

REGIONAL DISTRICT OF NANAIMO

**TRANSIT SELECT COMMITTEE
TUESDAY, DECEMBER 13, 2016 AT 11:00 AM
IN THE COMMITTEE ROOM**
RDN meetings may be recorded

PAGES

CALL TO ORDER

MINUTES

2-4 Minutes of the regular Transit Select Committee meeting held October 13, 2016.

BUSINESS ARISING FROM THE MINUTES

COMMUNICATIONS/CORRESPONDENCE

UNFINISHED BUSINESS

BC TRANSIT UPDATES

REPORTS

5-6 BC Transit Custom Registration Process.

7-18 Inter-Regional Transit to Comox Valley via Fanny Bay.

ADDENDUM

BUSINESS ARISING FROM DELEGATIONS OR COMMUNICATIONS

NEW BUSINESS

ADJOURNMENT

Lunch will be provided

Distribution: T. Westbroek; A. McPherson; M. Young; B. Rogers; J. Stanhope; B. Veenhof; B. McKay;
B. Bestwick; B. Yoachim; J. Hong; B. Colclough; M. Lefebvre; P. Carlyle; D. Trudeau;
D. Pearce; D. Marshall; E. Beauchamp; M. Moore; M. Lockley; G. Foy; N. Hewitt

For Information Only: T. Samra; F. Manson; D. Comis; D. Sailland; J. Harrison; M. O'Halloran

REGIONAL DISTRICT OF NANAIMO
TRANSIT SELECT COMMITTEE
THURSDAY, OCTOBER 13, 2016 AT 12:00 PM
IN THE COMMITTEE ROOM

Present:

Director T. Westbroek	Chairperson
Director A. McPherson	Electoral Area 'A'
Director B. Rogers	Electoral Area 'E'
Director J. Stanhope	Electoral Area 'G'
Director B. Veenhof	Electoral Area 'H'
Director C. Pinker	Electoral Area 'C'
Alternate	
Director M. Lefebvre	City of Parksville
Director B. McKay	City of Nanaimo
Director J. Hong	City of Nanaimo

Also in Attendance:

P. Carlyle	Chief Administrative Officer, RDN
D. Pearce	A/Director of Transportation & Emergency Planning Services
D. Marshall	Manager, Fleet, Projects & Emergency Planning Services
E. Beauchamp	Supt., Transportation Planning & Scheduling, RDN
M. Moore	Senior Regional Transit Manager, BC Transit
M. Lockley	Senior Transit Planner, BC Transit
D. Strobl	Manager, Sales and Revenue, BC Transit
M. Sparks	Recording Secretary, RDN

Regrets:

D. Trudeau	General Manager, Transportation & Solid Waste Services
M. Young	Electoral Area 'C'
B. Bestwick	City of Nanaimo
B. Yoachim	City of Nanaimo
C. Haime	District of Lantzville

CALL TO ORDER

The Chairperson called the meeting to order at 12:00 pm.

MINUTES

MOVED Director Stanhope, SECONDED Director Lefebvre, that the minutes of the regular Transit Select Committee meeting held June 23, 2016 be adopted.

CARRIED

COMMUNICATIONS/ CORRESPONDENCE

MOVED Director Veenhoff, SECONDED Director Stanhope, that the correspondence dated August 25, 2016 re Custom Registration Process Expansion be received.

CARRIED

BC TRANSIT UPDATES

BC Transit 2015/16 Annual Performance Summary

MOVED Director Hong, SECONDED Director Veenhoff, that the BC Transit 2015/16 Annual Performance Summary be received.

CARRIED

MOVED Director Veenhoff, SECONDED Director Lefevre, that the RDN send a letter to BC Transit, encouraging BC Transit to look into developing interregional transit connections (including alternative service modes) on Vancouver Island and in particular between the Cowichan Valley Regional District and the Comox Valley Regional District.

CARRIED

MOVED director McKay, SECONDED Director Hong, that Staff be directed to prepare a detailed route analysis to assess the viability of Community buses on Conventional transit routes.

