

**REGIONAL DISTRICT OF NANAIMO
TRANSIT SELECT COMMITTEE
AGENDA**

**Thursday, November 16, 2017
12:00 P.M.
RDN Board Chambers**

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1. CALL TO ORDER	
2. APPROVAL OF THE AGENDA	
3. ADOPTION OF MINUTES	
3.1 Transit Select Committee Meeting - September 14, 2017	3
That the minutes of the Transit Select Committee meeting held on September 14, 2017, be adopted.	
4. DELEGATIONS	
4.1 Philippe Lucas, Vice President, Tilray re: Transit Service to Duke Point	
5. CORRESPONDENCE	
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That a 5,000 hour conventional transit annual expansion for September 2018 be approved and staff be directed to work with BC Transit to develop an implementation plan for the Boards approval.	
9. BUSINESS ARISING FROM DELEGATIONS	
10. NEW BUSINESS	

11. ADJOURNMENT

**REGIONAL DISTRICT OF NANAIMO
MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING**

**Thursday, September 14, 2017
12:00 P.M.
RDN Board Chambers**

In Attendance:	Chairperson T. Westbroek Director A. McPherson Director M. Young Director B. Rogers Director B. Veenhof Director B. Bestwick Director J. Hong Director B. Yoachim Director B. Colclough Director M. Lefebvre	Town of Qualicum Beach Electoral Area 'A' Electoral Area 'C' Electoral Area 'E' Electoral Area 'H' City of Nanaimo City of Nanaimo City of Nanaimo District of Lantzville City of Parksville
Regrets:	Director J. Stanhope Director B. McKay	Electoral Area 'G' City of Nanaimo
Also in Attendance:	P. Carlyle D. Pearce D. Marshall E. Beauchamp Myrna Moore James Wadsworth Amir Freund N. Hewitt	Chief Administrative Officer Director of Transit & Emergency Services Mgr. Transit Operations Superintendent of Transit Planning & Scheduling Senior Mgr. Regional District, BC Transit Mgr. Transit Planner, BC Transit Transportation Planner, City of Nanaimo Recording Secretary

CALL TO ORDER

The Chair called the meeting to order.

APPROVAL OF THE AGENDA

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

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Transit Select Committee Meeting - May 25, 2017

It was moved and seconded that the minutes of the Transit Select Committee meeting held May 25, 2017, be adopted.

CARRIED UNANIMOUSLY

INVITED PRESENTATIONS

DELEGATIONS

CORRESPONDENCE

UNFINISHED BUSINESS

BC TRANSIT UPDATES

Myrna Moore- 2016/2017 RDN Performance Review

It was moved and seconded that the 2016/2017 RDN Performance Review be received.

CARRIED UNANIMOUSLY

REPORTS

Financial Implications of Transit Service to Duke Point

It was moved and seconded that the 5,000 hour conventional transit expansion for January 2018 be approved, and public transit service to the Duke Point ferry terminal area be implemented in January 2018.

CARRIED UNANIMOUSLY

CNG Bus Exterior Advertising

It was moved and seconded that BC Transit be advised that the RDN is not permitting exterior bus advertising on the RDN Conventional fleet until BC Transit advises the paint defects are resolved.

CARRIED UNANIMOUSLY

BUSINESS ARISING FROM DELEGATIONS

NEW BUSINESS

Transit Expansion within Electoral Area 'A'

It was moved and seconded that staff be directed to provide a report incorporating the following elements with a view to extending and improving the current transit services within Electoral Area 'A':

- The cost of extending bus service beyond Woobank Road along Holden Corso Road, Barnes Road, Fawcett Road, Murdoch Road, Barnes Road, Holden Corso to White and Woobank Roads.
- The cost of extending bus service through IR #4 along MacMillan Road, Gordon Road to Cedar Road;
- A potential bus service schedule for each of the above routing both separately and combined;
- The cost to situate a bus shelter to accommodate the Snuneymuxw First Nation residents within IR #4 both under the current service and the extended service proposal.
- The feasibility of including the extended services within the next expansion of transit service hours within the Regional District of Nanaimo.

CARRIED UNANIMOUSLY

Low Income Family Bus Pass Program

It was moved and seconded that staff be directed to investigate the possibility of a low income bus pass for families below the poverty line within the Regional District of Nanaimo.

