

REGIONAL DISTRICT OF NANAIMO

**TRANSIT SELECT COMMITTEE
THURSDAY, JANUARY 22, 2015
12:00 PM**

(RDN Committee Room)

A G E N D A

PAGES

CALL TO ORDER

MINUTES

2-4 Minutes of the regular Transit Select Committee meeting held September 18, 2014.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

5 **Myrna Moore, BC Transit**, re partnership with Regional District of Nanaimo.

6 **Myrna Moore, BC Transit**, re Regional District of Nanaimo letter request to BC Transit for consideration of the Comox Valley Transit service being extended into Electoral Area 'H'.

UNFINISHED BUSINESS

BC TRANSIT UPDATES

REPORTS

7 Transit Select Committee Terms of Reference. (Verbal)

Future Plan and Executive Summary. (Verbal)

8-14 RDN / Cowichan Valley Regional District Service Discussion Report Memorandum of Understanding.

Overview of RDN Google Transit Planning. (Verbal)

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

ADJOURNMENT

DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING HELD ON THURSDAY, SEPTEMBER 18, 2014 AT 12:00 NOON IN THE RDN COMMITTEE ROOM

Present:

Director D. Brennan	Chairperson
Director A. McPherson	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Alternate	
Director F. Van Eynde	Electoral Area 'E'
Director B. Veenhof	Electoral Area 'H'
Director D. Willie	Town of Qualicum Beach
Director M. Lefebvre	City of Parksville
Director J. De Jong	District of Lantzville
Director B. Bestwick	City of Nanaimo
Director T. Greves	City of Nanaimo
Director G. Anderson	City of Nanaimo

Also in Attendance:

P. Thorkelsson	CAO, Regional District of Nanaimo
D. Trudeau	Gen. Mgr, Transportation & Solid Waste Services, RDN
D. Pearce	Manager, Transit Operations, RDN
D. Marshall	Acting Manager, Fleet Operations, RDN
M. Moore	Senior Regional Transit Manager, BC Transit
G. Foy	Traffic & Transportation Planning Engineer, CON
F. McFarlane	Recording Secretary, RDN

CALL TO ORDER

The meeting was called to order at 12:05 pm by the Chair.

MINUTES

MOVED Director Veenhof, SECONDED Director de Jong that the minutes of the regular Transit Select Committee meeting held May 22, 2014 be adopted. CARRIED

BC TRANSIT UPDATES

No report.

REPORTS

Ridership Update.

D. Pearce provided a PowerPoint presentation, which addressed the increase in Conventional transit

ridership. Figures show a 4.5% increase in ridership in 2014 over the same period in 2013. Custom transit remains constant from the previous year.

Director Bestwick requested figures for ridership on statutory holidays. D. Pearce noted the best way to do this is through a ridership count and he will follow up on this. A report will be brought forward to the Transit Select Committee.

MOVED Director Lefebvre, SECONDED Director Greves that the verbal report on ridership update be accepted. CARRIED

BC Transit 3-Year Expansion – Memorandum of Understanding.

D. Pearce reviewed the report. D. Trudeau noted that the budget figures will be reviewed annually.

MOVED Director Bestwick, SECONDED Director De Jong that the 3-year Expansion Memorandum of Understanding between BC Transit and the Regional District of Nanaimo be approved. CARRIED

NEW BUSINESS

Google Transit

MOVED Director Anderson, SECONDED Director Bestwick that regular updates regarding the progress of Google transit on the RDN work plan be provided to the members of the Transit Select Committee. CARRIED

Road Construction – City of Parksville

MOVED Director Lefebvre, SECONDED Director Willie that staff review the #88 Parksville's route and provide a report on routing options while upgrades on Temple Street are taking place. CARRIED

Transit Service from Comox Valley Regional District to Electoral Area 'H'

MOVED Director Veenhof, SECONDED Director Van Eynde that staff be directed to send a letter to the Comox Valley Regional District and BC Transit to request consideration of their transit service being extended into Electoral Area 'H' and, if the response indicates it is feasible, that a service agreement be prepared for consideration of the RDN Board. CARRIED

Removal of Route 15A VIU

MOVED Director Young, SECONDED Director Veenhof that staff be directed to bring a report to the Board on options to remove Conventional transit from Electoral Area 'C' while retaining Custom Transit.
CARRIED

ADJOURNMENT

MOVED Director Anderson that the meeting be adjourned. CARRIED

NEXT MEETING

The next meeting of the Transit Select Committee is set tentatively for Thursday, November 20, 2014, in the RDN Committee Room.