CARRIED

RDN Transit fare review process – verbal presentation

Doug Strobl, BC Transit, provided a verbal presentation regarding the RDN transit fare review process.

REPORTS

BC Transit Custom Registration Process Report

MOVED Director Veenhoff, SECONDED Director Hong, that this report be deferred to the next Transit Select Committee meeting.

CARRIED

2017/2018 Proposed Transit Services Expansion

MOVED Director Veenhoff, SECONDED Director Stanhope, that the Board approve the proposed 5,000 hour annual Conventional Transit expansion outlined in this report and direct staff to advise BC Transit accordingly.

CARRIED

MOVED Director Lefevre, Seconded Director Veenhoff that Staff be directed to provide a report exploring the option of providing service to Electoral Area 'F', including cost and hours needed.

CARRIED

MOVED Director McKay, Seconded Director Hong that staff be directed to report back with options for Route 7 Cinnabar/Cedar.

CARRIED

ADJOURNMENT

MOVED Director Veenhoff, SECONDED Director Stanhope, that this meeting be adjourned.

CARRIED

Time 2:15 pm

CHAIRPERSON

TO:	Transit Select Committee	MEETING:	December 13, 2016
FROM:	Erica Beauchamp Superintendent, Transit Planning & Scheduling	FILE:	8600 20 CUS REG
SUBJECT:	BC Transit Custom Registration Process		

RECOMMENDATION

That staff be directed to work with BC Transit to implement the enhanced Custom Transit Registration Process for new handyDART applications.

SUMMARY

In light of the process clarification, RDN transit suggests moving forward with the implementation of BC Transit Enhanced Custom Registration process for new handyDART applications.

BACKGROUND

BC Transit has provided clarification to the Regional District of Nanaimo (RDN) Transit department regarding the proposed enhanced client registration process for Custom Transit. While this enhanced registration process is unchanged from previous reports, the new information clarifies that as well as an applicant's physical abilities being assessed, their cognitive abilities are also assessed during the process, using the Functional Assessment of Cognitive Transit Skills (FACTS) test methodology.

Thus, RDN Transit staff is satisfied that with the full assessment methodology outlined by BC Transit, applicants for Custom Transit will be comprehensively assessed in both cognitive and physical abilities.

Rationale

BC Transit, the Comox Valley Regional District (CVRD) and Vernon Regional (VR) handyDART implemented a *handyDART Registration Pilot Project*. The revised process applies to new handyDART registrants and added to the previous paper-only approach, including an in-person assessment with a mobility coordinator (contracted third-party occupational therapists). The objective of this process was to determine if the applicant was more suitable for handyDART or Conventional transit service.

The in-person assessment takes into account an individual's travel needs in addition to their cognitive and physical abilities with regard to using the accessible conventional transit system. Mobility coordinators also:

- inform applicants about the accessible transit options available in their community;
- assess their ability to travel safely;
- ensure their mobility aids are appropriate for transport; and
- make recommendations to BC Transit as to the applicants' handyDART eligibility category (unconditional, conditional, temporary, ineligible).

If an applicant does not agree with the eligibility outcome, they have the right to appeal the decision with BC Transit staff.

BC Transit Pilot Project Eligibility Outcomes

In the CVRD, the pilot project resulted in:

- 14 of the 235 applicants did not continue with the handyDART enhanced registration process
- 8 people were no-shows for their in-person assessment.
- 18 applicants were determined to be conventional transit capable and thus, ineligible for handyDART services.
- In total, this reduced the number of handyDART users by 40 people.

In Vernon, the same pilot project resulted in:

- 30 of the 225 applicants not continuing the application process
- 11 applicants failed to appear for the in-person assessment.
- In total, this reduced the number of handyDART users by 41 people.

ALTERNATIVES

1. That the Board directs staff to work with BC Transit to implement the enhanced Custom Transit Registration Process for new handyDART applications.
2. That the Board provides alternative direction to staff.