Opposed (1): Director Rogers

CARRIED

ADJOURNMENT

CHAIR

Sent: Friday, November 10, 2017 10:16 AM
Subject: FW: Cassidy Transit Service

-----Original Message-----

From: Maureen Young [mailto:maureen_young@shaw.ca]

Sent: Friday, October 20, 2017 11:30 AM

To: nachtegaele@live.ca

Cc: Pearce, Daniel

Subject: Cassidy Transit Service

Hello Mr. Nachtegaele

Thank You, for your email of 17 of October, I'm sorry, I did not see your prior email. A number of years ago, we did investigate the possibility of expanding the Transit Route to include Cassidy. Myself and the prior Director of Area A, requested the Transit Staff to prepare a report relating to the expansion of the Cinnabar Route to include Extension, South Wellington and Cassidy, however at that time the report stated that there was not enough density to support expanding the Route.

I will forward your email to the Transit Department to be included in our next Transit Committee Meeting to discuss your request.

Best regards

Maureen Young
Regional Director
Electoral Area C



Daniel Pearce
Director, Transportation and Emergency Services
Regional District of Nanaimo
Nanaimo, BC V9T 6N2

RE: Local Area Transit Plan – South Nanaimo

1.0 Background

BC Transit and the Regional District of Nanaimo will be developing a Transit Future Action Plan – South Nanaimo Local Area Plan to identify opportunities to fulfill the vision and network described in the *Transit Future Plan*, as endorsed by the Transit Select Committee in February 2014. The plan will define in more detail the short to medium-term transit service and infrastructure strategies as well as provide opportunities for public engagement in the South Nanaimo area. The plan will provide guidance to the development of Annual Service Plans and Three Year Expansion Initiatives. The plan could also potentially recommend cost neutral service changes that could be implemented as “quick wins” if identified through service analysis and public consultation processes.

The Transit Future Action Plan – South Nanaimo Local Area Plan will further support community development by aligning with the strategic direction of the Nanaimo Master Transportation Plan, the Regional Growth Strategy, Official Community Plans, and neighbourhood plans. The study area encompasses Routes 5, 6, 7, and 30.

2.0 Project Objectives

The key objectives of the South Nanaimo Local Area Transit Plan are:

- Define short to medium-term transit service and infrastructure priorities
- Review current transit routing and define possible restructuring improvements
- Review bus types and current capacity and ridership trends
- Support the implementation of the Transit Future Plan and associated ridership targets
- Highlight key changes, challenges and opportunities in the study area that relate to or may impact transit service, and coordinate with other transportation modes.
- Examines future transit requirements based on community plans, demographic trends, proposed land development and road network changes, as well as citizen priorities expressed through consultation.

3.0 Scope of Work

Meetings with key stakeholders	Fall 2017
Analysis of existing transit service, review of data, and option development	Fall & Winter 2017
Regular updates to the Transit Select Committee	Ongoing
Public engagement	Spring 2018
Concept development	Spring & Summer 2018
Public engagement	Fall 2018
Final draft complete	Fall 2018
Final report presented to the Transit Select Committee	Winter 2019
Integration into service planning	Winter 2019



Kailey Laidlaw

Transit Planning Coordinator

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Myrna Moore

Senior Regional Transit Manager

Vancouver Island Coastal

BC Transit

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TO: Transit Select Committee **MEETING:** November 16, 2017
FROM: Erica Beauchamp **FILE:** 8500 03 CTE
 Superintendent Transit Planning &
 Scheduling
SUBJECT: September 2018 Conventional Transit Expansion

RECOMMENDATION

That a 5,000 hour conventional transit annual expansion for September 2018 be approved and staff be directed to work with BC Transit to develop an implementation plan for the Boards approval.

SUMMARY

The Regional District of Nanaimo (RDN) Transit Future Plan sets a transit mode share target of 5% for all trips by 2039, which requires the RDN Transit system to grow from 2.7 million to 13.5 million trips per year. Such a goal is achieved through regular, annual expansions to the transit system, typically in 5,000 hour increments. The RDN Transit's three year operating plan (2017/18, 2018/19, 2019/20) includes 15,000 annual expansion hours, in 5,000 hour allotments per year, in order to accomplish goals such as enhancing current service along local transit network, restructure service to the Southern Nanaimo communities and to establish routes to other transportation hubs.

A 5,000 hour annual transit expansion within the RDN transit system will enable ridership growth and continued improvements within the system. To meet BC Transit's timeline to order vehicles, the RDN must inform BC Transit if the RDN supports a 5,000 hour annual transit expansion for September 2018, by the end of 2017.

