

REGIONAL DISTRICT OF NANAIMO

TRANSIT SELECT COMMITTEE

THURSDAY, MAY 21, 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 March 3, 2015.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

5-6 **Todd G. Stone, Minister of Transportation**, regarding funding support for transit services within British Columbia.

UNFINISHED BUSINESS

BC TRANSIT UPDATES

BC Transit Funding (PowerPoint presentation).

REPORTS

7-24 2015-2016 Conventional and Custom Annual Operating Agreement-
Regional District of Nanaimo / BC Transit.

25-38 Route 15A VIU Connector (Jingle Pot) Service Review.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

ADJOURNMENT

DISTRICT OF NANAIMO

**MINUTES OF THE TRANSIT SELECT COMMITTEE
MEETING HELD ON TUESDAY, MARCH 3, 2015 AT 12:00 NOON
IN THE RDN COMMITTEE ROOM**

Present:

Director T. Westbroek	Chairperson
Director A. McPherson	Electoral Area 'A'
Director M. Young	Electoral Area 'C'
Director B. Rogers	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director B. McKay	City of Nanaimo
Director B. Bestwick	City of Nanaimo
Director J. Hong	City of Nanaimo
Director B. Yoachim	City of Nanaimo
Director C. Haime	District of Lantzville
Alternate	
Director S. Powell	City of Parksville

Also in Attendance:

D. Pearce	A/Gen. Mgr., Transportation & Solid Waste Services, RDN
J. Logan	Superintendent, Transit Planning & Scheduling, RDN
D. Marshall	A/Manager, Fleet Operations
M. Moore	Senior Regional Transit Manager, BC Transit
M. Lockley	Senior Transit Planner, BC Transit
G. Foy	Traffic & Transportation Planning Engineer, CON
R. Graves	Recording Secretary, RDN

CALL TO ORDER

The meeting was called to order at 12:00 pm by the Chair and introductions were made.

MINUTES

MOVED Director Stanhope, SECONDED Director Rogers that the minutes of the regular Transit Select Committee meeting held January 22, 2015 be adopted. CARRIED

CORRESPONDENCE

Myrna Moore, BC Transit, re Removal of Service from Route 15A – Vancouver Island University Connector.

Patrick Barbosa, Vancouver Island University Students' Union, re support for continued transit along Jingle Pot Road.

Electoral Area 'C' Petition regarding Route 15A, presented at the February 24, 2015 Board Meeting.

MOVED Director Stanhope, SECONDED Director Young that the above correspondence be received. CARRIED

REPORTS**Route 15A VIU Connector (Jingle Pot) Service Review.**

MOVED Director Young, SECONDED Director Rogers that the Board defer making changes to Conventional Transit service in Electoral Area 'C' and direct staff to set up a public meeting to discuss Conventional and handyDART transit options in the area. CARRIED

Transit Select Committee Terms of Reference - Updated.

D. Pearce reviewed the items that were amended in the Transit Select Committee Terms of Reference (TOR) which included financial performance and membership being updated to comprise of 14 RDN Directors.

MOVED Director Stanhope, SECONDED Director Haime that the amended Transit Select Committee Terms of Reference be adopted. CARRIED

Parksville and Qualicum Beach Taxi Saver and Taxi Supplement Programs.

D. Pearce updated the Committee on the proposed Taxi Saver and Taxi Supplement Programs for Parksville and Qualicum Beach.

There are currently Taxi Saver and Taxi Supplement Programs in the City of Nanaimo and staff are recommending the extension of these programs in Parksville and Qualicum Beach. Eligible handyDART clients would be able to purchase a \$60 package of Taxi Saver coupons for \$30. The coupons come in denominations of \$1, \$2 and \$3 and can be purchased once every three months. The handyDART client uses the coupons to pay the dollar meter rate of the taxi fare.

The taxi supplement provides the handyDART system the ability to dispatch a taxi when a client has booked a trip and, at the last minute, the handyDART bus is unable to do the trip. A taxi would then be dispatched in place of a handyDART bus but at no additional cost to the client.

MOVED Director Rogers, SECONDED Director Powell that the proposed Taxi Saver and Taxi Supplement Programs be implemented. CARRIED

2015-2016 Proposed Transit Service Expansion.

D. Pearce provided a PowerPoint presentation and reviewed the schedules and budget estimates related to the proposed 5,000 hour expansion. The expansion hours will be added to the transit systems in District 68 and District 69.

MOVED Director Powell, SECONDED Director Young that the Board approve the proposed 2015-2016 5,000 hour annual Conventional Transit expansion outlined in this report and amend the expansion to remove any changes to the #11 Lantzville route. CARRIED

Transit Performance Report.

J. Logan reviewed the report and noted that BC Transit and the RDN recently completed a transit performance report, which notes that ridership is progressing toward the *RDN Future Plan* target of 30 riders per service hour. This includes strong weekend as well as weekday ridership.

MOVED Director Rogers, SECONDED Director Stanhope that the Transit Performance Report be received for information. CARRIED

NEW BUSINESS

Director Stanhope expressed concern with operators driving buses among parked cars at Wembley Mall, in Parksville. D. Pearce commented that the RDN is working with the Mall and the City of Parksville to develop a long range plan to relocate the bus stop.

Director Stanhope questioned how the request to having a bus stop at Lee Road for Lasqueti Ferry was progressing.

D. Pearce advised that he has been in contact with the Ministry of Transportation. Ministry personnel have visited the site, spoken with residents and this request is on their list of priorities.

ADJOURNMENT

MOVED Director Rogers that the meeting be adjourned. CARRIED

NEXT MEETING

The next meeting of the Transit Select Committee is set tentatively for May 21, 2015, in the RDN Committee Room.

CHAIRPERSON



May 11, 2015

Joe Stanhope, Chair
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo BC V9T 6N2

Reference: 235029

Dear Chair Stanhope:

Re: Transit Services

I am writing to update you on steps government is taking to ensure that B.C. continues to lead the nation in its level of funding support for transit services, and in doing so, to support stable levels of transit services over the next three years. Despite protected funding, delivery costs may challenge some communities to maintain current service levels. Therefore, ensuring that every transit dollar possible is focused on providing front-line transit service is a critical priority for the province. Consequently, I have provided direction to BC Transit to refocus its approach, in concert with local governments, to deliver on this objective.

First, on March 26, 2015 a Crown Agency Review of BC Transit began. My expectation is that this review will contribute to a dialogue amongst the partners in each community through the identification of revenue opportunities as well as efficiencies, ensuring each transit community reflects best practices. Secondly, we are working with BC Transit to develop options which will ensure it has maximum flexibility in applying provincial funding to community transit service priorities within the current service plan period. I am confident that these steps will immediately inform local planning discussions now underway, and will go a long way towards positioning participating communities in their efforts to get the most out of their transit systems.

These initial efforts by the province are only part of the story. Local governments and contracted service providers must also play their part in managing costs and optimizing revenues as local service priorities are considered. That is why I am also calling on BC Transit to work with local governments to develop broad and clear strategies based on local ideas for service innovations, cost savings (such as through administrative or route efficiencies), and increased revenues (such as through increasing marketing and advertising opportunities like bus wraps). These strategies must play an important role in ensuring both provincial and local funding contributions are fully leveraged to the benefit of those who rely on transit services.

.../2

With these steps, I am confident we can continue to build on the mutual success of our transit record. The Province of British Columbia's financial commitment to transit operations is the highest in Canada, twice the national average, and we are committed to maintaining this leadership position with investments of \$312 Million in transit services over the next three years alone. In partnership with our local government partners, our record level of funding support for transit service resulted in 51 Million trips on BC Transit buses last year and a 40 per cent increase in overall transit service since 2001. Together with our partners, we will continue our commitment to environmental stewardship with investments in compressed natural gas bus fleets in Nanaimo and Kamloops, and in fact we will replace approximately half of BC Transit's fleet (500 buses) over the next five years. What makes this even more exceptional is that this is all being accomplished while keeping our promise to British Columbians to balance the budget and exercise fiscal discipline in all provincial programs.

By aggressively employing cost saving and revenue strategies, BC Transit has assured me that it will be able to stabilize service hours in your community through 2017. I look forward to BC Transit's continued progress with its partners in developing a transit service strategy that meets the needs of both transit users and taxpayers.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd G. Stone', written in a cursive style.

Todd G. Stone
Minister

Copy to: Kevin Mahoney, Chair
BC Transit

Manuel Achadinha, President and CEO
BC Transit

TO: Daniel Pearce
A/General Manager, Transportation & Solid Waste Services

DATE: May 12, 2015

FROM: Darren Marshall
Acting Manager, Fleet Operations

MEETING: TSC

Jamie Logan
Superintendent, Transit Planning & Scheduling

FILE: 2240-20-TROA

SUBJECT: 2015-2016 Conventional and Custom Annual Operating Agreement-
Regional District of Nanaimo / BC Transit

RECOMMENDATION(S)

That the Board approve the 2015-2016 Conventional and Custom Annual Operating Agreement (AOA) with BC Transit.

PURPOSE

To bring forward the 2015-2016 Conventional and Custom Annual Operating Agreement (AOA) for the Regional District of Nanaimo Transit System, with BC Transit, for consideration and approval.

BACKGROUND

The AOA (*Appendix 1*) between the Regional District of Nanaimo (RDN) and BC Transit is renewed on an annual basis and provides cost-sharing service arrangements for Conventional and Custom Transit services in Districts 68 and 69 for the period of April 1, 2015 to March 31, 2016.

The AOA is an agreement governing items such as service specifications, payment schedules, fares and days/hours of service that will be provided for cost-sharing purposes. As with previous AOAs, there are costs that fall outside the scope of the annual agreement. These items include RDN interdepartmental administration charges, fare product commissions paid to vendors, building rentals, maintenance of bus stops, training for existing staff members (serviceperson/drivers), advertising done outside the AOA marketing budget and janitorial services.