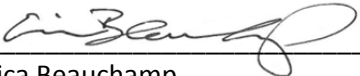
FINANCIAL IMPLICATIONS

The cost for the proposed custom transit enhanced application process has been estimated at \$35,000 annually, cost shared with BC Transit. This cost is primarily due to the use of third-party contracted occupational therapists (mobility coordinators), as well as the cost to transport applicants, free-of-charge, to their mobility assessment.

BC Transit indicates that the use of a third-party contracted occupational therapists, (mobility coordinators), will make handyDART more financial efficient since handyDART has a higher cost per ride than conventional transit.

STRATEGIC PLAN IMPLICATIONS

Staff has reviewed the enhanced Custom Transit application process and determines that it aligns with the 2016-2020 Board Strategic Plan. Continuously improving the viability and efficiency of handyDART services aligns with the priority to focus on service and organizational excellence.


Erica Beauchamp
ebeauchamp@rdn.bc.ca
December 5, 2016

Reviewed by:

- D. Pearce, A/ Director, Transportation & Emergency Planning Services
- D. Trudeau, General Manager, Transportation, Emergency Planning & Fire Services
- P. Carlyle, Chief Administrative Officer

TO:	Transit Select Committee	MEETING:	December 13, 2016
FROM:	Erica Beauchamp Superintendent, Transit Planning & Scheduling	FILE:	8500 03 CVRD
SUBJECT:	Inter-Regional Transit to Comox Valley via Fanny Bay		

RECOMMENDATION

That the Board directs staff to continue to work with BC Transit to evaluate the viability of local transit initiatives as well as inter-regional transit between the Regional District of Nanaimo & Comox Valley Regional District as part of the 2018/2019 Annual Operating Agreement.

SUMMARY

Staff and BC Transit recognize the need for expanded local transit initiatives as well as inter-regional transit. The provision of local transit service delivery to rural areas such as Electoral Area 'F' and Cinnabar/Cedar is challenging due to lower ridership and are therefore less cost effective. An expansion of local transit initiatives is supported as a future goal by both the Regional District of Nanaimo (RDN) and BC Transit, as evidenced in the letter dated November 28, 2016 *Re: Regional District of Nanaimo Board Motions – October 25, 2016* (Appendix 'A').

Inter-regional transit between the RDN and the Comox Valley Regional District (CVRD) is also a supported expansion option, when ridership levels are more reasonable and connections for customers are more direct. At this time, since expansion hours are not currently available for either expansion of local transit or inter-regional transit, they would need to be pulled from existing transit services, compromising current service levels.

BC Transit and staff are recommending a re-evaluation of the viability of local transit initiatives as well as inter-regional transit between the RDN & CVRD as part of the 2018/2019 Annual Operating Agreement.

BACKGROUND

Local Transit Initiatives

Through community and stakeholder consultation, the RDN and BC Transit developed the *RDN Transit Future Plan* with a vision to develop future service priorities. This plan outlines the short, medium and long-term transit service & infrastructure changes through to 2039. As a follow up to Board motions regarding future expansions, BC Transit provided a letter dated November 28, 2016 *Re: Regional District of Nanaimo Board Motions – October 25, 2016* (Appendix 'A'), that indicates local transit initiatives such as expanding the #7 Cinnabar Cedar route, or creating a route to Coombs/Errington fall more in line with the medium-term (2018/2019 and beyond) goals of the future plan. Further, BC Transit states that within the current RDN Transit system, services would need to be reallocated to support either of these

expansion ideas; however a more prudent decision would be to work these services into future service expansion proposals. With regards to the current transit service hours, diluting these hours would contradict the goal of providing frequent service to higher density communities within the region in the short-term.

At the Transit Select Committee meeting on October 13, 2016, a Director commented to see if the #7 Cinnabar/Cedar route expansion could be solely paid for by the City of Nanaimo, without BC Transit funding and outside of the RDN Transit function. BC Transit responded to this comment in their letter dated November 28, 2016 (Appendix 'A'), stating that providing service without BC Transit but using a BC Transit bus is not permitted as it would contravene sections of the Master Operating Agreement.