The cost of a 5,000 hour annual conventional transit expansion is approximately \$330,000 and is included in the proposed 2018 budget and five year financial plan.

BACKGROUND

One of RDN Transit's goals, identified within the Board endorsed Transit Future Plan, is to enhance the current transit system to better connect the region's urban and rural communities with their downtowns and neighbourhood centres, thus offering an attractive alternative to driving. Enhancing the local transit network within the City of Nanaimo, Qualicum Beach, Parksville and the Electoral Areas of the RDN enables more people to have access to transit services and increases the environmental sustainability of the region and its municipal partners.

The RDN Transit Future Plan's mode share target of 5% for all trips by 2039, which requires the transit system to grow from 2.7 million to 13.5 million trips per year. Such growth is achieved through regular, annual expansions typical as 5,000 hour service increases, in accordance with BC Transit expansion guidelines. The RDN Transit's three year operating plan (2017-2020) includes 15,000 annual expansion hours, in 5,000 hour allotments per year, in order to accomplish goals such as enhancing current service within the local transit network, restructure service to the Southern Nanaimo communities, establish routes to other transportation hubs, among other service enhancing opportunities.

The 5,000 hour annual conventional transit expansion for September 2018 is the first in this 15,000 hour expansion set for the next three years, and is one step to achieve the planned investment in service hours in order to increase ridership.

In the 2016/2017 Annual Operating Agreement with BC Transit, the RDN transit system operated 119,000 service hours, with a fleet of 49 conventional Compressed Natural Gas (CNG) buses. In this operational period, there were 2,815,000 passenger trips. A 5000 hour annual transit expansion is anticipated to add 1-2% ridership growth depending on where the expansion is implemented.

In order to meet timelines set by BC Transit for acquisition of expansion buses and to develop the RDN's 2018 Financial Plan, this 5,000 hour annual expansion needs to be accepted by the end of 2017. Acceptance of the annual expansion for September 2018 at this time will then enable staff to begin the planning process for viable options, which will include: Duke Point, South Nanaimo/Electoral Area 'A', and Rutherford Road/frequency enhancement to the #40 VIU. If approved, a report with detailed financial analysis, including routing for each option, will be brought forward to the RDN Board in early 2018.

ALTERNATIVES

1. That a 5,000 hour convention transit annual expansion for September 2018 be approved and staff be directed to work with BC Transit to develop an implementation plan for the Boards approval.
2. That staff be provided with alternate direction.

FINANCIAL IMPLICATIONS

The expansion would be scheduled for implementation in September 2018, resulting in 1,900 annual hours in 2018 and 3,100 annual hours in 2019 (BC Transit follows a fiscal year, April 1st - March 31st). These incremental, 5,000 hour annual service increases are as per BC Transit expansion guidelines.

This implementation schedule results in an estimated annual net cost increase of \$330,000. However for the 2018 budget, as a result of a carry forward surplus that is greater than planned from 2017, the actual tax requisition for Southern Community Transit is expected to increase by \$265,000 with the first year of expansion costs partially funded by the carry forward surplus. The distribution of these costs would depend on those areas receiving improved/expanded transit services, and would be in accordance with "Southern Community Transit Service Area Conversion Bylaw No. 1230, 2001" (Attachment 1), which states:

7. **Apportionment**

- (2) Each participating area shall be apportioned the costs of the service based on the percentage derived from the following formula:

77% x that proportion of revenue hours attributed to a participating area to the total revenue hours identified in the then current year Annual Operating Agreement

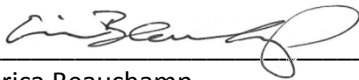
plus

23% x that proportion of revenue kilometers attributed to a participating area to the total revenue kilometers identified in the then current year Annual Operating Agreement.

A detailed financial estimate will be provided in the future implementation options report. The 5,000 hour annual conventional transit expansion is included in the proposed 2018 budget and five year financial plan. At this time, if the 5,000 hour annual conventional transit expansion is not approved, BC Transit will offer the hours to another community.

STRATEGIC PLAN IMPLICATIONS

This service expansion aligns with the RDN Strategic Plan Key Focus Area to '*Focus on Service and Organizational Excellence*', specifically the strategic priority to "*...advocate for transit improvements and active transportation.*" Improving and expanding transit with the service area results in greater access for the public, to more sustainable transportation and economic opportunities throughout the RDN and surrounding municipalities.