BC Transit staff have communicated that the 2015-2016 AOA budget confirms that there is sufficient funding for base service levels in the first year of the RDN's three year service hours and budget plan; however, BC Transit budgets are to remain at the 2015-16 AOA level for the remaining two years of the three year plan as provincial funding levels are forecast to remain flat over the three year term.

Included in the 2015-2016 AOA is a 5,000 hour annual expansion that will be implemented in September 2015. Due to the difference in budget cycles between BC Transit (April 1 to March 31) and the RDN (January to December) the 5,000 hour annual expansion is pro-rated to approximately 2,900 hours in the 2015-2016 AOA.

The AOA includes a 2% increase for operating costs (including, supervising, dispatching, fuel, bus cleaning and driver wages.) Additionally, fuel has been budgeted at \$1.25/litre for diesel (compared to \$1.34/litre in the 2014-2015 AOA) and \$0.42 per Diesel Litre Equivalent (DLE) for CNG (compared to \$.055/DLE in the previous year's AOA).

Transportation Services staff and Financial Services staff have reviewed this AOA in conjunction with the approved RDN 2015 budget for transit services and do not have any concerns.

ALTERNATIVES

1. That the Board approve the 2015-2016 Conventional and Custom Transit Annual Operating Agreement as presented.
2. That the Board not approve the 2015-2016 Conventional and Custom Transit Annual Operating Agreement and provide further direction to staff.

FINANCIAL ANALYSIS

Conventional Transit:

The main changes in the AOA that should be noted include:

CONVENTIONAL	2014-2015 AOA	2015-2016 AOA	\$ CHANGE	% CHANGE
Fixed Costs (total cost, overhead, admin. wages)	\$931,843	\$950,480	\$18,637	2%
Variable Hourly (total cost, drivers' wages and benefits)	\$5,778,872	\$6,021,653	\$242,781	4%
Variable Fuel (total cost, fuel and tires)	\$1,614,506	\$1,566,274	(\$48,232)	-3%
Fleet Maintenance (total cost, running, major and accident repairs)	\$1,665,432	\$1,660,986	(\$4,446)	0%
Lease Fees (local share - 53.31%, mainly buses)	\$1,688,721	\$1,628,625	(\$60,096)	-3.5%
BC Transit Management Fees (local share)	\$667,590	\$626,199	(\$41,391)	-6%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Conventional Transit costs are cost-shared with BC Transit at a current rate of 53.31% RDN and 46.69% BC Transit. The main changes to the Conventional system in the 2015-2016 AOA are increases for wages and benefits. The budget also reflects fuel savings due to the reduction in both diesel and CNG fuel prices.

BC Transit Management Fees were reduced because of a reallocation of direct costs to other AOA line items.

Custom Transit:

The main changes in the AOA that should be noted include:

CUSTOM	2014-2015 AOA	2015-2016 AOA	\$ CHANGE	% CHANGE
Fixed Costs (total cost, overhead, admin. wages)	\$207,365	\$211,513	\$4,148	2%
Variable Hourly (total cost, drivers' wages and benefits)	\$1,040,794	\$1,052,658	\$11,864	1.1%
Variable Fuel (total cost)	\$173,169	\$171,795	(\$1,374)	-.5%
Fleet Maintenance (total cost, running, major and accident repairs)	\$109,480	\$123,009	\$13,529	12%
Lease Fees (local share, mainly buses)	\$266,814	258,033	(\$8,781)	-4%
BC Transit Management Fees (local share)	\$116,148	\$108,947	(\$7,201)	-6%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Custom Transit costs are cost-shared with BC Transit at a current rate of 33.31% RDN and 66.69% BC Transit.

The increase in the Custom transit system is due mainly to maintenance costs. BC Transit Management Fees were reduced because of a reallocation of direct costs to other AOA line items.

FINANCIAL IMPLICATIONS

Under Alternative 1, the 2015-2016 Conventional Transit AOA total budget is \$13,300,263. This includes the RDN total cost of \$7,382,714, which is further reduced by revenues (\$4,130,195), municipal administration (\$188,188), and the municipal flex funded amount (\$878,000) to achieve a net cost to the RDN of \$3,942,331. BC Transit's share of costs is \$5,039,550.

Under the 2015-2016 Custom Transit AOA, the total budget is \$2,098,954. This includes a net cost to the RDN of \$717,229, which is further reduced by revenues (\$206,074), municipal administration (\$30,626), and the municipal flex funded amount (\$123,984) to achieve a net cost to the RDN of \$717,229. BC Transit's share of costs is \$1,145,025.

Transportation Services staff and Financial Services staff have reviewed these costs and they are in line with the approved RDN 2015 budget for transit services.

Under Alternative 2, if the Board does not approve the AOA, it will remove BC Transit's obligation to cost-share in the RDN Transit services.

STRATEGIC PLAN IMPLICATIONS

The Transportation Services Department is working continuously on improving the viability and efficiency of public transit. The Annual Operating Agreement is a fundamental agreement that allows the Regional District of Nanaimo to enter into a cost-sharing arrangement with BC Transit. Residents within the RDN rely on public transit, whether it is Conventional or Custom transit. The options provided by public transit enable residents to leave their cars at home while they take the bus to work, school, medical appointments or for other equally important reasons.

SUMMARY/CONCLUSIONS

BC Transit has forwarded the Annual Operating Agreement covering the period April 1, 2015 to March 31, 2016 for the RDN Conventional and Custom (handyDART) Transit services. Transportation Services staff and Financial Services staff have reviewed this AOA in conjunction with the approved RDN 2015 budget for transit services.

The 2015-2016 Conventional and Custom Transit AOA indicates a total budget of \$15,399,217 that is cost-shared between the RDN and BC Transit. Staff have reviewed the AOA costs for Conventional Transit and these can be explained by increased costs due to inflation and actual increases in service.

Staff recommend that the Board approve the 2015-2016 Conventional and Custom Transit Annual Operating Agreement with BC Transit.



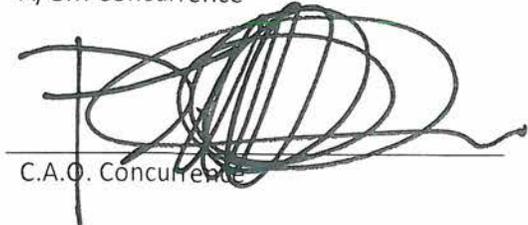
Report Writer



A/GM Concurrence



Report Writer



C.A.O. Concurrence

APPENDIX 1

NANAIMO

**ANNUAL OPERATING AGREEMENT
(CONVENTIONAL/CUSTOM)**

Between

THE REGIONAL DISTRICT OF NANAIMO

And

BRITISH COLUMBIA TRANSIT

APRIL 1, 2015 TO MARCH 31, 2016

**INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT
SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.**

**CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO
INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

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ANNUAL OPERATING AGREEMENT

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Nanaimo

AOA

2015/16

ANNUAL OPERATING AGREEMENT

BETWEEN: THE REGIONAL DISTRICT OF NANAIMO
(the “Municipality” and the “Operating Company)

AND: BRITISH COLUMBIA TRANSIT
(the “Authority”)

WHEREAS the Municipality and the Authority are authorized to share in the costs of providing a Public Passenger Transportation System pursuant to the British Columbia Transit Act

WHEREAS the Municipality is authorized to operate, manage and maintain a Public Passenger Transportation System within the Nanaimo Regional Transit Service Area.

WHEREAS the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

SECTION 1 – DEFINITION OF TERMS

- 1.1 **Definitions:** Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) “**Annual Operating Agreement**” shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
 - (b) “**Master Agreement**” shall mean the Master Joint Operating Agreement, including any amendments made thereto;

SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 **Incorporation of Master Agreement into Annual Operating Agreement:** Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.
- 2.2 **Amendments to Master Agreement:** The parties agree to amend the Master Agreement as follows:
- (a) To remove Section 13 in its entirety and replace it with the following:

“SECTION 13 - INSURANCE

13.1 **Insurance:** The Operating Company and the Authority shall purchase and maintain in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master Agreement and the Annual Operating Agreement.

13.2 **Minimum Insurance Coverage Requirements:** The following insurance coverage shall be purchased and maintained throughout the term of this Master Agreement

and the Annual Operating Agreement:

1. Vehicle Insurance:

- a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
 - i) Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.
- b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:
 - i) Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).
 - ii) Collision or upset insurance \$5,000.00 deductible.
 - iii) Comprehensive insurance covering hazards such as fire, theft, vandalism, glass breakage, falling trees, wind-storms, etc. \$500.00 deductible.

2. Physical Assets Leased from the Authority : (where applicable)

- a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.
- b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.
- c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:
 - i) Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority.
 - ii) Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.
- d) The Authority may, in its sole discretion, self-insure part or all of the insurance requirements hereunder.

3. Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority

- a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.

4. Comprehensive General Liability Insurance:

- a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.
- b) The Authority's CGL does not extend to cover non-transit activities a company may be engaged in. If the Operating Company performs work outside of the terms of this Master Agreement and/or the Annual Operating Agreement, the Operating Company will require separate insurance coverage for that work which

provides a waiver of subrogation in favour of BC Transit.

5. Additional Covenants:

a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose, contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.

b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13."

SECTION 3 – TERM AND RENEWAL

3.1 Term and Renewal: The term of this agreement shall be from April 1, 2015 to March 31, 2016 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be terminated or not renewed, as the case may be.

SECTION 4 – SCHEDULES

4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.

- a) Schedule "A" – Transit Service Area
- b) Schedule "B" - Service Specifications
- c) Schedule "C" - Budget
- d) Schedule "D" – Payment Schedule
- e) Schedule "E" – Tariff-Fares

SECTION 5 – MISCELLANEOUS PROVISIONS

5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.

