operate on November 11, 2017, as a statutory holiday. Overall the pilot service has operated very well without any trip, routing or capacity issues, and no mechanical or operational concerns. From a ridership and revenue perspective, considering the service was implemented in the early winter months, the results have been good and it is expected that the ridership will increase over the next six months from spring to summer. Customers have commented that they like the service and the trip times. Staff did receive a few inquiries/complaints as to why the \$10 cash fare was not the same as the Monday to Friday Commuter \$8 cash fares. The reason is, the Monday to Friday Commuter service is cost-shared with Victoria Regional Transit Commission whereas the Saturday service is not. As of July 1, 2018, the one-way cash fare for both services will be the same at \$10, with children age 4 and under free.

Various detailed Route 44 data has been collected including: ridership and revenue for each Saturday Southbound and Northbound trips - Cowichan to Victoria (Attachment A), ridership per trip based on Southbound pick up and Northbound drop off locations for each Saturday (Attachment B), and ridership per trip time for each Saturday (October 2017 - March 2018) (Attachment C).

The following summarized information for the 24 Saturdays is provided:

A) Revenue

- Total revenue = \$13,450 vs a budget of \$10,153
- Total revenue per trip (24 Saturdays with 6 trips per day) = \$93.40
- Total revenue per passenger ( $\$13,450/1,578$ ) = \$8.52

B) Ridership

- Total full fare passengers = 1,345, (85%)
- Total Child and/or BC Bus Pass or CNIB Pass = 233, (15%)
- Total passengers = 1,578
- Average full fare passengers per Saturday ( $1,345/24$ ) = 56
- Average non-cash fare per Saturday ( $233/24$ ) = 10
- Total average passengers (cash fare and non-cash fare) per Saturday ( $1,578/24$ ) = 66
- Total Southbound passengers = 859, average per Saturday = 36
- Total Northbound passengers = 719, average per Saturday = 30
- Southbound passengers = 54% and Northbound passengers = 46% of the total

### FINANCIAL CONSIDERATIONS

The original forecasted ridership for this service was 60 paid cash fares per Saturday or an average of 10 per trip for a total annual revenue amount of \$31,200. But for the 2018 Budget the revenue amount was reduced to take into account non-cash fare passengers, to 42 paid cash fares per Saturday or an average of 7 per trip with an annual revenue of \$22,000. The six month total average ridership per Saturday is 66 (6 more than the forecast) with 56 paid cash fares. It is expected that the ridership and revenues will increase over the second six month term.

The estimated expenses for the service are on track with the Budget. The revenue and expenses for this service are included in the 2018 Function 106 Budget.

### COMMUNICATION CONSIDERATIONS

Route 44 service to both Cowichan and Victoria audiences will continue to be marketed to increase awareness of the service.

### STRATEGIC/BUSINESS PLAN CONSIDERATIONS

This report supports the Service Delivery Review component of the Sound Fiscal Management Action within the Corporate Strategic Plan.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

Prepared by:



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Jim Wakeham  
Manager

Reviewed by:

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Not Applicable  
Not Applicable



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John Elzinga  
General Manager

**ATTACHMENTS:**

- Attachment A – Ridership and Revenue Update (October 2017 – March 2018)
- Attachment B – Ridership Information by Location (October 2017 – March 2018)
- Attachment C – Ridership Information by Trip Time (October 2017 – March 2018)



## Route 44

Ridership and revenue for each Saturday South and North trips - Cowichan to Victoria

For the period of October 14, 2017 - March 31, 2018 (24 Saturdays)

