

Minutes of the Transit Committee Meeting held on Wednesday, July 12, 2017 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. Iannidinardo  
Director S. Jackson  
Director J. Lefebure  
Director I. Morrison  
Director A. Nicholson <after 1:04 PM>  
Director A. Stone  
Director T. Walker

**ALSO PRESENT:** Jim Wakeham, Manager, Facilities and Transit Management  
Erin Annis, Transit Analyst, Facilities and Transit Management  
Rob Grant, GIS Supervisor  
Meghan Kueber, Transit Assistant, Facilities and Transit Management  
Michelle Lewers, Recording Secretary

**GUESTS:** Myrna Moore, Regional Transit Manager, BC Transit  
Shilpa Paniker, Senior Planner, BC Transit  
Colin Oakes, Manager, First Canada  
Bruce Pesowsky, General Manager, Oak Transit <after 1:05 PM>  
Carol Blatchford, Cowichan Community Services

**ABSENT:** Director M. Clement

#### **APPROVAL OF AGENDA**

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

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** Regular Transit Committee meeting of May 10, 2017

**It was moved and seconded that the minutes of the Regular Transit Committee meeting of May 10, 2017 be adopted.**

**MOTION CARRIED**

**M2** Special Transit Committee meeting of May 24, 2017

**It was moved and seconded that the minutes of the Special Transit Committee meeting of May 24, 2017 be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING FROM THE MINUTES**

- BA1** The May 24, 2017 R1 Report - Duncan-Victoria Saturday Express Transit Pilot Service was updated at today's meeting under report R2.

**INFORMATION**

- IN1** Verbal report, from Manager, Facilities and Transit Management Division Re: CVRD Transit Web Map and Google Transit Update.

A presentation was given by Meghan Kueber, Transit Assistant (Summer Student) and Rob Grant GIS Supervisor, on ability for transit stops and routes to be incorporated in the CVRD web map. This is a very helpful tool for transit customers and it should be finalized by the end of summer. This initiative will lead into the next level of online assistance being Google Transit which is targeted for completion in the 1<sup>st</sup> quarter of 2018, as all CVRD stops need to be identified and submitted to BC Transit's data base.

**REPORTS**

- R1** Report from the Manager, Facilities and Transit Management Division Re: 2016/17 Customer and Local Government Survey Reports from BC Transit.

The Manager, Facilities and Transit Management Division provided detailed information and results from 2 recent BC Transit surveys that are undertaken yearly. Summarized comments from the public regarding Cowichan Valley transit service indicated that there was good improvement in many areas. Feedback from local government representatives regarding the overall BC Transit service in the past year suggested the service had improved greatly and that local governments are happy with their service.

- R2** Report from the Manager, Facilities and Transit Management Division Re: Update on Duncan-Victoria Saturday Express Transit Pilot Service Implementation.

The Duncan – Victoria Saturday Pilot Service routing was further reviewed by staff and BC Transit, and it was confirmed that the Duncan Train Station stop could be added but that due to the tight schedule, the U turn stop at Koksilah would have to be removed. Also to be consistent with the other CVRD transit service fare policy, children age 4 years and under should travel for free.

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

- 1. That the May 24, 2017 Board Resolution No. 220.2 be rescinded.**
- 2. That cash-only fares of \$10.00 per one-way trip be implemented for the Duncan-Victoria Saturday Express transit pilot service but that children age 4 years and under have free fare for consistency with existing fare policy on local and Cowichan Valley Commuter routes, be approved.**
- 3. That the May 24, 2017 Board Resolution No. 220.3 be rescinded.**
- 4. That the Duncan-Victoria Saturday Express transit pilot service use the same general routing as the Duncan Commuter Route 66 with modifications to add service to the Duncan Train Station area and to**

remove the Koksilah bus stop, be approved.

**MOTION CARRIED**

**R3** Report from the Manager, Facilities and Transit Management Division Re: Proposed 3 - Year Transit Service Expansion Plan (2018/19 - 2020/21)

The Manager, Facilities and Transit Management Division provided detailed information and history regarding the proposed next 3 - year transit service expansion plan and the associated costs, and the reasons for the changes to the current 3 - year plan.

With respect to the next 3 - year transit expansion plan, two key items were identified that will affect budgets and thus had an impact on delaying expansion requests: The new transit maintenance and operations facility and the anticipated Request for Proposal for operating companies once the facility has been built.

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

- 1. That the 3 year service expansion initiatives outlined in BC Transit's letter of May 15, 2017, and the accompanying Expansion Memorandum of Understanding be approved.**
- 2. That the 200 hour commuter system required hours for April 2018 implementation, be approved and the associated costs be included in the 2018 CVRD Transit Budget for Function 106, be approved.**
- 3. That the 1,500 hour conventional system expansion targeted for March 2018 implementation, be approved and the associated local costs be included in the 2018 CVRD Transit Budget for Function 107, be approved.**
- 4. That transit service expansion hours and associated costs for 2019/20 to 2020/21 be incorporated into the 5 year financial plan for Transit Budget Functions 106 and 107, be approved.**

**MOTION CARRIED**

**R4** Report from the Manager, Facilities and Transit Management Division Re: New Transit Service Agreement and Annual Operating Agreement with BC Transit

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

- 1. That the Transit Service Agreement with BC Transit effective April 1, 2017, be approved.**
- 2. That the Annual Operating Agreement with BC Transit be approved for 12 months commencing April 1, 2017, be approved.**

**MOTION CARRIED**

#### **UNFINISHED BUSINESS**

Directors were advised to RSVP to Erin Annis, Transit Analyst, Facilities and Transit

Management by the end of Wednesday, July 12 if they were planning on attending the transit public event (re: new buses) tomorrow at the Duncan Train Station (11:30 AM – 12:30 PM).

**ADJOURNMENT**

**1:54 PM**            **It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 1:54 PM.

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Chair

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

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