Inter-Regional Transit

The development of inter-regional transit between the RDN and CVRD are an important part of the Transit Future Plan, which was developed through robust community consultation and key stakeholder input processes. Further, BC Transit stated in their letter (Appendix 'A') that they have engaged in discussions with CVRD staff and confirmed that it is not a priority for the CVRD to connect with RDN transit at this time.

The inter-regional service is best viewed as an option for future expansion in 2018/2019, once ridership along the Deep Bay route is more established and both RDN Transit and CVRD have a mutual goal of co-developing this type of transit system.

ALTERNATIVES

1. That the Board directs staff to continue to work with BC Transit to re-evaluate the feasibility of local transit initiatives as well as inter-regional transit between the Regional District of Nanaimo & Comox Valley Regional District as part of the 2018/2019 Annual Operating Agreement.
2. That the Board provides alternative direction to staff.

FINANCIAL IMPLICATIONS

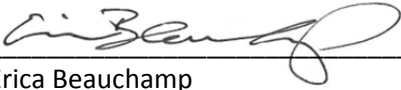
Staff estimates that 3500 annual hours of conventional service would be needed to provide service to the #7 Cinnabar/Cedar, Electoral Area 'F' and the RDN & Comox Valley Regional District. Further, an additional 1500 annual hours would be needed to ensure that expanded services would tie into existing services.

As per the BC Transit 3-Year Expansion Memorandum of Understanding (MOU) that was adopted by the Board on May 24, 2016 (Appendix 'B'), a 5000 hour annual conventional transit expansion in 2018, that would accommodate the previously mentioned expansions, would cost approximately \$549,172 prior to cost sharing with BC Transit. With BC Transit cost sharing (46.69%) and estimated revenues included, the cost to the RDN would be an estimated \$257,136.

The Future Plan identifies future upgrades to RDN transit exchanges which will improve transit efficiencies and may provide opportunities to reallocate service hours without additional costs. These savings will not be fully realized until the exchanges are upgraded; however the savings could offset any additional costs for implementing the expansions mentioned above. The timing of the exchange upgrades is dependent on the ongoing planning with the City of Nanaimo.

STRATEGIC PLAN IMPLICATIONS

Staff have reviewed the letter from BC Transit dated November 28, 2016 (Appendix 'A') and note that it aligns with the 2016 – 2020 Board Strategic Plan priority to focus on service and organizational excellence. By reviewing and analyzing costs and benefits, RDN Transit is ensuring effective and efficient operation of the transit department.



Erica Beauchamp

ebeauchamp@rdn.bc.ca

December 8, 2016

Reviewed by:

- D. Pearce, A/ Director, Transportation & Emergency Planning Services
- D. Trudeau, General Manager, Transportation, Emergency Planning & Fire Services
- P. Carlyle, Chief Administrative Officer



November 28th, 2016

Daniel Pearce
A/ Director, Transportation and Emergency Planning
Regional District of Nanaimo

Re: *Regional District of Nanaimo (RDN) Board Motions – October 25, 2016*

Dear Daniel,

Please find our comprehensive letter report as a follow up to the October 25, 2016 RDN Board Motions and your subsequent two letters dated November 23rd, 2016 where you are requesting BC Transit to:

- (1) provide information as to when additional service on each of the respective routes (#7, and a future route to Electoral Area 'F') would be recommended within the RDN Transit Future Plan expansion framework; and
- (2) provide the RDN with a report on the feasibility of the Inter-regional services and also include any alternative service models that exist.

Comprehensive community and stakeholder consultation were major contributors to developing the future service priorities completed as part of the recently endorsed Regional District of Nanaimo Transit Future Plan (TFP). This Plan sets the platform for short-, medium-, and long-term transit service and infrastructure changes. The focus of the plan is to develop the core transit system and deliver more frequent and direct services to the dense urban areas of the regional district. The plan also acknowledges the importance and the challenges in providing targeted transit service to the sparsely populated rural communities within the Regional District.