Erica Beauchamp
ebeauchamp@rdn.bc.ca
October 26, 2017

Reviewed by:

- D. Pearce, Director, Transportation & Emergency Services
- G. Garbutt, Acting Chief Administrative Officer

Attachment

1. Consolidated Southern Community Transit Service Area Conversion Bylaw No. 1230, 2001

Attachment 1

REGIONAL DISTRICT OF NANAIMO

BYLAW NO. 1230

(Consolidated for convenience only up to and including .05)

**A BYLAW TO ESTABLISH A SERVICE
FOR CONVENTIONAL AND CUSTOM TRANSIT
SERVICES IN SCHOOL DISTRICT 68**

WHEREAS the Regional District of Nanaimo, by Supplementary Letters Patent dated October 30th, 1969 and subsequent amendments thereto, was granted the function Division VII – Bus Transit System in the City of Nanaimo and in defined areas of Electoral Areas ‘A’ and ‘D’;

AND WHEREAS the Board of the Regional District of Nanaimo has undertaken a review (Regional Services Review 2000) of the provision of service established under Supplementary Letters Patent;

AND WHEREAS the Board of the Regional District of Nanaimo wishes, under Sections 774.2(3) of the *Local Government Act*, to convert the service to one exercised under the authority of a bylaw, establish the service and, by the same bylaw, amend the power to the extent it could if the power were exercised under the authority of a bylaw establishing the service;

AND WHEREAS the Board of the Regional District of Nanaimo has obtained the consent of two thirds of the participants pursuant to Section 802(1)(b) of the *Local Government Act*;

NOW THEREFORE the Board of the Regional District of Nanaimo in open meeting assembled, enacts as follows:

1. **Service**

A service including the function Division VII – Bus Transit System granted to the Regional District of Nanaimo by Supplementary Letters Patent dated October 30th, 1969 and subsequent amendments thereto, is established for the purposes of owning and operating a conventional and custom transit service.

2. **Boundaries**

The boundaries of the service area are coterminous with the boundaries of the City of Nanaimo, Electoral Area ‘A’, a defined portion of Electoral Area ‘C’ (defined Area ‘D’) and the District of Lantzville.

3. **Participating Areas**

The City of Nanaimo, District of Lantzville, Electoral Areas ‘A’ and a defined portion of Electoral Area ‘C’ (defined Area ‘D’) are the participating areas for the service.

4. **Boundaries of Electora Area ‘C’ (Defined Area ‘D’)**

The boundaries of the participating area known as Electoral Area ‘C’ (defined Area ‘D’) are shown outlined on Schedule ‘A’ attached to and forming a part of this bylaw.”

5. **Cost Recovery**

The annual cost of the service shall be recovered by one or more of the following:

- (a) the requisition of monies under Section 803(1)(a) of the *Local Government Act* to be collected by a property value tax to be levied and collected under Section(s) 805.1(1)(a) and 806.1(1)(a) of the *Local Government Act*.
- (b) revenues raised by way of agreement, enterprise, gift, grant or otherwise as provided in Section 803(1)(e) of the *Local Government Act*.

6. **Requisition**

In accordance with Section 800.1(1)(e) of the *Local Government Act*, the maximum amount that may be requisitioned for the Service is the greater of:

- (a) \$9,215,000 (Nine Million Two Hundred and Fifteen Thousand Dollars), or;
- (b) the amount obtained by multiplying the net taxable value of lands and improvements within the Service Area by a property tax value rate of \$0.6399 per thousand dollars of assessment.

7. **Apportionment**

(1) In this Section “Annual Operating Agreement” means an Operating Agreement as defined in the *British Columbia Transit Act*.

(2) Each participating area shall be apportioned the costs of the service based on the percentage derived from the following formula:

$77\% \times$ that proportion of revenue hours attributed to a participating area to the total revenue hours identified in the then current year Annual Operating Agreement

plus

$23\% \times$ that proportion of revenue kilometers attributed to a participating area to the total revenue kilometers identified in the then current year Annual Operating Agreement.

8. This bylaw may be cited as the “Southern Community Transit Service Area Conversion Bylaw No. 1230, 2001”.

Introduced and read three times this 9th day of January, 2001.

Received the approval of the Inspector of Municipalities this 12th day of March, 2001.

Adopted this 13th day of March, 2001.