CHAIRPERSON

Annual Partner Communications Calendar



Annual Partner Communication Key Processes	
Process	Description and Deliverables
Transit Improvement Program (TIP)	The TIP communicates to local government (LG) the expansion initiatives proposed for the next three years. It seeks the commitment to the expansion initiatives from LG which thereby allows BC Transit to proceed with requesting sufficient funding within the Provincial Budget. This includes the allocation process and results of expansion priorities from Transit Future Plans, other Service Plans, local initiatives as well as major capital initiatives necessary for the development of the transit system.
	April August March
	BCT to send out Expansion Initiatives to LG LG to confirm Expansion Initiatives by way of sign-off and return to RTM BCT to provide confirmation to LG of the intent to fund expansion initiatives
Annual Performance Summary (APS)	The APS offers a high level analysis of the system's performance, in comparison to prior years, and where established, the opportunity to measure against service standards established by the local government. The intent is to inform council prior to decision on expansion initiatives for future years and subsequent budgeting. This document also serves as an opportunity to present results to council and to engage in discussion on decisions aimed at future year initiatives.
	June On Request
	BCT to send out APS to LG LG to extend invitation, if desired, to RTM to present APS to council
Three Year Budgets (3YB)	The 3YB provides LG with budget expectations for the coming year and two year projections for base service levels. Additionally, a calendar year budget estimate is provided for the convenience of LGs. Where the LG has confirmed their desire to pursue expansion initiatives, a separate budget will follow with expansion budget projections.
	September October December
	BCT to send out 3YB based on existing, or known, service levels to LG BCT to send out 3YB based on calendar year estimates to LG; and, BCT to send out 3YB based on expansion initiatives confirmed by the LG in August LG to advise RTM of any budget concerns to expedite the execution of the AOA
Annual Operating Agreement (AOA)	Defines the service to be delivered, the provincial and municipal funding contributions, and the tariff schedule. Any changes to services defined in the AOA require the establishment of a Memorandum of Understanding which defines the objectives and scope of the service change. The intent is to ensure that all parties are in agreement to changes to the defined service in the AOA. Additionally, it defines the appropriate timeline, from the time of this agreement, necessary for the provision of service including planning, scheduling, operator training, shift changes, and fleet procurement if necessary.
	March April AOA period
	BCT to send out 3 copies of AOA to LG for signature LG to ensure timely approval of AOA and forward all copies to operating company Signed MOU is required where changes to service specifications impact the AOA



16 January, 2014

Daniel Pearce
A/General Manager of Transportation and Solid Waste Services
Regional District of Nanaimo

Sent Via Email: DPearce@rdn.bc.ca

RE: Regional District of Nanaimo (RDN) letter request to BC Transit for consideration of the Comox Valley Transit service being extended into Electoral Area 'H'.

Dear Daniel,

BC Transit has commenced a procurement process to engage the services of a consultant to develop a Transit Market Research Report which will investigate and analyse the potential for transit services between key regional centres across Vancouver Island. This report will provide the qualitative data to help understand the ridership potential and the viability of connecting the conventional transit services between the Regional District of Nanaimo and the Comox Valley Regional District. The report is expected to be completed by August 2015.

The Regional District of Nanaimo and the Comox Valley have recently adopted 25 Year Transit Future Plans; The Comox Valley Plan directs the introduction of inter-regional weekday service connecting Comox Valley Transit and the Regional District of Nanaimo (Area 'H') service as a medium term priority to be considered for introduction beyond the 2019 timeframe.

The Regional District of Nanaimo Transit Future Plan directs the exploration of service options to connect Area 'H' with the Comox Valley Regional District as part of its short term priorities to occur between 2015 and 2019.