The importance of a 25 Year strategic plan is to provide the community, elected officials, and transportation and land use planning staff with a clear actionable plan to help optimize the sequence of transit investment and deliver a robust efficient network over time.

The transit actions that have ensued since the endorsement of the TFP maintain the key objectives of continuing to address planning, funding and implementation strategies that will advance the short- term priorities of the Plan. These actions include:

- Restructuring existing routes to establish the Rapid and Frequent Transit corridors
- Restructuring transit routes to better serve the new Downtown Nanaimo Transit Exchange
- Enhancing service on the Local Transit Network
- Introducing Inter-regional Transit Services south to the Cowichan Valley Regional District and north to the Comox Valley Regional District
- Exploring service options to connect Electoral Area 'H' with the Comox Valley Regional District.

The implementation of service and infrastructure improvements is funded in partnership between the provincial government and the RDN. Changes are facilitated through expansion funding when available or reallocation of service within the system. For example the proposed relocation and redevelopment of the downtown Prideaux Street Transit Exchange to the Port Drive Waterfront is anticipated to provide substantial operational savings. Savings could be reinvested into additional route service options, including the Route 7 Cinnabar/ Cedar or the extension of service to Area 'F'.

The following information is provided with respect to (1) when additional service to the Route 7 Cinnabar/Cedar and extension of service to Area 'F' would be recommended within the RDN Transit Future Plan expansion framework, as well as (2) the feasibility of the Inter-regional services to neighbouring Regional Districts as well as alternate transit models within the RDN system.

Route #7 Cinnabar/Cedar

The Route 7 Cinnabar/Cedar operates from downtown Nanaimo through Cinnabar and Cedar. There are several competing requests for expansion of this route service. Cinnabar residents require additional service to better facilitate commuter service primarily for students attending Vancouver Island University (VIU), John Barsby Secondary (JBS) and Nanaimo District Senior Secondary (NDSS) schools. Cedar residents are looking for increased service levels and extension of the existing route coverage to residents beyond Woodbank Road.

Service planning, as directed by the TFP, explores the opportunity for improved service delivery within Cedar as an extension of Rapid Bus service, which is proposed to be developed from South Parkway Plaza in the next five years. This would deliver improved commuter services to the residents of Cedar and explore the additional development of community bus services for the growing senior population in this community, similar to that being developed in Qualicum for September 2017.

In collaboration with BC Transit, RDN staff presented a staff report at the June 2016 Transit Select Committee (TSC) to discuss considerations around the additional service options for the Route7 pertaining to the Cinnabar area, this included:

- Augmenting the existing service to facilitate immediate improvements for students travelling to school at JBS and NDSS. This minor service improvement was implemented by staff through the reallocation of existing hours.
- An expansion of service to include an express trip. This would include a limited morning and afternoon express service between Cinnabar and VIU, with stops on Extension Road, Cranberry Ave, JBS and NDSS. It was noted in the report that in order to provide this additional express service expansion funding would need to be available.

Subsequent to the June staff report, discussions at the TSC have occurred about the ability for the City of Nanaimo to implement the expansion of the route 7 transit service outside of the Annual Operating Agreement (i.e. the express transit trip option being 100% funded by the local government, but with the use of BC Transit vehicles). It was determined that funding the service without BC Transit, but utilizing the fleet to perform the service, is not permitted, as it contravenes sections 1.1 (p), 3.3 (c), 4.1 (a), 8.3, 13.2.1, and 13.2.4 (a) of the Master Operating Agreement. Essentially, BC Transit assets must be utilized in coordination with a valid Annual Operating Agreement which captures all applicable Schedule B hours as determined and informed by the Schedule C. Additionally, Comprehensive General Liability Insurance would not extend to activities outside of the Master Operating Agreement or Annual Operating Agreements Section 5.1 and 6.2.

To reconfirm, BC Transit is supportive of providing the expanded services on Route 7 Cinnabar/Cedar. The RDN can choose to reallocate service within the system in order to introduce expanded services on the Route 7 Cinnabar/Cedar and BC Transit will work with RDN staff to enact this service change; otherwise, options can be explored to determine how it can be worked into the 2018/19 service expansion proposal.