Saturday	Ridership					Revenue	
	Full Fare Passenger	Child or Free Pass	Total	Total South bound	Total North bound	Revenue	YTD Revenue
14-Oct	38	2	40	21	19	\$380	\$1,640
21-Oct	48	0	48	27	21	\$480	
28-Oct	78	14	92	50	42	\$780	
<b>Oct .Total</b>	164	16	180	98	82	<b>\$1,640</b>	
<b>Oct. Avg.</b>	55	5	60	33	27	<b>\$547</b>	
4-Nov	41	6	47	25	22	\$410	\$3,180
11 Nov no service	0	0	0	0	0	\$0	
18-Nov	43	17	60	31	29	\$430	
25-Nov	70	11	81	58	23	\$700	
<b>Nov. Total</b>	154	34	188	114	74	<b>\$1,540</b>	
<b>Nov. Avg.</b>	51	11	63	38	25	<b>\$513</b>	
2-Dec	44	20	64	27	37	\$440	\$5,720
9-Dec	47	13	60	37	23	\$470	
16-Dec	62	9	71	33	38	\$620	
23-Dec	56	16	72	28	44	\$560	
30-Dec	45	7	52	24	28	\$450	
<b>Dec. Total</b>	254	65	319	149	170	<b>\$2,540</b>	
<b>Dec. Avg.</b>	51	13	64	30	34	<b>\$508</b>	
6-Jan	46	9	55	25	30	\$460	\$7,570
13-Jan	56	6	62	38	24	\$560	
20-Jan	41	6	47	26	21	\$410	
27-Jan	42	8	50	23	27	\$420	
<b>Jan. Total</b>	185	29	214	112	102	<b>\$1,850</b>	
<b>Jan. Avg.</b>	46	7	54	28	26	<b>\$463</b>	
3-Feb	63	9	72	44	28	\$630	\$10,200
10-Feb	91	7	98	59	39	\$910	
17-Feb	55	15	70	39	31	\$550	
24-Feb	54	13	67	40	27	\$540	
<b>Feb. Total</b>	263	44	307	182	125	<b>\$2,630</b>	
<b>Feb. Avg.</b>	66	11	77	46	31	<b>\$658</b>	
3-Mar	59	11	70	46	24	\$590	\$13,450
10-Mar	46	6	52	27	25	\$460	
17-Mar	90	9	99	52	47	\$900	
24-Mar	71	15	86	45	41	\$710	
31-Mar	59	4	63	34	29	\$590	
<b>March Total</b>	325	45	370	204	166	<b>\$3,250</b>	
<b>March Avg.</b>	65	9	74	41	33	<b>\$650</b>	
<b>24 Saturdays</b>							
<b>Total Oct - March</b>	<b>1,345</b>	<b>233</b>	<b>1,578</b>	<b>859</b>	<b>719</b>		<b>\$13,450</b>
<b>Avg. Oct - March</b>	<b>56</b>	<b>10</b>	<b>66</b>	<b>36</b>	<b>30</b>		<b>\$560</b>

Route 44 Ridership per Trip Based on Southbound Pick Up and Northbound Drop off Locations for Each Saturday

Southbound Stops	Oct-14	Oct-21	Oct-28	Nov-04	Nov-18	Nov-25	Dec-02	Dec-09	Dec-16	Dec-23	Dec-30	Jan-06	Jan-13	Jan-20	Jan-27	Feb-03	Feb-10	Feb-17	Feb-24	Mar-03	Mar-10	Mar-17	Mar-24	Mar-31	Total Riders	Average Riders	% of total
Village Green	14	16	34	14	22	48	23	28	22	25	19	20	24	23	14	35	40	22	23	28	18	45	28	22	607	25.3	70.7%
Duncan Train		2	2	2	3	2		1	3	1		3	4			3	1		2	4	1		5	1	40	1.7	4.7%
Boys Rd	1	1				1										1		1							5	0.2	0.6%
Valleyview	4	5	9	6	2	3	1	6	1	1	3		1	3	4	5	10	8	8	6	4	6	1	8	105	4.4	12.2%
Deloume Rd	1				1	2	1	1		1	1						1		7	1	2	1			20	0.8	2.3%
Frayne Rd	1	3	5	3	3	2	2	1	7		1	2	9		5		7	8		7	2		11	3	82	3.4	9.5%
Subtotal	21	27	50	25	31	58	27	37	33	28	24	25	38	26	23	44	59	39	40	46	27	52	45	34	859	35.8	100%

Northbound Stops	Oct-14	Oct-21	Oct-28	Nov-04	Nov-18	Nov-25	Dec-02	Dec-09	Dec-16	Dec-23	Dec-30	Jan-06	Jan-13	Jan-20	Jan-27	Feb-03	Feb-10	Feb-17	Feb-24	Mar-03	Mar-10	Mar-17	Mar-24	Mar-31	Total Riders	Average Riders	% of total
Frayne Rd	1		2	3	5	2	2	1	4	3	2	1	1	3	4	2	2	3	5	3	2	3	4	0	58	2.4	8.1%
Deloume Rd							4	3	3	5	1	1	1		1	2	1		1	1	1	3	0	27	1.1	3.8%	
Valleyview	1		7		1	1	3	1	2	1	3	3	1	1	6	2	9	4	5	2	5	5	4	9	76	3.2	10.6%
Boys Rd						1		1	3			2				2	1	1							11	0.5	1.5%
Duncan Train	3		9	5	10	4	8	7	1	9	8	11	1	4	7	10	7	8			4	4		12	132	5.5	18.4%
Village Green	14	21	24	14	13	15	20	10	25	26	14	12	20	13	9	12	18	15	16	18	14	34	30	8	415	17.3	57.7%
Subtotal	19	21	42	22	29	23	37	23	38	44	28	30	24	21	27	28	39	31	27	24	25	47	41	29	719	30.0	100%

Total	40	48	92	47	60	81	64	60	71	72	52	55	62	47	50	72	98	70	67	70	52	99	86	63	1,578	65.8	
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Observations:

Southbound trips (859) = 54% of total trips and Northbound trips (719) = 46% of total trips.