The disconnect in the timing of the inter-regional priorities within the Transit Future Plans, makes the Market Research Report a significant part of the prioritization and decision making process. Upon completion of the report BC Transit will provide the Regional Districts with a summary of the outcomes and if merited by the Market Research Report specify service options including estimated costs and next steps to be considered by the RDN Transit Select Committee for implementation.

Myrna Moore
Senior Regional Transit Manager
BC Transit
Myrna_Moore@BCTransit.com | 250.995-5612 |

REGIONAL DISTRICT OF NANAIMO

TRANSIT SELECT COMMITTEE TERMS OF REFERENCE

March 2012 (updated)

PURPOSE:

The Transit Select Committee is a committee of the Regional District of Nanaimo (RDN) Board that provides advice and recommendations to the Board regarding the Nanaimo Regional Transit's service planning and delivery in the region.

The Transit Select Committee was established as a result of the Nanaimo Regional Transit Business Plan, dated 2003. The Plan was established as a guide for transit service planning and delivery in the RDN. The Plan was subsequently updated in 2008. The primary goal of the Plan is to encourage greater transit ridership in the region by providing transit and other sustainable transportation options that improve mobility for people, who have few other transportation options, and also to offer an attractive alternative for automobile drivers.

MEMBERSHIP:

- The Committee is comprised of twelve RDN Directors, including Directors from each of the representative areas: City of Nanaimo, District of Lantzville, City of Parksville, Town of Qualicum Beach and Electoral Areas 'A', 'C', 'E', 'G' and 'H'.
- The Committee Chairperson is appointed annually by the RDN Board Chairperson.

MEETINGS:

- The Committee meets approximately every second month.
- A quorum of seven of the Committee membership is required to conduct Committee business.
- The General Manager of Transportation and Solid Waste Services will be responsible for assigning staff to support the Committee including the coordination of agendas, minutes and staff contacts for Committee members.

COMMITTEE ROLES AND RESPONSIBILITIES

The mandate of the Transit Select Committee is to identify problems, issues and opportunities that will allow for the system to effectively respond to market and community needs.

The responsibilities of the Committee are:

1. to make recommendations to the RDN Board of Directors;
2. to pursue matters referred to the Committee by the RDN Board and report back to the Board expeditiously; and,
3. to be responsible for financial performance, development of the transit system within the region, fleet and facility requirements.

TO: Paul Thorkelsson
CAO

DATE: January 14, 2015

FROM: Daniel Pearce
General Manager, Transportation & Solid Waste Services

FILE: 2240-01

SUBJECT: RDN and CVRD Service Discussion Report Memorandum of Understanding

PURPOSE

To bring forward the *RDN and CVRD Service Discussion Report (Exploring Interregional Service Memorandum of Understanding)* for information.

BACKGROUND

At the September 30, 2014 Regular Board meeting, the Board adopted a motion “that staff be directed to work with School District 68, Vancouver Island, the Town of Ladysmith and BC Transit to work toward options for providing transit service to students travelling between Nanaimo and Ladysmith Secondary schools.”

The Regional District of Nanaimo (RDN), BC Transit and the Cowichan Valley Regional District (CVRD), have signed a Memorandum of Agreement to undertake a Service Discussion Report to explore the feasibility of an interregional transit service between the RDN and Cowichan Valley (*Attachment A*). The objective of the report is to complete a high level market analysis of the potential for transit riders between the two centres and to identify potential service models, which could be adopted to provide the service in the most cost effective and efficient manner. This Memorandum of Understanding outlines the project objectives and scope of work including the work plan, roles and responsibilities and the project schedule.

The primary study area of the report will include the Town of Ladysmith, Cedar, Cassidy, Nanaimo Airport and North Ladysmith. The report will also consider the demand for ridership between the RDN and the CVRD, the potential connection hubs between Nanaimo and Duncan, and the demand for connecting these hubs within each respective transit system.