5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.

5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

5.4 Pets on Buses: Notwithstanding the provisions of Section 9.7 of the Master Joint Operating Agreement, pets on buses are permitted under guidelines agreed to by the parties to this agreement.

5.5 Alternative Funding Arrangements: For the period beginning on April 1, 2015 and ending on March 31, 2016, the Municipality shall contribute 100% of the Municipal Flex Funded amount identified in Schedule C, and the Municipality and the Authority shall share the balance of the remaining costs according to their funding contribution shares as per Section 7 of the *British Columbia Transit Regulation*, B.C. Reg 30/91.

Nanaimo

AOA

2015/16

SECTION 6 – NOTICES AND COMMUNICATION

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

Regional District of Nanaimo
c/o Manager of Transportation Services
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

and to

BC Transit
c/o Chief Operating Officer
520 Gorge Road East
Victoria, BC V8W 2P3

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

Nanaimo _____ AOA _____ 2015/16

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this _____ day of 2015.

THE CORPORATE SEAL OF THE
REGIONAL DISTRICT OF NANAIMO has
been hereto affixed in the presence of:

THE COMMON SEAL OF BRITISH
COLUMBIA TRANSIT
has been hereto affixed in the presence of:

CHIEF OPERATING OFFICER

CHIEF FINANCIAL OFFICER

SCHEDULE "A" - Transit Service Area Boundaries

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Nanaimo Regional Transit Service Area shall include the corporate boundaries of the City of Nanaimo, the City of Parksville, the Town of Qualicum Beach and the District of Lantzville and Electoral Areas A, D, E, G and H of the Regional District of Nanaimo.

Nanaimo

AOA

2015/16

SCHEDULE "B" – Service Specifications

Nanaimo Regional Base Budget Official AOA 2015/2016

Schedule 'B'

Effective Apr 01, 2015

Scheduled Revenue Service

15/16 Apr to Jun (Apr 01, 2015 to Jun 27, 2015)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 06, 2015	May 18, 2015	
Hrs/Day	376.68	376.68	376.68	376.68	378.67	261.45	136.93	136.93	136.93	
Kms/Day	9,219.73	9,219.73	9,219.73	9,219.73	9,288.92	6,471.99	3,210.20	3,210.20	3,210.20	
15/16 Jun to Sep (Jun 28, 2015 to Sep 06, 2015)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Jul 01, 2015	Aug 03, 2015	
Hrs/Day	325.12	325.12	325.12	325.12	325.12	261.45	136.93	136.93	136.93	
Kms/Day	7,969.43	7,969.43	7,969.43	7,969.43	7,969.43	6,471.99	3,210.20	3,210.20	3,210.20	
15/16 Sep to Dec (Sep 06, 2015 to Dec 19, 2015)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sep 07, 2015	Oct 12, 2015	Nov 11, 2015
Hrs/Day	389.50	389.50	389.50	389.50	391.00	275.95	148.15	148.15	148.15	148.15
Kms/Day	9,582.86	9,582.86	9,582.86	9,582.86	9,631.85	6,703.56	3,760.83	3,760.83	3,760.83	3,760.83
15/16 Dec to Jan (Dec 20, 2015 to Jan 02, 2016)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dec 26, 2015		
Hrs/Day	344.22	344.22	344.22	344.22	344.22	275.95	148.15	275.95		
Kms/Day	8,463.97	8,463.97	8,463.97	8,463.97	8,463.97	6,703.56	3,760.83	6,703.56		
15/16 Jan to Mar (Jan 03, 2016 to Mar 31, 2016)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Feb 08, 2016	Mar 28, 2016	
Hrs/Day	389.50	389.50	389.50	389.50	391.00	275.95	148.15	148.15	148.15	
Kms/Day	9,582.86	9,582.86	9,582.86	9,582.86	9,631.85	6,703.56	3,760.83	3,760.83	3,760.83	

Extra Revenue Service

	Apr. 2015	May, 2015	Jun, 2015	Jul, 2015	Aug, 2015	Sep, 2015	Oct, 2015	Nov, 2015	Dec, 2015	Jan 2016	Feb, 2016	Mar 2016
Extra Overload Hours	20.00	15.00				55.32	35.00	20.00	20.00	20.00	20.00	19.00
Extra Overload Kilometres	420.00	420.00				1,300.00	745.00	420.00	420.00	420.00	420.00	420.00

Adjusted Revenue Service

	Apr. 2015	May, 2015	Jun, 2015	Jul, 2015	Aug, 2015	Sep, 2015	Oct, 2015	Nov, 2015	Dec, 2015	Jan 2016	Feb, 2016	Mar 2016

2015/2016 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2015 to Apr 30, 2015	3	4		5	3	4	4	2	30	Apr 03, 2015 Good Friday 2015 (Fri)
May 01, 2015 to May 31, 2015	4	4	4	4	4	4	5	1	31	Apr 06, 2015 Easter Monday 2015 (Mon)
Jun 01, 2015 to Jun 30, 2015	4	4	4	4	4	4	3	0	27	May 18, 2015 Victoria Day 2015 (Mon)
Jun 28, 2015 to Jun 30, 2015	1	1	0	0	0	0	1	0	3	Jul 01, 2015 Canada Day 2015 (Wed)
Jul 01, 2015 to Jul 31, 2015	4	4	4	4	5	4	4	1	31	Aug 03, 2015 BC Day 2015 (Mon)
Aug 01, 2015 to Aug 31, 2015	4	4	4	4	4	4	5	1	31	Sep 07, 2015 Labour Day 2015 (Mon)
Sep 01, 2015 to Sep 05, 2015	0	1	1	1	1	1	0	0	5	Oct 12, 2015 Thanksgiving Day 2015 (Mon)
Sep 06, 2015 to Sep 30, 2015	3	4	4	4	3	3	4	1	25	Nov 11, 2015 Remembrance Day 2015 (Wed)
Oct 01, 2015 to Oct 31, 2015	3	4	4	4	5	5	4	1	31	Dec 25, 2015 Christmas Day 2015 (Fri)
Nov 01, 2015 to Nov 30, 2015	5	4	3	4	4	4	5	1	30	Dec 26, 2015 Boxing Day 2015 (Sat)
Dec 01, 2015 to Dec 19, 2015	2	3	3	3	3	3	2	0	19	Jan 01, 2016 New Years Day 2016 (Fri)
Dec 20, 2015 to Dec 31, 2015	2	2	2	2	0	0	2	2	12	Feb 06, 2016 Family Day 2016 (Mon)
Jan 01, 2016 to Jan 02, 2016	0	0	0	0	0	1	0	1	2	Mar 25, 2016 Good Friday 2016 (Fri)
Jan 03, 2016 to Jan 31, 2016	4	4	4	4	4	4	4	1	29	Mar 28, 2016 Easter Monday 2016 (Mon)
Feb 01, 2016 to Feb 29, 2016	4	4	4	4	4	4	4	1	29	
Mar 01, 2016 to Mar 31, 2016	3	5	5	5	3	4	4	2	31	
Total	45	52	51	53	48	51	52	14	366	14 Exceptions

Monthly Summary

Month	Conventional Transit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2015	9,270.02	20.00		9,290.02	226,541.13	420.00		226,961.13
May, 2015	9,672.38	15.00		9,687.38	236,361.70	420.00		236,781.70
June, 2015	9,785.32	0.00		9,785.32	239,338.98	0.00		239,338.98
July, 2015	8,883.09	0.00		8,883.09	217,266.42	0.00		217,266.42
August, 2015	8,631.23	0.00		8,631.23	211,009.75	0.00		211,009.75
September, 2015	9,756.53	55.32		9,811.85	240,320.13	1,300.00		241,620.13
October, 2015	10,307.50	35.00		10,342.50	253,606.96	745.00		254,351.96
November, 2015	9,788.70	20.00		9,808.70	241,232.38	420.00		241,652.38
December, 2015	9,907.66	20.00		9,927.66	243,878.33	420.00		244,298.33
January, 2016	9,918.50	20.00		9,938.50	244,175.11	420.00		244,595.11
February, 2016	9,640.55	20.00		9,660.55	237,471.55	420.00		237,891.55
March, 2016	10,028.55	15.00		10,043.55	247,005.42	420.00		247,425.42
Total	115,588.03	224.32	0.00	115,812.35	2,836,405.86	4,985.00	0.00	2,841,390.86

Nanaimo

AOA

2015/16

SCHEDULE "B" – Service Specifications

Nanaimo Custom Base Budget Official AOA 2015/2016

Schedule 'B'

Effective Apr 01, 2015

Scheduled Revenue Service

15/16 Full Year (Apr 01, 2015 to Mar 31, 2016)							
	Mon	Tue	Wed	Thu	Fn	Sat	Sun
Hrs/Day	80.00	108.00	102.00	110.00	98.00	24.00	8.00
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Flexible Hours

	Apr. 2015	May 2015	Jun. 2015	Jul. 2015	Aug. 2015	Sep. 2015	Oct. 2015	Nov. 2015	Dec. 2015	Jan. 2016	Feb. 2016	Mar. 2016
	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20	3.20

Extra Revenue Service

	Apr. 2015	May 2015	Jun. 2015	Jul. 2015	Aug. 2015	Sep. 2015	Oct. 2015	Nov. 2015	Dec. 2015	Jan. 2016	Feb. 2016	Mar. 2016

Adjusted Revenue Service

	Apr. 2015	May 2015	Jun. 2015	Jul. 2015	Aug. 2015	Sep. 2015	Oct. 2015	Nov. 2015	Dec. 2015	Jan. 2016	Feb. 2016	Mar. 2016

