

REGIONAL DISTRICT OF NANAIMO  
TRANSIT SELECT COMMITTEE  
AGENDA

Thursday, May 24, 2018  
1:00 P.M.  
RDN Board Chambers

Pages

1. CALL TO ORDER
2. APPROVAL OF THE AGENDA
3. ADOPTION OF MINUTES 3
  - 3.1 Transit Select Committee Meeting - March 22, 2018  

That the minutes of the Transit Select Committee meeting held March 22, 2018, be adopted.
4. DELEGATIONS
  - 4.1 Gerald Nachtegale, re Transit Service to South Wellington, Cassidy and the Nanaimo Airport
5. CORRESPONDENCE
  - 5.1 Edward Lord re Transit to Nanaimo Airport and Duke Point Ferry Terminal 7
6. UNFINISHED BUSINESS
7. BC TRANSIT UPDATE
8. REPORTS
  - 8.1 2018 – 2019 Conventional and Custom Transit Annual Operating Agreement 8  

That the Board approve the 2018/19 Conventional and Custom Transit Annual Operating Agreement with BC Transit.
  - 8.2 Route 40-VIU Express – Service Expansion 26  

That the Board approve the improvement of weekday service on Route #40 – VIU express utilizing the January 2019 5,000 Hour Annual Conventional Transit Expansion.

**8.3 \$1.00 Fare Analysis for Summer 2018 56**

That the \$1.00 Fare Analysis for Summer 2018 report be received for information.

**8.4 District of Lantzville Request for Free Transit for Minetown Day 60**

That the Board approve the District of Lantzville's request for free transit services on the 11 Lantzville route for the Minetown Day event held on Saturday, September 8, 2018.

**8.5 Director Verbal Update**

**9. BUSINESS ARISING FROM DELEGATIONS**

**10. NEW BUSINESS**

**11. ADJOURNMENT**

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

**Thursday, March 22, 2018  
12:00 P.M.  
RDN Board Chambers**

In Attendance:	Director T. Westbroek	Chair
	Director A. McPherson	Electoral Area A
	Director M. Young	Electoral Area C
	Director B. Rogers	Electoral Area E
	Director B. Veenhof	Electoral Area H
	Director B. Colclough	District of Lantzville
	Director M. Lefebvre	City of Parksville
	Director B. McKay	City of Nanaimo
	Director B. Bestwick	City of Nanaimo
Regrets:	Director J. Stanhope	Electoral Area G
	Director D. Brennan	City of Nanaimo
	Director J. Hong	City of Nanaimo
	Director B. Yoachim	City of Nanaimo
Also in Attendance:	D. Pearce	Director, Transportation & Emergency Services
	E. Beauchamp	Superintendent, Transit Planning & Scheduling
	B. Miller	Superintendent, Fleet & Transit Service Delivery
	M. Moore	Senior Regional Transit Manager, BC Transit
	K. Laidlaw	Transit Planner, BC Transit
	A. Freund	Transportation Planner, City of Nanaimo
	N. Hewitt	Recording Secretary

**CALL TO ORDER**

The Chair called the meeting to order and respectfully acknowledged the Coast Salish Nations on whose traditional territory the meeting took place.

**APPROVAL OF THE AGENDA**

It was moved and seconded that the agenda be approved as amended to include Minetown Day under Reports.

CARRIED UNANIMOUSLY

**ADOPTION OF MINUTES**

**Transit Select Committee Meeting - January 25, 2018**

It was moved and seconded that the minutes of the Transit Select Committee meeting held January 25, 2018, be adopted.

CARRIED UNANIMOUSLY

**DELEGATIONS**

**Gerard Nachtegaele, re Transit Service to South Wellington, Cassidy and the Nanaimo Airport**

Mr. Nachtegaele requested that the Transit Select Committee provide transit service to South Wellington, Cassidy and the Nanaimo Airport.

**Michael Ribicic, Nanaimo Youths Advisory, re Youth Perspective on Transit**

Mr. Ribicic provided a verbal and visual overview of the youth's perspective on Transit.

**CORRESPONDENCE**

**Heather Svensen, Corporate Administrator, Town of Qualicum Beach, re Summer 2018 \$1 Fare Pilot Study**

It was moved and seconded that the correspondence from Heather Svensen, Corporate Administrator, Town of Qualicum Beach, re Summer 2018 \$1 Fare Pilot Study be received.

CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

**BC TRANSIT UPDATE**

**South Nanaimo Area Transit Plan Update**

It was moved and seconded that the South Nanaimo Area Transit Plan Update be received.

CARRIED UNANIMOUSLY

**REPORTS**

**September 2018 Conventional Transit Expansion Options**

It was moved and seconded that the 5,000 hour annual conventional transit expansion scheduled for September 2018 be implemented to provide transit service between Prideaux Street transit exchange and Duke Point Ferry Terminal.

Opposed (7): Director McPherson, Director Young, Director Rogers, Director Veenhof, Director Colclough, Director McKay, and Director Bestwick

DEFEATED



It was moved and seconded that the 5,000 hour annual conventional transit expansion schedule for September 2018 be implemented to provide service frequency improvements to Route: 40 Vancouver Island University Express.

Opposed (6): Director McPherson, Director Young, Director Veenhof, Director McKay, and Director Bestwick

DEFEATED

It was moved and seconded that the 5,000 hour annual conventional transit expansion schedule for September 2018 be referred back to staff for with a more detailed study to provide service frequency improvements to Route: 40 Vancouver Island University Express.

Opposed (1): Director Lefebvre

CARRIED

### **Fare Program**

It was moved and seconded that the Fare Program report be received for information with Option B - New Complimentary Fare Product Program be approved.

CARRIED UNANIMOUSLY

### **Regional District of Nanaimo Transit Verbal Update**

D. Pearce provided a verbal update on Regional District of Nanaimo Transit.

### **Minetown Days**

Director Colclough left the meeting at 2:15 pm citing a potential conflict of interest.

It was moved and seconded that the Board direct staff to prepare a report to make Route: 11 Lantzville free on September 8, 2018 for Minetown Day.

CARRIED UNANIMOUSLY

Director Colclough returned to the meeting at 2:18 pm.

### **BUSINESS ARISING FROM CORRESPONDENCE**

#### **Summer 2018 \$1 Fare Pilot Study**

It was moved and seconded that staff provide a report on conducting a pilot study for a \$1.00 fare ride in the Regional District of Nanaimo Transit System prior to the 2018 summer period and that staff send a letter of response to Heather Svensen, Corporate Administrator, Town of Qualicum Beach, to advise accordingly.

CARRIED UNANIMOUSLY

**ADJOURNMENT**

It was moved and seconded that the meeting be adjourned.

Time 2:20 PM

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CHAIR

**From:** Edward & Marian Lord

**Sent:** Monday, May 14, 2018 7:19 PM

**To:** Pearce, Daniel

**Cc:** 'Leonard Eugene' 'Krog.MLA'; [douglas.routley.mla@leg.bc.ca](mailto:douglas.routley.mla@leg.bc.ca); Carlyle, Phyllis; Bill McKay; Maureen Young; Bill Veenhof; Ian Thorpe

**Subject:** RE: Transit to Nanaimo Airport and Duke Point Ferry Terminal

Hello Daniel

Thanks for your email.

Hopefully at the May 24<sup>th</sup> Transit Select Committee to RDN Board can bring forward a motion regarding transit expansion to include Duke Point and the Nanaimo Airport.

Hopefully the Select Committee is aware:

- Comox Valley Transit System has scheduled service (weekday and Saturday) to both the airport and BC Ferry Terminal weekdays and Saturday. <https://bctransit.com/comox-valley/schedules-and-maps/route-overview?route=11>

-Victoria Regional Transit has scheduled service (seven days a week) to the airport <https://bctransit.com/victoria/schedules-and-maps/route-overview?route=88> and to the BC Ferry Terminal <https://bctransit.com/victoria/schedules-and-maps/route-overview?route=72>

Also of note, Cowichan Valley Regional Transit provides service to the BC Ferry Terminals at Crofton and Chemainus <https://bctransit.com/cowichan-valley/schedules-and-maps/route-overview?route=6> and a commuter service to Victoria. However, it does not provide service to Nanaimo Airport which is only 10 km north of Ladysmith which does receive service <https://bctransit.com/cowichan-valley/schedules-and-maps/route-overview?route=34> and <https://bctransit.com/cowichan-valley/schedules-and-maps/route-overview?route=36>

In my view, Duke point should be a priority for RDN and the Regional District of Nanaimo and Cowichan Valley Transit Systems should seriously work together to provide a Transit Exchange at the Nanaimo Airport.