Village Green Mall is the busiest stop in both directions. Southbound trips - Valleyview and Frayne are the next busiest stops. Northbound trips - Duncan Train Station and Valleyview are the next busiest stops.

Route 44 Ridership per Trip Time for Each Saturday (October 2017 - March 2018)

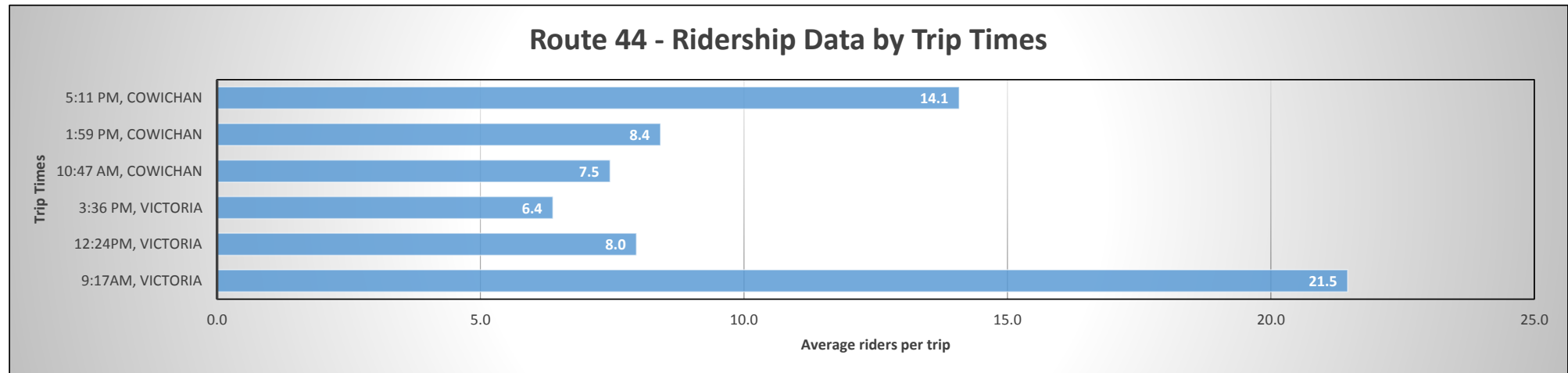
<b>Southbound (to Victoria)</b>	Oct-14	Oct-21	Oct-28	Nov-04	Nov-18	Nov-25	Dec-02	Dec-09	Dec-16	Dec-23	Dec-30	Jan-06	Jan-13	Jan-20	Jan-27	Feb-03	Feb-10	Feb-17	Feb-24	Mar-03	Mar-10	Mar-17	Mar-24	Mar-31	Totals	Average	% of total
9:17 a.m.	14	14	26	16	17	39	16	25	23	14	13	18	17	18	13	19	35	31	29	22	18	37	20	21	515	<b>21.5</b>	60.0%
12:24 p.m.	4	11	13	7	5	14	7	6	5	9	8	3	8	4	5	12	18	7	5	11	4	4	15	6	191	<b>8.0</b>	22.2%
3:36 p.m.	3	2	11	2	9	5	4	6	5	5	3	4	13	4	5	13	6	1	6	13	5	11	10	7	153	<b>6.4</b>	17.8%
Subtotal	21	27	50	25	31	58	27	37	33	28	24	25	38	26	23	44	59	39	40	46	27	52	45	34	<b>859</b>	<b>35.8</b>	100.0%