2015/2016 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fn	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2015 to Apr 30, 2015	3	4	5	5	3	4	4	2	30	Apr 03, 2015 Good Friday 2015 (Fn)
May 01, 2015 to May 31, 2015	3	4	4	4	5	5	5	1	31	Apr 06, 2015 Easter Monday 2015 (Mon)
Jun 01, 2015 to Jun 30, 2015	5	5	4	4	4	4	4	0	30	May 18, 2015 Victoria Day 2015 (Mon)
Jul 01, 2015 to Jul 31, 2015	4	4	4	5	5	4	4	1	31	Jul 01, 2015 Canada Day 2015 (Wed)
Aug 01, 2015 to Aug 31, 2015	4	4	4	4	4	5	5	1	31	Aug 03, 2015 BC Day 2015 (Mon)
Sep 01, 2015 to Sep 30, 2015	3	5	5	4	4	4	4	1	30	Sep 07, 2015 Labour Day 2015 (Mon)
Oct 01, 2015 to Oct 31, 2015	3	4	4	5	5	5	4	1	31	Oct 12, 2015 Thanksgiving Day 2015 (Mon)
Nov 01, 2015 to Nov 30, 2015	5	4	3	4	4	4	5	1	30	Nov 11, 2015 Remembrance Day 2015 (Wed)
Dec 01, 2015 to Dec 31, 2015	4	5	5	5	3	3	4	2	31	Dec 25, 2015 Christmas Day 2015 (Fn)
Jan 01, 2016 to Jan 31, 2016	4	4	4	4	4	5	4	1	31	Dec 26, 2015 Boxing Day 2015 (Sat)
Feb 01, 2016 to Feb 29, 2016	4	4	4	4	4	4	4	1	29	Jan 01, 2016 New Years Day 2016 (Fn)
Mar 01, 2016 to Mar 31, 2016	3	5	5	5	3	4	4	2	31	Feb 08, 2016 Family Day 2016 (Mon)
										Mar 25, 2016 Good Friday 2016 (Fn)
										Mar 28, 2016 Easter Monday 2016 (Mon)
Total	45	52	51	53	48	51	52	14	366	14 Exceptions

Monthly Summary

Month	Revenue Hours				Total	Revenue Kilometers			
	Scheduled	Extra	Flexible	Adjusted		Scheduled	Extra	Adjusted	Total
April, 2015	2,154.00		3.20		2,157.20	0.00			
May, 2015	2,170.00		3.20		2,173.20	0.00			
June, 2015	2,308.00		3.20		2,311.20	0.00			
July, 2015	2,328.00		3.20		2,331.20	0.00			
August, 2015	2,152.00		3.20		2,155.20	0.00			
September, 2015	2,250.00		3.20		2,253.20	0.00			
October, 2015	2,272.00		3.20		2,275.20	0.00			
November, 2015	2,106.00		3.20		2,109.20	0.00			
December, 2015	2,318.00		3.20		2,321.20	0.00			
January, 2016	2,152.00		3.20		2,155.20	0.00			
February, 2016	2,120.00		3.20		2,123.20	0.00			
March, 2016	2,262.00		3.20		2,265.20	0.00			
Total	26,592.00	0.00	38.40	0.00	26,630.40	0.00	0.00	0.00	

Nanaimo

AOA

2015/16

Schedule C

Nanaimo Regional Conventional Transit

	Official AOA 2015/2016
TRANSIT REVENUE	
Farebox Cash	\$1,273,336
Tickets & Passes	\$2,040,960
BC Bus Pass	\$789,100
Advertising	\$26,799
TOTAL REVENUE	\$4,130,195
EXPENDITURES	
Fixed Costs	\$950,480
Variable Hourly Costs - Scheduled Service	\$6,009,991
Variable Hourly Costs - Extra Service	\$11,662
Variable Fuel Costs - Scheduled Service	\$1,016,851
Variable CNG Fuel Costs	\$461,743
Variable Fuel Costs - Extra Service	\$2,597
Variable Tire Costs - Scheduled Service	\$84,934
Variable Tire Costs - Extra Service	\$149
Fleet Maintenance	\$1,553,486
Major Repairs Contingency	\$72,500
Major Capital Projects Operating Contingency	\$72,482
Accident Repairs	\$35,000
ICBC Insurance	\$146,939
Excess Insurance	\$78,645
Information Systems	\$62,154
P.S.T.	\$8,970
TOTAL DIRECT OPERATING COSTS	\$10,568,583
Property Maintenance	\$190,000
Training (Education & Seminars)	\$24,898
Marketing	\$73,770
Municipal Administration	\$188,188
BCT Management Services	\$626,199
TOTAL OPERATING COSTS	\$11,671,638
Lease Fees - Vehicles (Local Share)	\$1,663,965
Lease Fees - Equipment (Local Share)	\$80,085
Lease Fees - PTIP (Local Share)	-\$115,425
TOTAL LEASE FEES - LOCAL SHARE	\$1,628,625
TOTAL COSTS	\$13,300,263
COST SHARING	
Municipal Share of Costs	\$7,382,714
Municipal Flex Funded Amount	\$878,000
Less: Total Revenue	\$4,130,195
Less: Municipal Administration	\$188,188
Net Municipal Share of Costs	\$3,942,331
Authority Share of Costs*	\$5,039,550
STATISTICS	
Scheduled Revenue Hours	115,588.03
Extra Revenue Hours	224.32
Scheduled Revenue Kilometres	2,838,405.86
Extra Revenue Kilometres	4,985.00
Total Passengers	2,739,984
<i>Conventional Passengers</i>	<i>2,739,984</i>

*Does not include Authority share of Lease Fees

Nanaimo

AOA

2015/16

Schedule C

Nanaimo Custom Transit

**Official AOA
2015/2016**

TRANSIT REVENUE	
Farebox Cash	\$206,074
TOTAL REVENUE	\$206,074
EXPENDITURES	
Fixed Costs	\$211,513
Variable Hourly Costs - Scheduled Service	\$1,052,658
Variable Fuel Costs - Scheduled Service	\$171,795
Variable Tire Costs - Scheduled Service	\$8,062
Fleet Maintenance	\$105,009
Major Repairs Contingency	\$13,000
Major Capital Projects Operating Contingency	\$16,667
Accident Repairs	\$5,000
Taxi Supplement	\$40,000
Taxi Saver Program	\$40,000
Taxi Saver Recoveries	-\$20,000
ICBC Insurance	\$18,246
Excess Insurance	\$11,152
Information Systems	\$7,029
P.S.T.	\$829
TOTAL DIRECT OPERATING COSTS	\$1,680,958
Training (Education & Seminars)	\$3,426
Marketing	\$16,963
Municipal Administration	\$30,626
BCT Management Services	\$108,947
TOTAL OPERATING COSTS	\$1,840,920
Lease Fees - Vehicles (Local Share)	\$253,239
Lease Fees - Equipment (Local Share)	\$4,795
TOTAL LEASE FEES - LOCAL SHARE	\$258,033
TOTAL COSTS	\$2,098,954
COST SHARING	
Municipal Share of Costs	\$829,945
Municipal Flex Funded Amount	\$123,984
Less: Total Revenue	\$206,074
Less: Municipal Administration	\$30,626
Net Municipal Share of Costs	\$717,229
Authority Share of Costs*	\$1,145,025
STATISTICS	
Scheduled Revenue Hours	26,630.40
Total Passengers	69,133
Custom/Para Passengers - Vans	66,057
Custom/Para Passengers - Taxi Supplement	1,076
Taxi Saver Passengers	2,000

*Does not include Authority share of Lease Fees

Schedule "D" - Payment Schedule

**Nanaimo Regional Conventional Transit and Custom Transit
2015/2016 AOA BUDGET**

1) Payment Schedule

The Authority agrees to pay the Operating Company a monthly payment, the amount of which is determined on the following basis:

- a) For Specified Service in Schedule "B":
 - i) \$79,206.64 for Fixed Monthly Payment for conventional transit service; plus
 - ii) \$17,626.06 for Fixed Monthly Payment for custom transit service; plus
 - iii) \$51.99 per Revenue Hour for conventional transit service; plus
 - iv) \$39.53 per Revenue Hour for custom transit service; plus
 - v) \$0.0299 per Revenue Kilometre for tires for conventional transit service.
 - vi) Variable distance costs for diesel fuel as billed, with satisfactory supporting documentation.
 - vii) Custom transit variable distance costs for tires as billed, with satisfactory supporting documentation.
- b) For Deleted Fixed Costs as outlined in Section 6 (2), an amount equal to 1/365 of the Fixed Costs amount contained in Schedule "C" shall be deducted for each day or part day.
- c) For Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":
 - i) \$51.99 per Revenue Hour for conventional transit service; plus
 - ii) \$39.53 per Revenue Hour for custom transit service; plus
 - iii) \$0.0299 per Revenue Kilometre for tires for conventional transit service.
 - iv) Variable distance costs for diesel fuel as billed, with satisfactory supporting documentation.
 - v) Custom transit variable distance costs for tires as billed, with satisfactory supporting documentation.
- d) For Maintenance:
 - i) \$45.57 per hour for labour by a licensed mechanic for the maintenance of transit vehicles.
- e) Not applicable.
- f) Prior to conducting a Special Group Trip, the Operating Company must apply for and receive from BC Transit, a pre-approval to conduct the trip, the cost recovery rates to be charged and the method of payment.

Information contained in Schedule "C" - Budget and Schedule "D" - Payment Schedule is subject to the Freedom of Information and Protection of Privacy Act.

Consult with BC Transit prior to releasing information in these Schedules to individuals or companies other than those who are party to the Agreement.

Nanaimo AOA 2015/16

SCHEDULE "E" – Tariff-Fares

Fare Zones:

The boundaries of fare zones for this Tariff are described as follows:

Zone 1 - Regional District of Nanaimo

This zone encompasses that area within the existing transit service area.