Electoral Area F

Electoral Area 'F' includes the rural communities of Errington, Hilliers and Coombs. Transit service does not exist in this locality and is not specified as an expansion area for the short- term priorities of the Transit Future Plan. BC Transit suggests expansion of service to this area would therefore be best considered in the medium- to long-term (5+years), once the community shuttle services and expanded regional connections for

Parksville, Qualicum and Area 'H' have been implemented, as proposed in September 2017. Diluting the available 2017 service expansion hours to facilitate a larger coverage area contradicts the goal of delivering expanded service to the more dense communities in the region over the short-term.

A service strategy delivering a base level of service similar to the one day per week Route 99 Deep Bay service would be the recommended service delivery model for this community, upon expansion funding availability. Service would likely address a key origin in Coombs and deliver customers to the downtown Parksville Transit Exchange, offering the opportunity to transfer to other RDN services operating from the Exchange. This service expansion is expected to require additional annual hours and operating costs for the Area 'F' community. A more comprehensive service planning exercise may also determine the need for an additional vehicle, adding increased costs to the RDN system.

Inter-Regional Transit Connections

Transit Future Plans have been completed for the major regional areas of Vancouver Island including, Victoria, Cowichan Valley, Nanaimo, Comox Valley and Campbell River. A key strategy of each of the plans includes the introduction or expansion of inter-regional services.

The inter-regional strategic priorities within each of the Transit Future Plans vary in priority of delivery. The implementation time frame for each of the inter-regional services was determined through robust community consultation and key stakeholder input (including elected officials) processes as to when the inter-regional strategy should be implemented over the next 25 years. Each Transit Future Plan includes the implementation and/or expansion of Inter-regional travel opportunities between the following regions:

- Campbell River to Comox Valley Regional District
- Comox Valley Regional District to Regional District of Nanaimo
- Regional District of Nanaimo to Cowichan Valley Regional District
- Cowichan Valley Regional District to the area of the Victoria Regional Transit System

The variability in the need for inter-regional services is primarily driven by the existing and expected future need for travel by residents to a range of key services located outside their region of origin. Often residential areas located in proximity to the north or south of their regional boundary may have less travel distance to services in a neighboring region. Inter-regional services can provide the important links to multiple activity centres and communities for medical, educational, recreational or employment services. In order to gauge the potential for each proposed inter-regional service, BC Transit, in 2015, commissioned a high-level Market Feasibility Report to determine the viability of introducing and/or expanding services across regional boundaries.

The disconnect in the timing of the inter-regional priorities within the Transit Future Plans, makes the Market Research Report (MRR) a significant part of the prioritization and decision making process. The results of the study were intended to be order-of-magnitude only, separating the hopeful cases from the hopeless cases. From this study a more detailed service analysis of the hopeful cases would be required to confirm the ridership estimates, and the practicality of implementing a new service. Table 5.1 below from the MRR summarizes the potential markets by corridor.

Subsequent to the completion of the MRR a detailed service discussion document was provided to the RDN and the Cowichan Valley Transit Select Committees to explore the service options for the delivery of inter-regional connections between Ladysmith and VIU. Despite the reasonable ridership that could be expected, the majority of the customers would likely be Cowichan Valley residents, predominantly VIU students travelling into the RDN. Both TSC's motioned not to support further staff actions to explore implementation of an inter-regional service, as it was not considered feasible at this time. Instead, staff was directed to focus available expansion on the other TFP short-term priorities.