I would appreciate it if this email could be forwarded to the members of the Transit Select Committee for their consideration and feedback.

Regards

Edward Lord

6379 Groveland Drive

Nanaimo

BC V9V 1P5

250 390 0511



Scheduled revenue hours have increased by 2.1% due to calendar year fluctuations. This translates to a small increase in overall revenue as noted above.

Specific to conventional transit, there is a 2.0% increase for all fixed cost items, which includes driver's wages; however, fuel costs have decreased by 26% due to the conversion of the entire conventional fleet to CNG and ongoing low costs for CNG. The decrease in fuel costs is offset by increase in the lease fees (result of two additional buses) and an increase of 8.0% for the management fee.

For custom transit, the largest change is a \$73,000 (66%) increase in fleet maintenance costs resulting from increased maintenance costs as the Custom ARBOC vehicles near the end of their five (5) year lifecycle.

Over the entire transit system, a net municipal share increase of 1.0% has been applied to this budget year. As noted above, this excludes a number of operating and administration costs funded solely by the RDN. The AOA has been reviewed in conjunction with the approved RDN 2018 budget for transit services and is compliant.

#### **ALTERNATIVES**

1. Approve the 2018/19 Conventional and Custom Transit Annual Operating Agreements with BC Transit.
2. Do not approve the 2018/19 Conventional and Custom Transit Annual Operating Agreements, removing BC Transit's obligation to cost-share in the Regional District of Nanaimo Transit Service, and that alternative direction be provided.

#### **FINANCIAL IMPLICATIONS**

The April 2018 to March 2019 Conventional Transit AOA total cost budget is \$13,738,614 and the total revenue budget is \$4,380,068. The net cost to the RDN under the AOA cost sharing agreement is \$4,064,961. BC Transit's share of costs is \$4,943,877.

Under the April 2018 to March 2019 Custom Transit AOA, the total budget is \$2,159,510 for costs and \$185,000 for revenue. The net cost to the RDN under the AOA is \$723,844 and BC Transit's share of costs is \$1,129,857.

These costs correspond with the approved RDN 2018 budget for transit services. This is based on BC Transit's April 2018 to March 2019 year versus the RDN's annual calendar.

It should be noted that there are items 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.

An AOA amendment will be brought forward later in the AOA term to reflect a proposed January 2019 expansion involving the addition of 5,000 annual transit service hours.

### Conventional Transit

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

<b>CONVENTIONAL</b>	<b>2017-2018 AOA</b>	<b>2018-2019 AOA</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
Fixed Costs (total cost, overhead, admin. wages)	\$985,004	\$1,002,735	\$17,731	2.0%
Variable Hourly (total cost, drivers' wages and benefits)	\$6,544,921	\$6,792,311	\$247,390	4.0%
Variable Fuel (total cost, fuel and tires)	\$716,435	\$532,510	(\$183,925)	-26%
Fleet Maintenance (total cost, running, major and accident repairs, CNG fuel station maintenance)	\$1,879,054	\$1,827,930	(\$51,124)	-3.0%
Lease Fees for buses/information technology and insurance (local share - 53.31%)	\$2,418,752	\$2,569,880	\$151,128	6.0%
BC Transit Management Fees (local share)	\$628,532	\$678,131	\$49,599	8.0%

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 2018/19 AOA are decreases in CNG costs offset by increases for BC Transit Management Fees and wages and benefits.

### Custom Transit

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

<b>CUSTOM</b>	<b>2017-2018 AOA</b>	<b>2018-2019 AOA</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
Fixed Costs (total cost, overhead, admin. wages)	\$219,196	\$223,141	\$3,945	2.0%
Variable Hourly (total cost, drivers' wages and benefits)	\$1,072,034	\$1,095,844	\$23,810	2.0%
Variable Fuel (total cost, fuel and tires)	\$161,410	\$159,030	(\$2,380)	-1.0%
Fleet Maintenance (total cost, running, major and accident repairs)	\$111,005	\$183,907	\$72,902	66%

Lease Fees for buses/information technology and insurance (local share - 53.31%)	\$311,668	\$296,267	(\$15,401)	-50%
BC Transit Management Fees (local share)	\$109,353	\$112,634	\$3,281	3.0%

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. Reductions in fuel costs of 1.0% are due to calendar year fluctuations.