The key project objectives are to:

- support the Goals and Vision of the RDN and CVRD Transit Future Plans;
- understand transit ridership potential between key origins and destinations including, but not limited to, downtown Nanaimo, Cedar, Cassidy, Ladysmith, Nanaimo Airport, Vancouver Island University and between the Town of Ladysmith and Duncan;

- evaluate opportunities using the existing transit resources available within each region to deliver a conventional transit service solution on fixed routes and schedules;
- develop and recommend transit service options, including operational plan and fleet required to transition existing transit systems to the proposed vision, including identifying recommendations on priorities and phasing; and,
- prepare an implementation action plan for the RDN and CVRD, to summarize the above tasks for service improvements and recommended a course of action.

The project working group will include RDN staff, BC Transit staff and CVRD staff. Additionally, Vancouver Island University staff and School District 68 staff will be included in key discussions.

The Service Discussion Document is scheduled to be presented to the Board in October 2015.

FINANCIAL IMPLICATIONS

Costs associated with the Service Discussion Review process and report will be covered by BC Transit.

STRATEGIC PLAN IMPLICATIONS

The RDN and CVRD Service Discussion Report MOU aligns with the Strategic Goal and Action Items to “support increased rail, marine, and air transportation between the region and other areas.”

SUMMARY / CONCLUSIONS

The Regional District of Nanaimo, BC Transit and the Cowichan Valley Regional District, have signed a Memorandum of Agreement to undertake a Service Discussion Report to explore the feasibility of an interregional transit service between the RDN and the Cowichan Valley.

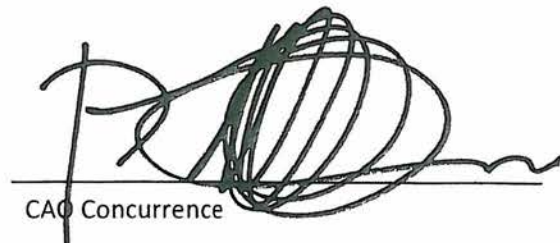
The plan study area will include Nanaimo, Electoral Area ‘A’ and the CVRD. The report will consider the demand for ridership between the RDN and the CVRD, the potential connection hubs between Nanaimo and Duncan, and the demand for connecting these hubs within each respective transit system.

RECOMMENDATION

That the RDN and CVRD Service Discussion Report Memorandum of Understanding be received for information.



Report Writer



CAO Concurrency

APPENDIX A

Regional District Nanaimo and Cowichan Valley Regional District Service Discussion Report Exploring Interregional Service Memorandum of Understanding December 2014

1.0 Introduction

BC Transit, in collaboration with the Regional District of Nanaimo (RDN) and the Cowichan Valley Regional District (CVRD), is proposing to undertake a Service Discussion Report to explore the feasibility of an interregional transit service between the two regional centres. The objective of the report is to complete a high level market analysis of the potential for transit riders between the two regions to confirm if a sustainable business case exists and to identify potential service models, associated costs, customer fares and timing that could be adopted to provide conventional, and potentially custom, transit services in a cost effective and efficient manner. This Memorandum of Understanding outlines the project objectives and scope of work including the work plan, roles and responsibilities and the project schedule.

BACKGROUND

Over the past two years, BC Transit has completed a long-term transit strategy (Transit Future Plan) with the RDN and the CVRD. The long-term transit strategies envision what the community's transit network should look like 25 years from now and describe what priorities, infrastructure and investment are needed to get there. Each of the region's strategic priorities includes strategies to introduce interregional transit services.

Summary of Key Project Objectives

- Supports the Goals and Vision of the RDN and CVRD Transit Future Plans
- To understand transit ridership potential between key origins and destinations including, but not limited to: downtown Nanaimo, Cedar, Cassidy, Ladysmith, Nanaimo Airport, Vancouver Island University, BC Ferry terminals, regional hospitals, other regional shopping and employment centres and between the Town of Ladysmith and Duncan.
- Evaluate opportunities using the existing transit resources available within each region to deliver a conventional transit service solution on fixed routes and schedules, and as a secondary deliverable evaluate potential custom transit service connections
- Develop and recommend transit service options, including operational plan and fleet required to transition existing transit systems to the proposed vision, including identifying associated hours and costs along with recommendations on priorities and phasing
- Review fare options of both regions and provide fares strategies which could be considered for new connecting services.