Table 5.1: Potential Transit Markets by Corridor

Corridor	Market Potential		Comment
	Commuter	Captive	
CwVRD to RDN (southbound)	Med/High	Medium (Ladysmith to Nanaimo)	<ul style="list-style-type: none"> Most of the commuter demand comprises students attending the VIU campus in Nanaimo. One third of the commuter demand originates from Ladysmith.
RDN to CwVRD (northbound)	Low	Low	
RDN to CxVRD (northbound)	Low	Low	<ul style="list-style-type: none"> The existing captive ridership travelling between Deep Bay/Bowser and Nanaimo (Route 99) may be better served by diverting that service toward Courtenay/Comox instead of Nanaimo.
CxVRD to RDN (southbound)	Med/Low	Low	<ul style="list-style-type: none"> Commuter market is estimated to be in the range of 60 per day. Practically all the commuter demand is generated by travel to VIU.
CxVRD to Campbell River (northbound)	Further investigation required of the short distance inter-regional market. Need more refined dataset.		<ul style="list-style-type: none"> The smaller communities within the Comox Valley Regional District, but close to Campbell River, may benefit from a direct 'local service' to Campbell River.
Campbell River to CxVRD (southbound)	Low	Low	

Furthermore, the MRR indicates the propensity for a feasible transit market between the RDN and the Comox Valley Regional District would be low. Potential for a coverage-type route (low frequency does not focus trips on commuters) from Area 'H' was also examined microscopically, and by nature of distance it was determined that customers within the Area 'H' communities of Deep Bay and Bowser would want to travel to the nearest services. The introduction or expansion of service to connect with Comox Valley Regional District would therefore direct existing transit customers away from the Route 99 Deep Bay service which connects to Qualicum, Parksville, and Woodgrove.

Successful alternate Inter-regional public transit models in operation throughout the Province generally focus on a one seat, one fare journey (i.e. no transfer between regional service routes) with limited stops. A focus on commuter peak times is a requirement of this service type in order to ensure good ridership and cost effectiveness.

Inter-regional service examples include:

- Route 90 Vernon to Kelowna primarily a student based service which has grown in popularity with service levels reduced when UBCO is not in session.
- Cowichan to Victoria a unique commuter style service with limited stops
- The more recently introduced Fraser Valley Express

Less successful Inter-regional service options include the Comox Valley/Campbell River services where individual low frequency coverage routes from each transit service connect at Oyster River. This service has low ridership and requires coordination between scheduling of services limiting and adding service complexity for customers.

Service expansion options in the RDN exploring the extension of the 99 Deep Bay route to connect with the Comox Valley Regional District Route 10 at Fanny Bay would require an addition of approximately 350 plus service hours to be added to the Area H service levels above the 900 hours proposed for 2017 to extend

existing service from one day to five days of operation. BC Transit has engaged in discussions with the Comox Valley Regional District transit manager to confirm that there is no short- term priority to extend the Comox Valley Regional District route services from Fanny Bay to meet RDN services at Deep Bay.

In the event service expansion of the RDN 99 Deep Bay route is to be facilitated, the greatest challenge will be in aligning the 99 Deep Bay trips at Fanny Bay with the Comox Valley Route 10. Risks include late running services, which could result in passengers being stranded and additional costs to the customer which may deter ridership. BC Transit recommends further RDN community outreach with the objective of determining the likelihood of customer-usage of a transfer system, including the costs and impact to the community.

In Summary

Transit service delivery to rural areas such as Cedar, Cinnabar and Area 'F' tends to be less cost effective, generating low ridership over longer time and distance intervals. If it is the desire of the RDN to invest resources into low ridership, coverage style routes, BC Transit will work with RDN staff to implement this. BC Transit is also supportive of developing Inter-regional service where the feasibility for a cost effective service would be viable, such as in areas with reasonable ridership levels and where connections for the customer are direct.

In the event the RDN would like to consider fast tracking additional local transit initiatives within Cinnabar, Cedar, Area 'F', and Inter-regional service between the Cowichan Valley Regional District, Comox Valley Regional District and the RDN, it is recommended that the future service hour expansion request is increased to meet these objectives for the near future. In order to accommodate all of the local transit initiatives as discussed in this letter, an expansion greater than the planned 5000 hours would be required.