Fares:

Conventional Transit Service:

Effective as of March 1, 2012

	<u>Zone 1</u>
a) Single Cash Fares:	
i) Adult	\$2.50
ii) Senior	\$2.25
iii) Youth (6-18 yrs)	\$2.25
iv) University Student	\$2.50
v) Child under 6 years,	Free when accompanied by an adult.
v) Accessible Transit Attendant,	Free
b) Tickets:	
i) 10 x \$2.50 fares, sold for	\$22.50
ii) 10 x \$2.25 fares, sold for	\$20.25
c) BC Bus Pass valid for the current calendar year and available through the Government of British Columbia BC Bus Pass Program.	
c) CNIB Identification Card available from the local office of the CNIB.	
d) BC Transit Employee Bus Pass	
e) One-Day Pass:	
i) Adult	\$6.25
ii) University Student**	\$6.25
ii) Senior/Youth	\$5.50
f) Monthly Pass	
i) Adult	\$67.50
ii) University Student**	\$55.00
iii) Senior/Youth	\$41.00
g) University Student Semester Pass	\$176.00

**Passes are available on VIU campus only.

Custom Transit Service:

Effective April 1, 2007

Registered User and Companion:

a) 5 Prepaid Tickets	\$17.50
b) 20 Prepaid Tickets	\$65.00
Attendant accompanying registered user	Free

Note: Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

TO: Paul Thorkelsson
Chief Administrative Officer

DATE: May 14, 2015

FROM: Daniel Pearce
A/General Manager, Transportation and Solid Waste Services

MEETING: TSC

FILE: 8500-01

SUBJECT: Route 15A VIU Connector (Jingle Pot) Service Review

RECOMMENDATION

That the Board direct staff to retain Route 15A VIU Connector (Jingle Pot) in the Conventional transit System.

PURPOSE

To complete a review of the Route 15A VIU Connector, which operates along Jingle Pot Road in parts of the City of Nanaimo and Electoral Area 'C.'

BACKGROUND

At the September 30, 2014 Board meeting, the following motion was approved:

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.

The Route 15A VIU Connector (Jingle Pot) transit route was implemented as part of the March 2013 Conventional transit expansion at the direction of the Board. This route operates ten (10) trips a day and uses Jingle Pot Road instead of the regular route for Route 15, i.e., along the Nanaimo Parkway (*Appendix A*). There are a total of 16 stops along Jingle Pot Road, with six of these stops located in Electoral Area 'C' and the remaining stops within the City of Nanaimo.

Ridership on the route has been steady since its implementation. Recent ridership reports, collected over a two week period, indicated approximately 7% of the total rides for Route 15A VIU (northbound VIU to Woodgrove Centre) were attributable to passenger boardings or alightings in the Electoral Area 'C' section of the route.

Staff have received correspondence from the Vancouver Island University (VIU) Students' Union and BC Transit regarding concerns with the removal of Route 15A and subsequent transit service being removed from Jingle Pot Road.

The communication from the VIU Students' Union stated that the RDN Transit System is an important part of a community and that removal of Route 15A would negatively impact the environment and

residents along Jingle Pot Road. The Students' Union has also said there are approximately sixty (60) students living in Electoral Area 'C', off Jingle Pot Road.

Communication from BC Transit regarding Route 15A stated:

"The steady ridership of Route 15A, the continued residential development and the recorded student residential data within proximity to the Jingle Pot Road area, are all good indicators that the service is well received and continued ridership growth could be expected. Conventional transit service along the entirety of Jingle Pot Road will continue to be an important component of the RDN Transit system. Additionally, under the recommended *American Disabilities Act* service standards that are applied across BC Transit systems, removing the Area 'C' Jingle Pot Road segment of the 15A Route would also assume the requirement for the removal of any Custom Transit services that are within 1.5km along the deleted route segment. Removal of the Route 15A Conventional transit services within the Jingle Pot Road area would negatively impact the residents of Electoral Area 'C', consequently removing valued and important social services."

The Custom transit system, or handyDART system, provides a door-to-door service for clients with physical or cognitive disabilities. BC Transit recommends to local transit systems that Custom service areas encompass residences and destinations within a 1.5km distance from the existing fixed route system. The reason behind this is that Custom transit trips are generally more expensive per trip compared to Conventional transit trips and Custom riders are able to use the Conventional Transit system for all or parts of their trips. If Route 15A was removed from Jingle Pot Road, BC Transit could request to the RDN that handyDART service in Electoral Area 'C' be removed.

Additionally, staff conducted a survey regarding the Route 15A and received 237 responses over a five week period (*Appendix B*). Of the 237 responses, 133 were received online and 104 were received manually. The survey consisted of five questions as well as a spot for written feedback. The general response from the survey was positive, with 64.3% of survey responses indicating that transit is either very important or an important part to the community.

Staff, the Chair of the Transit Select Committee and the Electoral Area 'C' Director also attended the Mountain Fire Protection District Annual Meeting on April 16, 2015 at the East Wellington Fire Department to discuss Route 15A. Feedback from Electoral Area 'C' residents in attendance included concern over the perceived lack of ridership on the route, the lack of transit service in the area and, alternatively, that transit service is a benefit to the community.

Based on ridership, feedback from the VIU Students' Union and BC Transit, survey results and community feedback, staff have developed three alternatives for the Board.

ALTERNATIVES

1. That the Board direct staff to retain Route 15A VIU Connector (Jingle Pot) in the Conventional transit system.
2. That the Board direct staff not to remove Route 15A VIU Connector (Jingle Pot) but to remove all transit stops in Electoral Area 'C'.
3. That the Board direct staff to remove Route 15A VIU Connector (Jingle Pot).

FINANCIAL IMPLICATIONS

The 2015 proposed Southern Transit Tax requisitions for Electoral Area 'C' is \$33,987. Of the proposed tax requisition, \$15,370 is for Conventional transit and \$18,617 is for Custom transit.

Under Alternative 1:

There would be no changes to the Electoral Area 'C' tax requisition.

Under Alternative 2:

Route 15A VIU Connector (Jingle Pot) would continue to operate on Jingle Pot Road but all transit stops in Electoral Area 'C' would be removed, resulting in no transit passenger pick-ups or drop-offs in Electoral Area 'C'; just in areas within the City of Nanaimo.

The Electoral Area 'C' Southern Transit Tax requisition for Conventional Transit service would not be changed in 2015 because there is a one year time lag due to the requisition being calculated on the prior year's actual number of service hours/kms. The tax requisition would be reduced in 2016 to approximately \$8,000, due to the service being operated for six (6) months of 2015 and would be completely removed in 2017.

Under this alternative, Route 15A service hours would be reallocated to the regular Route 15, which travels along the Nanaimo Parkway within the City of Nanaimo. This would result in the Electoral Area 'C' Conventional transit tax requisition being transferred to the City of Nanaimo.

Under Alternative 3:

Route 15A Conventional transit service would be eliminated. This would result in the Southern Transit Tax requisition for Conventional transit service not being changed in 2015 because there is a one year time lag due to the requisition being calculated on the prior year's actual number of service hours/kms. The tax requisition would be reduced in 2016 to approximately \$8,000, due to the service being operated for six (6) months of 2015 but would be completely removed in 2017.

Under this alternatives, the Route 15A service hours would be reallocated to the regular Route 15, which travels along the Nanaimo Parkway within the City of Nanaimo. This would result in the Electoral Area 'C' Conventional transit tax requisition being transferred to the City of Nanaimo.

STRATEGIC PLAN IMPLICATIONS

The Board Vision expresses a desire to build a future where the air is clean and safe to breathe. Transit service throughout the RDN allows residents the option to leave their personal vehicles at home, helping to reduce emissions and particulate matter. Further, a transit service that operates in areas throughout the region allows a greater number of residents to access the transit service and further helps the local economy and helps reduce environmental emissions.

SUMMARY / CONCLUSIONS

At the direction of the Board, staff are bringing forward a report on options to remove Conventional transit from Electoral Area 'C'.

The only Conventional transit route that operates in Electoral Area 'C' is Route 15A VIU Connector (Jingle Pot), which was implemented as part of the March 2013 Conventional transit expansion. The route operates ten (10) trips a day and uses Jingle Pot Road instead of the regular route for Route 15, i.e., along the Nanaimo Parkway (*Appendix A*). There are a total of 16 stops along Jingle Pot Road, with six of these stops located in Electoral Area 'C' and the remaining stops within the City of Nanaimo.

Staff have completed multiple ridership counts on Route 15A since March 2013 and ridership has been steadily increasing, with the most recent two week ridership count indicating that approximately 7% of the total rides for the 15A VIU (northbound VIU to Woodgrove Centre) were attributable to passenger boardings or alightings in the Electoral Area 'C' section of the route.

Staff have received correspondence from the Vancouver Island University Students' Union and BC Transit regarding Route 15A, requesting that the route not be removed. Additionally, staff conducted a survey regarding the Route 15A and attended the Mountain Fire Protection District Annual Meeting. The general response from the survey was positive. Feedback from the Mountain Fire Protection District Annual Meeting included concern over a perceived lack of ridership on the route and lack of transit service in the area.

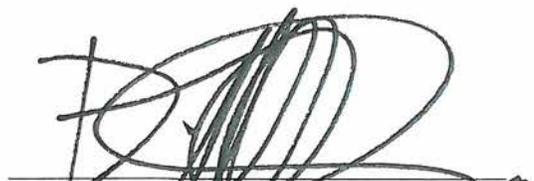
BC Transit recommends to local transit systems that Custom service areas encompass residences and destinations within a 1.5km distance from the existing fixed route system. If Route 15A was removed from Jingle Pot Road, BC Transit could request to the RDN that handyDART service in Electoral Area 'C' be removed.

