

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: \_\_\_\_\_