If you have any immediate questions please feel free to contact:

Myrna Moore
Senior Regional Transit Manager
BC Transit
Myrna_moore@bctransit.com
(250) 514 3019

Maria Lockley
Senior Transit Planner
BC Transit
Maria_lockley@bctransit.com
(250) 580 1674

April 20, 2016

Attn: Daniel Pearce,
A/Director, Transportation and Emergency Planning Services
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC
V9T 6N2

Re: 3 Year Expansion Initiatives

Dear Daniel,

Last month, the Provincial Government announced their commitment to \$12.7 million in funding over the next three years to support transit expansion initiatives throughout the province. Because your transit system has been identified as a candidate for potential expansion, the attached Memorandum of Understanding (MOU) is provided to formalize the process of securing appropriate expansion funding on your behalf. Preliminary interactions with partners indicate there is a possibility that expansion requests may exceed the available funding.

The MOU lists the specific initiatives for the Annual Operating Agreement periods of 2017-2018 through to 2019-2020 derived primarily from recent service plans approved by your local government. Order-of-magnitude costing is provided to define the scope of transit service initiatives based on the proposed annual expansion hours. If the proposed expansion is dependent on other infrastructure investment, this dependency will be identified in a separate table.

If your proposed expansion requires additional vehicles in 2017-2018, a signed commitment from your Board is required by mid-June to ensure sufficient time for BC Transit to procure buses. Please keep in mind that should your plans change after this date and you determine that expansion is no longer desired, you will be billed the lease fees related to the new buses for a minimum of a one year period.

Upon confirmation of your Board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan to the Province to seek the matching funding required for operating and capital costs. Following confirmation of the provincial budget, BC Transit will inform you of allowable funding and initiate an implementation plan, including the development of more detailed costing based on routing and schedules.

By communicating proposed expansion initiatives as far in advance as possible we are trying to achieve three important goals:

1. Ensure 3 year expansion initiatives are aligned with the expectations of local governments
2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions
3. Provide local government partners with enhanced 3 year forecasts that identify longer term funding requirements.

I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed expansion initiatives.

Yours truly,

A handwritten signature in black ink that reads "M. Moore". The signature is written in a cursive, flowing style.

Myrna Moore
Senior Regional Transit Manager
BC Transit

Expansion Memorandum of Understanding

Date	April 20, 2016
Expiry	June 15, 2016
System	Regional District of Nanaimo

Expansion Initiatives Agreement

The following outlines expansion initiatives identified for your transit system along with a high level annual costing based on the hourly rates of your system. Please confirm these initiatives are aligned with the expectations of your local government. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED CONVENTIONAL EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Revenue	Total Costs*	Net Municipal Share
2017/18	Sept 2017	5,000	3	\$32,430	\$549,603	\$305,665
		Description	Transit Future Plan recommendations – General service increases to the routes that make up the local transit network. This would include expanded local bus service in Parksville and Qualicum Beach.			
2018/19	Sept 2018	5,000	2	\$72,067	\$549,172	\$257,136
		Description	TFP recommendations focus on Frequent Transit Network route 40 and Rapid Transit Route 50 expansions. These proposed service expansions require relocation and expansion of the Downtown Exchange and improvements to the Woodgrove Mall Exchange.			
2019/20	Mar 2020	5,000	2	\$83,493	\$570,576	\$258,316
		Description	Transit Future Plan Recommendations			

* Vehicle costs do not reflect Standardized Lease Fees

PROPOSED CUSTOM EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Revenue	Total Costs*	Net Municipal Share
2019/20	Sept 2019	1,700	1	\$7,784	\$132,639	\$49,727
		Description	Increased handyDART service based on TFP			

* Vehicle costs do not reflect Standardized Lease Fees

Approval

On behalf of the Regional District of Nanaimo, I am confirming to BC Transit to proceed with the request for funding to the province on our behalf and that we are committed to budget accordingly as per the advice provided and with the knowledge a more detailed budget will follow as service details are confirmed.

Signature:  _____

Date: June 24, 2016

Name: Daniel Pearce

Position: A/Director, Transportation and Emergency
Planning Services

On behalf of BC Transit, prepared by

Signature:  _____

Date: April 20, 2016

Name: Myrna Moore

Position: Senior Regional Transit Manager