Additionally, if Route 15A was removed, the service hours would be reallocated to the regular Route 15, which travels along the Nanaimo Parkway within the City of Nanaimo. This would result in the Electoral Area 'C' Conventional transit tax requisition being transferred to the City of Nanaimo.

Based on ridership, the communications from the VIU Students' Union and BC Transit, survey results staff are recommending that Route 15A not be removed.

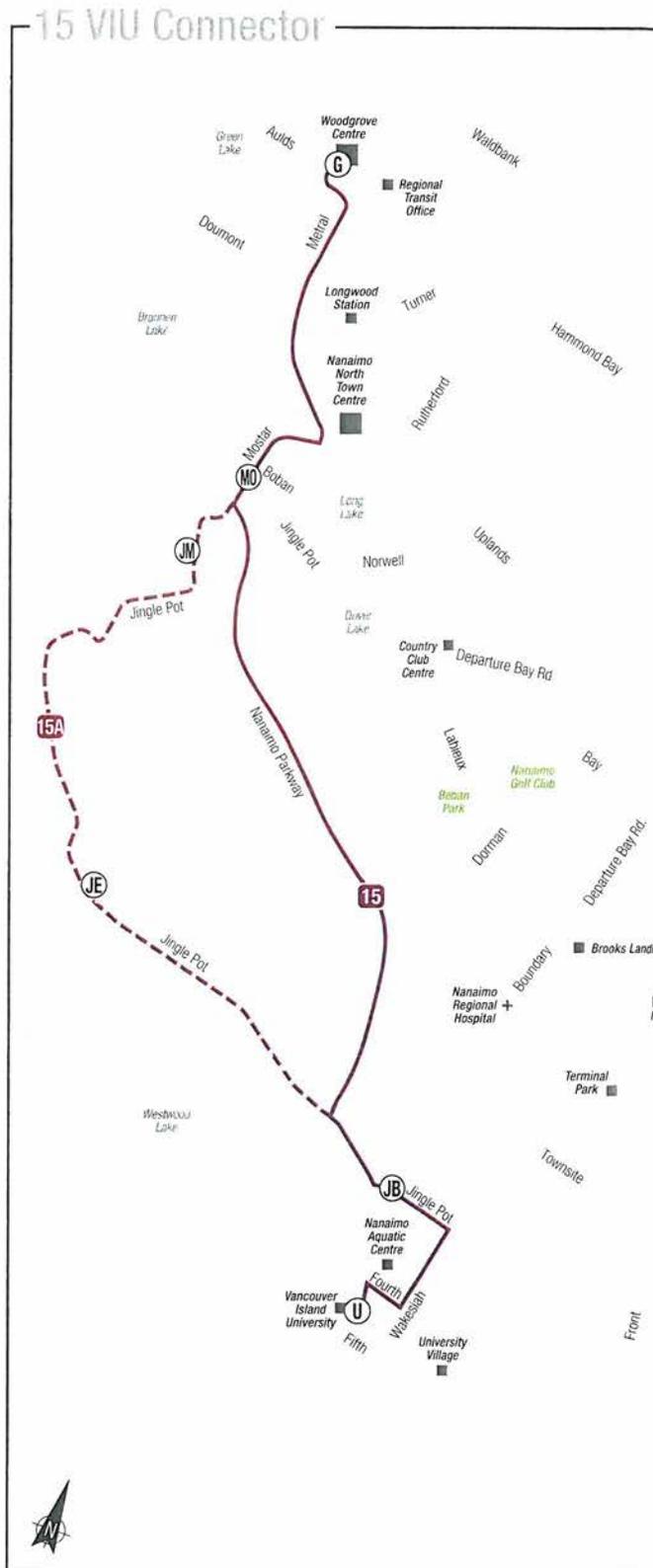


Report Writer



C.A.O. Concurr...

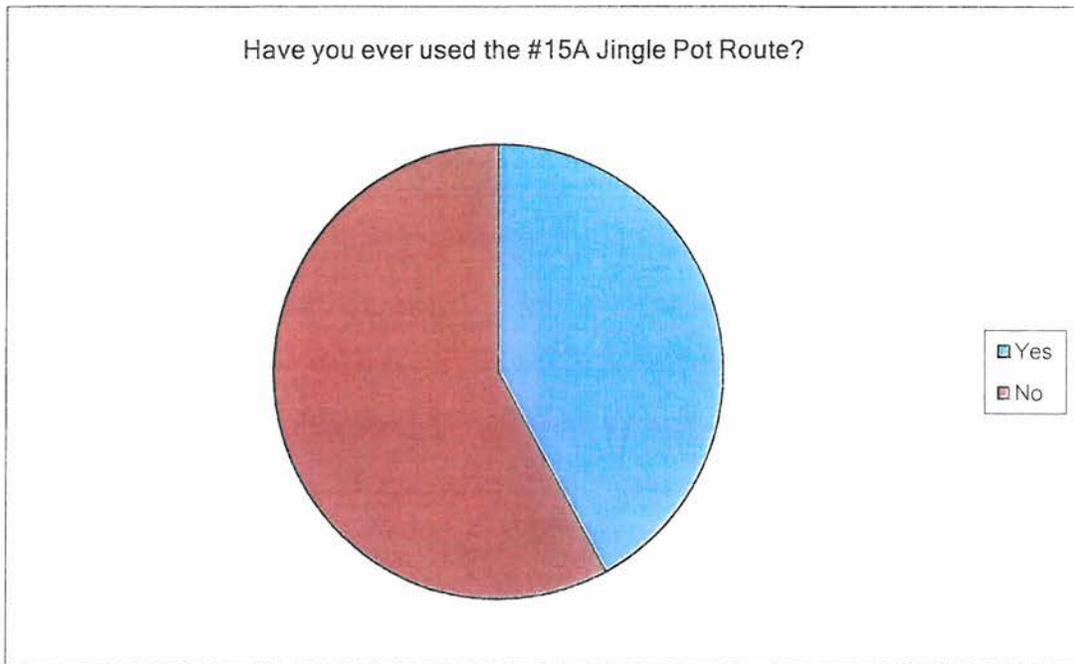
APPENDIX A



APPENDIX B

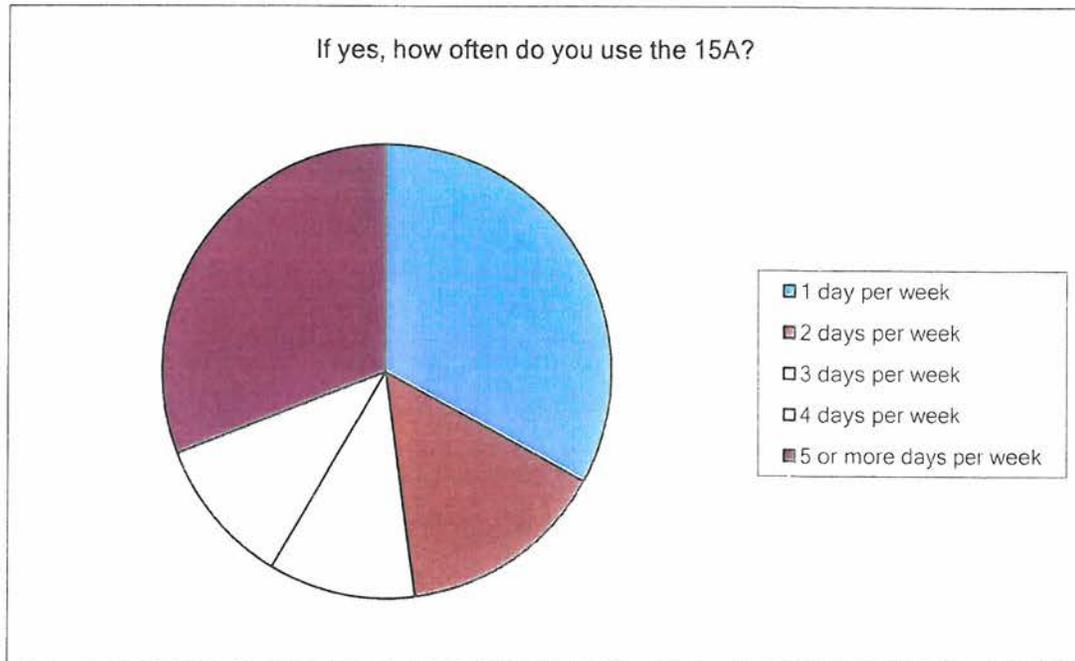
Have you ever used the #15A Jingle Pot Route?

Answer Options	Response Percent	Response Count
Yes	42.1%	98
No	57.9%	135
	<i>answered question</i>	233
	<i>skipped question</i>	4



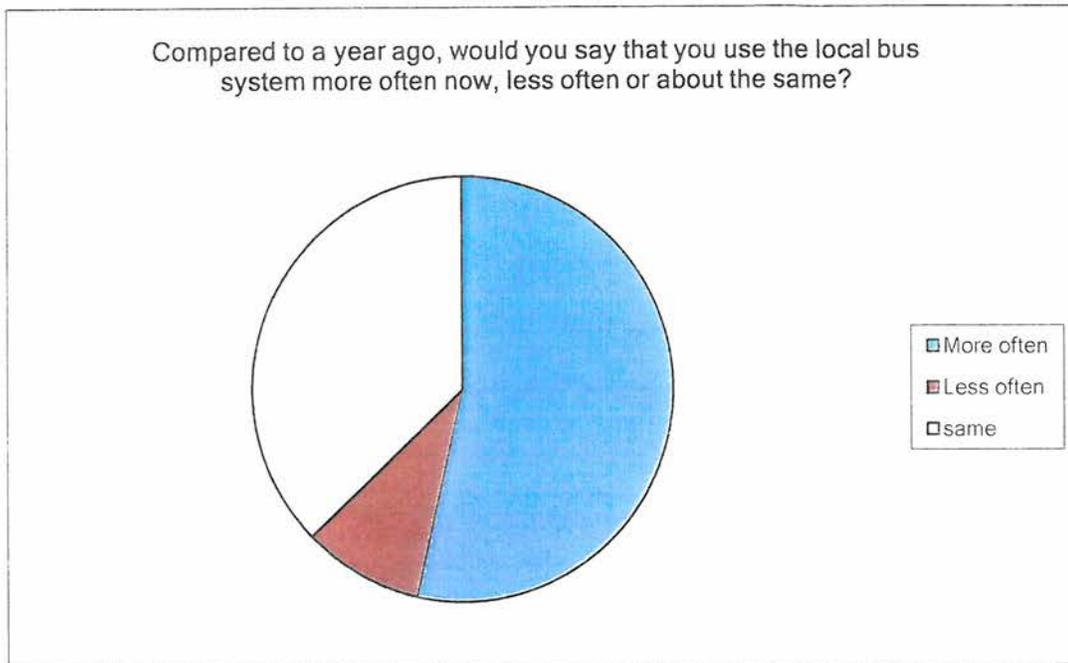
If yes, how often do you use the 15A?