- Prepare an implementation action plan for the RDN and CVRD, to summarize the above tasks for service improvements and recommend a course of action.

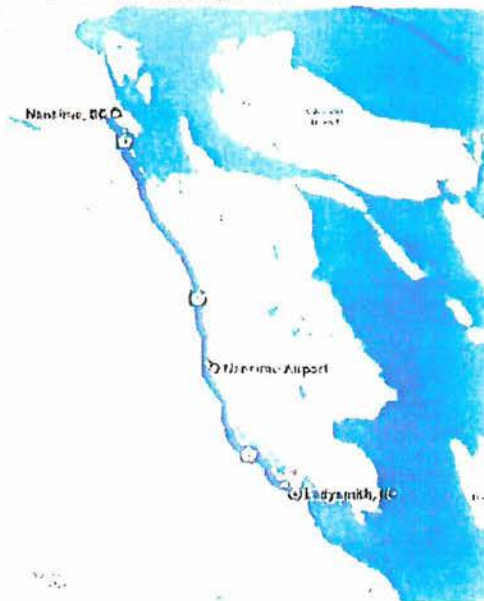
2.0 Scope of Work

Plan Study Area

The primary interregional study area is outlined in Map 1 below and includes the Town of Ladysmith, areas South of South Parkway Plaza, including Cedar, Cassioy, Nanaimo Airport, and North Ladysmith.

A secondary study area (see Map 2 below) is also to be considered in the report to determine the demand for transit ridership between the Regional District of Nanaimo and the Cowichan Valley Regional District, the potential connections between the primary transit hubs in Nanaimo and Duncan, and the demand for connecting to these hubs within each respective transit system.

Map 1: Primary Interregional Study Area



Map 2: Secondary Interregional Study Area



Work Plan

A work program will be developed to analyse the potential market and evaluate the application of interregional service concepts to determine potential ridership, costs and other aspects of the service. This is to ensure that an interregional service is a viable service expansion option for each region. The work program should include, but should not be limited to, the following tasks:

1. Project Initiation – to confirm scope and service models to be considered and proposed work program with the project working group consisting of representation from the, RDN, CVRD and BC Transit and any consultant that may be engaged by BC Transit
2. Assemble and review background material – including:
 - Past studies and reports
 - Specific area demographic data to determine high transport need (age, socio-economic status, car ownership etc.)
 - Origin and destination data including Journey to Work trip zones
 - Vancouver Island University, student postal code information
 - School District 68 (Nanaimo Ladysmith) strategic planning reports, with future student enrolment predictions
 - Data from existing commercial travel operators providing similar service opportunities
 - Information—where it exists—of major employer or travel need information, such as potentially Airport or Island Health staff shifts and travel locations, dialysis locations and travel needs, etc.
 - Existing transit data for each region, and comparative (peer) transit data of similar type services operating on Vancouver Island and across British Columbia
 - Proposed reinstatement of passenger rail service on the Vancouver Island E&N corridor
3. Brief review of existing services – to identify transit system performance, options for potential reallocation of existing services where feasible and highlight areas not served by the existing service.
4. Summary and assessment of all background and current transit services data to quantify likelihood of potential ridership and expected impact if an interregional service is to be implemented. This may include surveying as required to obtain up-to-date information.
5. Service options – to identify alternatives to be evaluated, there is a wide range of transit services operating in interregional areas across British Columbia. These range from more simplistic service models of alignment of schedules at regional boundaries, to more complicated interregional service models where services expand beyond regional boundaries and discrete interregional cost sharing arrangements are developed.
6. Operating cost estimates – to define annualized operating costs of transit operations for each alternative, with possible partnership funding options between RDN and CVRD.
7. Prepare an implementation action plan for RDN and CVRD - to summarize the above tasks for service improvements and recommend a course of action.
8. Public Consultation – develop a public consultation plan as part of the recommended course of action.
9. Final Service Discussion Document
 - A. The final document will describe the planning process, results and recommendations
 - B. The draft final document will be circulated to the working group for review prior to completion.