<b>Northbound (to Cowichan)</b>	Oct-14	Oct-21	Oct-28	Nov-04	Nov-18	Nov-25	Dec-02	Dec-09	Dec-16	Dec-23	Dec-30	Jan-06	Jan-13	Jan-20	Jan-27	Feb-03	Feb-10	Feb-17	Feb-24	Mar-03	Mar-10	Mar-17	Mar-24	Mar-31	Totals	Average	% of total
10:47 a.m.	4	1	11	4	10	6	12	11	4	14	4	12	4	8	7	11	10	4	8	7	4	7	8	8	179	<b>7.5</b>	24.9%
1:59 p.m.	5	6	4	7	9	3	12	3	10	16	11	5	6	6	9	5	8	16	9	7	6	15	15	9	202	<b>8.4</b>	28.1%
5:11 p.m.	10	14	27	11	10	14	13	9	24	14	13	13	14	7	11	12	21	11	10	10	15	25	18	12	338	<b>14.1</b>	47.0%
Subtotal	19	21	42	22	29	23	37	23	38	44	28	30	24	21	27	28	39	31	27	24	25	47	41	29	<b>719</b>	<b>30.0</b>	100.0%

<b>Total</b>	40	48	92	47	60	81	64	60	71	72	52	55	62	47	50	72	98	70	67	70	52	99	86	63	<b>1,578</b>	<b>65.8</b>	
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Average Riders per trip

<b>Southbound to Victoria</b>	
9:17am, Victoria	<b>21.5</b>
12:24pm, Victoria	<b>8.0</b>
3:36 pm, Victoria	<b>6.4</b>
<b>Subtotal</b>	<b>35.8</b>
<b>Northbound to Cow.</b>	
10:47 am, Cowichan	<b>7.5</b>
1:59 pm, Cowichan	<b>8.4</b>
5:11 pm, Cowichan	<b>14.1</b>
<b>Subtotal</b>	<b>30.0</b>
<b>total</b>	<b>65.8</b>



**Observation:**

Busiest trips = 9:17 a.m. to Victoria and 5:11 p.m. north-bound to Duncan as expected.



# STAFF REPORT TO COMMITTEE

**DATE OF REPORT** April 3, 2018  
**MEETING TYPE & DATE** Transit Committee of April 11, 2018  
**FROM:** Facilities & Transit Division  
Community Services Department  
**SUBJECT:** Cowichan Valley Transit Service Anniversary  
**FILE:**

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## **PURPOSE/INTRODUCTION**

The purpose of this report is to update the Committee on the upcoming milestone anniversary dates for Cowichan Valley transit system operations and an associated event to mark this occasion.

## **RECOMMENDED RESOLUTION**

For information.

## **BACKGROUND**

The local Cowichan Valley transit system began operating in 1993 and will be celebrating 25 years of service on August 23, 2018. The Cowichan Valley Commuter service started operating in 2008 and will be celebrating 10 years of service on October 20, 2018. To celebrate both of these milestones a combined anniversary event is proposed in late September.

## **ANALYSIS**

As the main hub in the local transit system, and starting point for the Commuter service, it is suggested that a public event be held at Village Green Mall close to the London Drugs bus stop to celebrate this anniversary. A similar event can also be set up at the Lake Cowichan transit hub on South Shore road for local routes and customers who are not connecting in Duncan. These events would provide an opportunity for CVRD Directors, BC Transit, CVRD and operating company staff to connect with customers. The set up would include a tent, light refreshments – i.e. coffee, water, cupcakes, etc., and Transit promotion materials. Display of transit materials also provides an opportunity to discuss and promote further awareness of local services to the public. The week of September 17 or 24 is recommended for this event as it falls between the two anniversary dates. If the event is approved staff will confirm a date and time. Other transit systems around the province have hosted similar events to mark major operating milestones. Cowichan Tribes (landlord for Village Green Mall) and the Town of Lake Cowichan have been contacted to seek approval for these events.

## **FINANCIAL CONSIDERATIONS**

These events will have minor costs and will be funded through the Annual Operating Agreement with costs shared by BC Transit and the CVRD under the established marketing account. The CVRD share of costs will be funded in the Budget for Function 107.

The idea of offering free transit for the day was reviewed by staff and not recommended due to the financial impact on the 2018 Budget, with revenue already reduced due to the approved free transit fares for the BC Summer Games for four days, election day in the fall, and for Remembrance Day.

**COMMUNICATION CONSIDERATIONS**

Advise BC Transit and operating companies of event details. Coordinate production of event materials with BC Transit.

**STRATEGIC/BUSINESS PLAN CONSIDERATIONS**

None.

Referred to (upon completion):

- Community Services (*Island Savings Centre, Cowichan Lake Recreation, South Cowichan Recreation, Arts & Culture, Public Safety, Facilities & Transit*)
- Corporate Services (*Finance, Human Resources, Legislative Services, Information Technology, Procurement*)
- Engineering Services (*Environmental Services, Recycling & Waste Management, Water Management*)
- Land Use Services (*Community Planning, Development Services, Inspection & Enforcement, Economic Development, Parks & Trails*)
- Strategic Services

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