Answer Options	Response Percent	Response Count
1 day per week	33.0%	31
2 days per week	14.9%	14
3 days per week	10.6%	10
4 days per week	10.6%	10
5 or more days per week	30.9%	29
	<i>answered question</i>	94
	<i>skipped question</i>	143



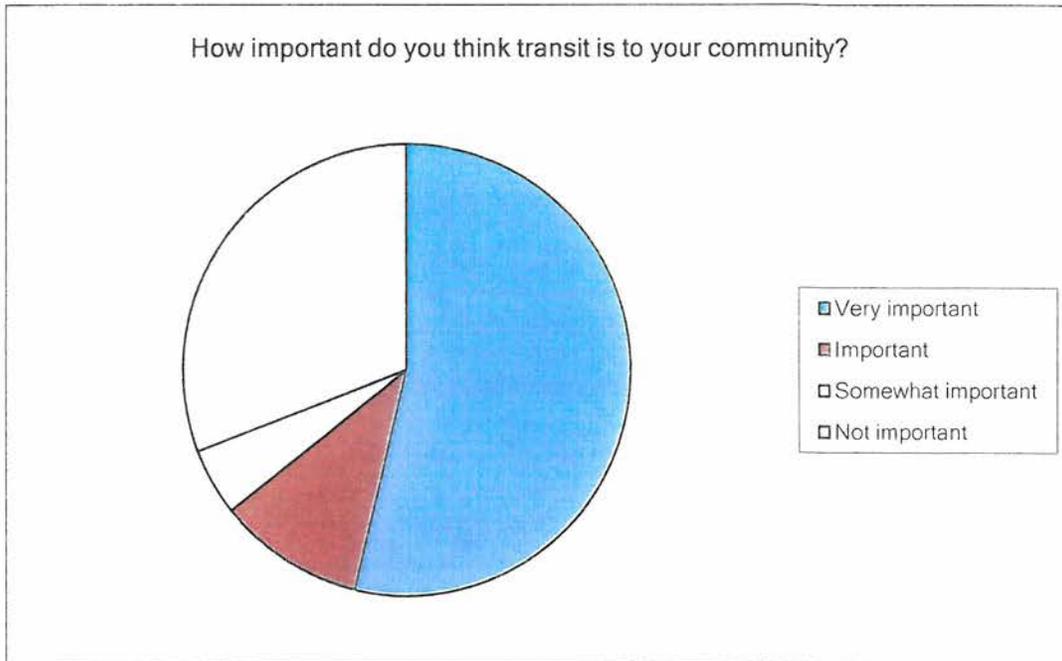
Compared to a year ago, would you say that you use the local bus system more often now, less often or about the same?

Answer Options	Response Percent	Response Count	
More often	53.6%	75	
Less often	9.3%	13	
same	37.1%	52	
	<i>answered question</i>		140
	<i>skipped question</i>		97



How important do you think transit is to your community?

Answer Options	Response Percent	Response Count
Very important	53.7%	122
Important	10.6%	24
Somewhat important	4.8%	11
Not important	30.8%	70
	<i>answered question</i>	227
	<i>skipped question</i>	10



APPENDIX "B" - RDN Transit #15A - Jingle Pot Survey Results 2015

If you could make any changes to the #15A what would they be?

Answer Options	Response Count
<i>answered question</i>	106
<i>skipped question</i>	131

#	Response Date	Response
1	May 9, 2015 7:51 PM	Cancel Route 15A!
2	May 9, 2015 7:50 PM	Retain Handy Dart.Discontinue Transit - put our Transit tax dollars toward handy dart.
3	May 9, 2015 7:48 PM	GET RID OF IT.
4	May 9, 2015 7:47 PM	Possibly additional routing but I think theres not enough users!
5	May 9, 2015 7:46 PM	Like many programs, this trial service is now considered by proponents to be a vital service. The physical layout and demographics of the community do not warrant this route. Tying handiDART to keeping route 15A is unfair and too costly for residents. This survey seems designed to get the results you desire.
6	May 9, 2015 7:43 PM	It only runs morning - 5 weekdays. More runs and longer times would be nice and then used more often. it also seems very expensive for 10 runs.
7	May 9, 2015 7:41 PM	Allyear possibly on weekend.
8	May 9, 2015 7:40 PM	i have no problem with paying for handidart, but I feel the residents should not have to pay for a bus service that only or mostly college students use.
9	May 9, 2015 7:26 PM	Runs 7 days a week throughout the whole year
10	May 9, 2015 7:23 PM	- service on weekends - service during summer months- more service during day & night
11	May 9, 2015 7:22 PM	1) Caller would like to see more frequent routes for this service. 2) It would be nice to have 15A bus service on Saturdays; possibly two or three at least. 3) Currently there is no service on Sundays and it would be nice to have service - even minimal service. Also, the #6 turns into the #15. Caller thinks this is a great idea. She wonders if this could be done on Saturdays.
12	May 9, 2015 7:17 PM	I don't use the bus!!
13	May 9, 2015 7:11 PM	Not affected!
14	May 9, 2015 7:10 PM	Make more and diverse circular routes from E to W and N to South. Do away with fares to make it more attractive to riders. Make fuel and fares from taxes already pay.
15	May 9, 2015 7:06 PM	I live on Maxey Rd and this bus is of no use to me.
16	May 8, 2015 11:52 PM	Lower Taxes
17	May 8, 2015 11:27 PM	1) Cancel bus service on this route. At this time local residents do not use or require public transit. 2) The existing bus service is so sporadic that even if a person wanted to use it would only be on a schedule that eliminates evenings, weekends & holidays. Thank you.
18	May 8, 2015 5:22 AM	Make it available on weekends and run later.
19	May 7, 2015 6:06 PM	?

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- 20 **May 6, 2015 2:44 PM** I know that there is smaller ridership here in Nanaimo compared to Victoria. I feel the reason is the buses start too late to get to work on time. And don't run enough. The 15 a. Runs every three hours. This makes it unviable for people that need to get to the outskirts of Nanaimo. If the bus system was more frequent there would be more people using it. I know its a business but sometimes you need to lose money to make money down the road
- 21 **May 5, 2015 9:00 PM** I live in Deerwood Estates on Biggs Rd. and would appreciate being able to get to the bus more easily. At this time, it is a long walk to connect with the bus. A bus stop at the corner of Biggs and Jingle Pot would be helpful. Also, a bus down Biggs as far as the prison could be considered.
- 22 **May 4, 2015 1:42 AM** More buses running on that road especially at night time so people like me have a safe way home
- 23 **May 2, 2015 5:05 PM** That the 15a would run more often especially on weekends
- 24 **May 2, 2015 3:08 AM** The Nanaimo transit system is a mess. As it is so inefficient I know very few people who ride the bus. It can take up to 45 minutes to an hour to get from downtown Nanaimo to Woodgrove Centre, whereas any vehicle will take up to 20 minutes. The changes to #15A, apart from cancelling it: show the times on the bus schedule, put on smaller commuter buses, and at the very least the bus should have a bike carrier.
- 25 **May 1, 2015 4:16 PM** Move the entire 15 Express route to 15A route, leaving 1 new #15 Route. There should be next to 0 increase in operating costs, and minimal inconvenience for users, as the difference in travel times between current 15 and 15A route is minutes. There would likely be huge upside in passenger numbers, (and Revenue) as the current 15A route actually travels through neighbourhoods, and would provide a phenomenal increase to service (approx. every 45min) whereas the current #15 travels the Parkway with 0 transit users. (no stops-or people along Parkway stretch) I welcome the new improved consolidated #15 route travelling Jingle Pot Rd!
- Apr 4, 2015 11:28 PM cancel the bus run and keep the handy dart....
- 26 **Apr 29, 2015 11:28 PM** cancel the bus run and keep the handy dart....
- 27 **Apr 29, 2015 10:48 PM** This bus is great but it should come around again at 4:15/4:20 at Ndss for people with extra-curricular activities.
- 28 **Apr 29, 2015 10:14 PM** More Service and on weekends
- 29 **Apr 29, 2015 7:36 PM** Always have the 15 route be the 15A route.
- 30 **Apr 29, 2015 3:23 AM** MORE SIGNAGE
- 31 **Apr 28, 2015 5:45 PM** We'd like to see more frequent runs, especially on weekdays, please. Our daughter and her Avonlea/Rockridge subdivision friends attend Dover and they're not always dismissed at 3pm. Every second Monday ends at 2pm; Fridays end at 1:30pm. Most of the kids prefer to wait around Woodgrove Mall in order to take the 3:35 15A that runs down Jingle Pot, than take an earlier 15 route and cross the highway as pedestrians. This results in a number of parents having to pick up kids at Dover on Mondays and Fridays. An earlier route that coordinates at least with the early Friday dismissals would be a great addition, please, as school buses are not available to us, even though we're in the Dover catchment area. Honestly, we don't like the kids crossing the highway either. Thanks for allowing us to provide some feedback.
- 32 **Apr 28, 2015 1:49 PM** Sunday service will be great