Key Deliverable

A Service Discussion Document will be the final deliverable.



3.0 Roles and Responsibilities

The overall goal of the planning process is to ensure the final Service Discussion document is reflective of both RDN and CVRD community desires. This extends from our Local Government partners to the public. The project will have one organized group as follows to guide the development of the document.

- **Project Working Group** consists of Myrna Moore, Senior Regional Transit Manager Nanaimo, Chris Fudge, Regional Transit Manager, Cowichan Valley, Project Leads Maria Lockley and James Wadsworth Senior Transit Planners from BC Transit and consultant (TBD), Daniel Pearce, AGeneral Manager Transit and Solid Waste, RDN, and Jamie Logan, Superintendent of Transit Planning and Scheduling, RDN, Jim Wakeham, Manager, Facilities Fleet and Transit Management, and Erin Annis, Transit Analyst of CVRD. This group is responsible for ensuring the continued health of the project and the final document as well as being the key decision makers where required. Working group meetings will be held as required
 - The working group will regularly draw on topic experts including: key destination partners such as BC Ferries, VIU, School Districts, Nanaimo Airport, Island Health as well as the Ministry of Transportation and Infrastructure and the CVRD operating companies and the Technical Advisory Team to increase the group's effectiveness
- **Technical Advisory Team** consists primarily of BC Transit's approved consultant, BC Transit staff, the RDN's scheduling staff and the RDN and CVRD staff as needed throughout the process.

All costs associated with the Service Discussion Review process and report including the hiring of a consultant will be funded by BC Transit.

4.0 Schedule


The Service Discussion Document process is estimated to take between 9 to 12 months from start to finish. This is dependent on the viability of the selected consultant to complete the package of work required to finalise the document. The following is an indicative timeline that will be refined and confirmed by the Project Working Group.

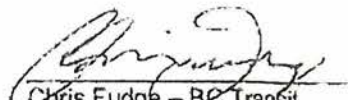
Date	Activity	Responsibility
December 2014	MOU sign off; Project initiation; review and confirm project terms of reference	Working Group
January 2014	Commence RFP/RFQ to appoint consultant for the package of work required to develop the Service Discussion Document, plus any additional Market Analysis Reports for other Vancouver Island Interregional	BC Transit

	connections as directed by BC Transit.**	
December 2014 February 2015	Assemble background material	Working Group & Technical Group
January 2015	Review of existing transit services and performance	BC Transit Project Leads
*February 2015	Appoint consultant to commence work	
May 2015	Draft report and analysis of market potential	Consultant
June 2015	Develop service options including estimated costs	BC Transit and technical staff as required
July 2015	Develop a draft implementation strategy	BC Transit
August 2015	Finalise draft document and commence review by working group	Working Group
September 2015	Service Discussion Document complete	BC Transit Project Leads
October 2015	Service Discussion Document presented to RDN and CVRD transit committees	BC Transit

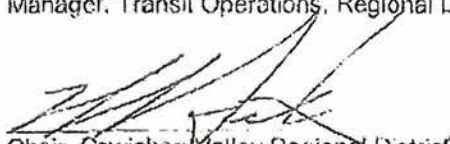
* This is the estimated time for consultant work to commence based on RFO process. Timing may change based on consultant availability.

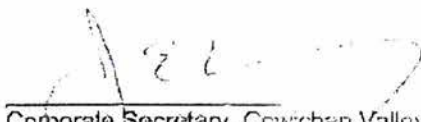
** The additional market analysis reports for other Vancouver Island interregional connections. While part of the consultant's work for BC Transit, we reserved the scope of the specific interregional connections analysis between the CVRD and the RDN.


 Myrna Moore - BC Transit
 Senior Regional Transit Manager


 Chris Fudge - BC Transit
 Regional Transit Manager


 Daniel Pearce
 Manager, Transit Operations, Regional District of Nanaimo


 Chair, Cowichan Valley Regional District


 Corporate Secretary, Cowichan Valley Regional District