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- 33 Apr 27, 2015 5:09 PM Add more service times there is a long wait in between bus times. There is an hour wait in between on the weekends. Add an alternate bus route, almost all forms of bus travel requires 1 to 2 transfers to get to any destination.
Find out where most bus passengers are going on a daily basis rather than have a vague survey that really wont tell you what you are asking.
- 34 Apr 27, 2015 8:43 AM More frequent
- 35 Apr 26, 2015 4:05 PM I think 15a should go around more often- especially for nanaimo christian school student- because its only bus that goes near between 3:20 to 3:30! Also in the morning between 8:10 to 8:20
- 36 Apr 24, 2015 6:16 PM have a morning and evening run on the weekends
- 37 Apr 23, 2015 9:03 PM Change the routes and frequencies for all routes to make the bus system better
- 38 Apr 23, 2015 9:00 PM get rid of it
- 39 Apr 23, 2015 7:31 PM Weekends and later service until 9 pm
- 40 Apr 23, 2015 12:53 AM get rid of it the very few people that do use it are not tax payers of the east wellington community area c
- 41 Apr 22, 2015 11:23 PM It's at least a 25 minute walk to Jingle Pot Rd from my residence. This route does not make transit realistically accessible to my family. If I am going to pay taxes to support transit it should be accessible.
- 42 Apr 21, 2015 11:33 PM more frequent service? smaller bus
- 43 Apr 21, 2015 9:56 PM Eliminate it. Keep the handi dart for those in need.
- 44 Apr 21, 2015 7:42 PM cancel the route
- 45 Apr 21, 2015 4:16 AM More Covered Bus Stops with seats!
- 46 Apr 18, 2015 5:34 PM More runs toward downtown to fill in the gaps of when the #5 runs.
- 47 Apr 18, 2015 5:39 AM More bus
- 48 Apr 17, 2015 7:58 PM get rid of it
- 49 Apr 17, 2015 3:25 PM remove this route entirely as a taxpayer I have no wish to subsidize a transit route that benefits VIU students almost exclusively. Have VIU subsidize this route entirely with the parking fees they collect !!!!!!!!
- 50 Apr 15, 2015 6:31 PM Weekend runs, more frequent daytime runs.
- 51 Apr 15, 2015 6:28 PM More scheduled Jinglepot Rd routes, at least one every 2 hours, as well as weekend runs.
- 52 Apr 15, 2015 3:52 PM More scheduled routes plus buses on weekends. I would be using it 7 days a week, I have weekends off, would like having buses on weekends to go out, tired of having to walk, I am in my mid-fifties- Thank you
- 53 Apr 14, 2015 11:08 PM More frequent service
- 54 Apr 13, 2015 2:20 PM More busses!!!!
- 55 Apr 11, 2015 6:20 PM #15A isn't a bus that is important to myself but it would be nice if the 15 and the 15A ran more often and it ran on Sunday's I try yes I know that there's no classes at VIU on Sunday's but students as well as myself go out to Woodgrove on Sunday's I try not to go out to Woodgrove on Sunday's because the 15 doesn't run and I have to take 2 buses with kids if I have to go out to Woodgrove on Sunday.
- 56 Apr 10, 2015 1:08 AM Runs more frequently on Saturdays and service on Sundays
- 57 Apr 9, 2015 7:27 PM Running more often, and later.
- 58 Apr 9, 2015 6:25 AM Sunday's and runs regarding service when school is out. not a reduced ones as our schedules don't change. this for all bus 1
- 59 Apr 6, 2015 8:19 PM offer on weekends

APPENDIX "B" - RDN Transit #15A - Jingle Pot Survey Results 2015

- 60 Apr 6, 2015 4:11 AM I personally do not make use of the "A" route.
- 61 Apr 4, 2015 9:59 PM Higher frequency of travel, more times during the day.
- 62 Apr 3, 2015 7:54 PM make all #15s run the 15a route it only takes a few more minutes and services more stops
- 63 Apr 3, 2015 4:47 PM Please add more 15A every day including Saturday and Sunday. Many students need to (especially international students) take 15A to go to school, hang out with friends, and take part in more exercises. The 15A is not enough now. So please add more every day. We really need more 15A
- 64 Apr 3, 2015 3:38 PM More visible bus stops
- 65 Apr 3, 2015 7:41 AM bus runs more often
- 66 Apr 3, 2015 4:48 AM We would be happy even small bus but more often.)
- 67 Apr 3, 2015 2:11 AM More and open late think all ppl that work late and tha use transit open late and open early their day pp! And their night ppl should be like Vancouver and Victoria .
- 68 Apr 2, 2015 8:24 PM More buses on weekends and evenings.
- 69 Apr 2, 2015 12:09 AM Stops seem infrequent and the places I transit from are halfway between stops that seem far apart. None of the other routes seem to have this problem.
- 70 Mar 31, 2015 3:25 PM Delete all the extra stops! Takes far too long.
- 71 Mar 31, 2015 2:13 PM they should be MORE #15A there is more bus stops than #15 coming to and going to Woodgrove mall
- 72 Mar 31, 2015 3:50 AM access college drive via harwell(at jp pub)more 15a, as it only adds 6 minutes compared with a 15
- 73 Mar 31, 2015 1:55 AM Better times for NDSS students needing to connect to the 2 or 2a at Woodgrove on PLC Mondays
- 74 Mar 30, 2015 11:19 PM Run on the weekend and in summer.
- 75 Mar 30, 2015 10:07 PM More bus service and times. even later in evening weekend and summer schedules
- 76 Mar 30, 2015 7:57 PM More runs throughout the day, as well as on weekends.
- 77 Mar 30, 2015 7:45 PM Trips more often + weekend service
- 78 Mar 30, 2015 6:52 PM Can't think of any
- 79 Mar 30, 2015 4:25 PM I would love an arrival time at the university closer to 10am, as MANY classes begin at 10am.
- 80 Mar 28, 2015 9:02 PM it would run on Sundays even on limited times it would be very helpful.
- 81 Mar 28, 2015 12:19 AM Increase the number of times it runs. I have not been interested in working or living in the area it serves but might be if it ran more often.
- 82 Mar 27, 2015 5:06 AM More frequency
- 83 Mar 26, 2015 10:23 PM If it ran past 9 pm going towards VIU that would be fabulous because then I wouldn't have to walk in the dark for 4 km at 9pm. I would also have it run along Jinglepot more frequently, and have the 15 run on sundays and past 9 because people work outside of 9-5 and we don't all have cars.
- 84 Mar 26, 2015 6:34 AM Extend hours
- 85 Mar 26, 2015 2:40 AM Run more often
- 86 Mar 25, 2015 6:40 PM Run more routes throughout the day.
- 87 Mar 25, 2015 5:56 AM Make the 15A the standard 15 route. There are no stops on the parkway anyway and taking Jingle Pot Road only takes a few extra minutes. You can't expect the residents of Jingle Pot Road to give up their vehicles and rely on transit if there are only 5 trips a day. Not only that but if you provide the infrastructure, development will follow.
- 88 Mar 25, 2015 1:05 AM To run more services out here, including weekends!! Teens need weekend service!

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- 89 Mar 25, 2015 12:28 AM Add Sunday service to the 15 route if budget allows.
 As an employee of VIU, I very much appreciate the 15 route service. The times are convenient for me to get to and from work (typically a 9-5 schedule). Connection from VIU to Woodgrove is great. Please continue this bus route.
- 90 Mar 24, 2015 9:23 PM more times throughout the day
- 91 Mar 24, 2015 3:25 PM the bus to come more frequently.
- 92 Mar 24, 2015 2:41 PM MORE 15A because my parents live on jingle pot rd for 45 years with no bus service in there section. also how bout extending the route past 7:17pm from woodgrove to after 9:00 p.m. for us retail workers so we don't have to take 2 buses home
- 93 Mar 24, 2015 8:30 AM more frequent stops--i take this bus less than once a week and have not taken it at all lately due to the fact that there is no stop where i want to get off at the fire hall--most of the drivers will kindly pull over there if it is safe to do so--however the last time i took this bus the driver was not so kind--he did let me off there but made sure to let me know what a great favour he was doing me and to assure me that it was a one time only thing--never took that bus again--if i have to go to meadow drive i find a lift
- 94 Mar 23, 2015 2:28 PM More frequent
- 95 Mar 23, 2015 5:43 AM LATER NIGHT ROUTES FROM WOODGROVE SPECIFICALLY AFTER 9PM AND SUNDAY SERVICE
- 96 Mar 23, 2015 2:37 AM More direct loops to the Departure Ferry
- 97 Mar 22, 2015 10:24 PM Later service down the full jingle pot road and on weekends. I would use this bus a lot more if it made these changes
- 98 Mar 22, 2015 5:37 PM none
- 99 Mar 22, 2015 4:17 PM More often
- 100 Mar 22, 2015 1:09 AM more frequent service or even a separate route
- 101 Mar 21, 2015 3:05 AM More frequent as the connector. Especially connecting with the 6. Connections to Woodgrove on Sundays.
- 102 Mar 21, 2015 2:56 AM More frequent
- 103 Mar 20, 2015 11:27 PM More often
- 104 Mar 20, 2015 9:59 PM None
- 105 Mar 20, 2015 5:50 PM More frequent service
- 106 Mar 20, 2015 2:53 PM Make the bus more often.