Costs for the RDN portion of the 2018 – 2019 AOA correspond with the approved RDN 2018 budget.

**STRATEGIC PLAN IMPLICATIONS**

The Transportation Services Department is continuously working 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, and medical appointments or for other equally important reasons.

This aligns with the RDN strategic plan priority to Focus on Service and Organization Excellence by investing in regional services, funding infrastructure recognizing that community mobility is a core service.




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Darren Marshall  
 dmarshall@rdn.bc.ca  
 April 28, 2018

Reviewed by:

- D. Pearce, Director, Transportation and Emergency Planning Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. 2018/19 Annual Operating Agreement

**NANAIMO**

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

**Between**

**THE REGIONAL DISTRICT OF NANAIMO**

**And**

**BRITISH COLUMBIA TRANSIT**

**April 1, 2018**

**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

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).
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, 2018 to March 31, 2019 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 Counterparts: This contract and any amendment hereto may be executed in counterparts, each of which shall be deemed to be an original and all of which shall be considered to be one and the same contract. A signed facsimile or pdf copy of this contract, or any amendment, shall be effective and valid proof of execution and delivery.
- 5.6 Operating Reserve Fund: In accordance with OIC 594, in fiscal year 2015/16, BC Transit established a Reserve Fund to record, for each local government, the contributions that BC Transit has received but has not yet earned.
- a) BC Transit will invoice and collect on monthly Municipal invoices based on budgeted Eligible Expenses.

- b) Any expenditure of monies from the Reserve Fund will only be credited towards Eligible Expenses for the location for which it was collected.
- c) Eligible Expenses are comprised of the following costs of providing Public Passenger Transportation Systems:
  - i. *For Conventional Transit Service:*
    1. the operating costs incurred in providing Conventional Transit Service excluding interest and amortization;
    2. the amount of any operating lease costs incurred by BC Transit for Conventional Transit Services;
    3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement;
    4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
  - ii. *For Custom Transit Service:*
    1. the operating costs incurred in providing Custom Transit Service excluding interest and amortization, but including the amount paid by BC Transit to redeem taxi saver coupons issued under the Taxi Saver Program after deducting from that amount the amount realized from the sale of those coupons;
    2. the amount of any operating lease costs incurred by BC Transit for Custom Transit Service;
    3. the amount of the municipal administration charge not exceeding 2% of the direct operating costs payable under an Annual Operating Agreement; and,
    4. an amount of the annual operating costs of BC Transit not exceeding 8% of the direct operating costs payable under an Annual Operating Agreement;
- d) Eligible Expenses exclude the costs of providing third-party 100%-funded services; and,
- e) BC Transit will provide an annual statement of account of the reserves received and utilized, including any interest earned for each local government.

## 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.

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 \_\_\_\_\_ 2018.

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.

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## SCHEDULE "B" – Service Specifications

Nanaimo Regional Base Budget Official AOA

2018/2019

### Nanaimo Regional Base Budget Official AOA 2018/2019

### Schedule 'B'

Effective Apr 01, 2018

#### Scheduled Revenue Service

18/19 Apr to Jun (Apr 01, 2018 to Jun 30, 2018)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 02, 2018	May 21, 2018	
Hrs/Day	402.60	408.42	408.42	408.42	408.42	292.96	149.49	292.96	149.49	
Kms/Day	9,899.47	10,048.35	10,048.35	10,048.35	10,048.35	7,116.78	3,794.85	7,116.78	3,794.85	
18/19 Jul to Sep (Jul 01, 2018 to Sep 01, 2018)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Jul 01, 2018	Aug 06, 2018	
Hrs/Day	342.75	348.49	348.49	348.49	348.49	292.96	149.49	149.49	149.49	
Kms/Day	8,427.82	8,568.96	8,568.96	8,568.96	8,568.96	7,116.78	3,794.85	3,794.85	3,794.85	
18/19 Sep to Dec (Sep 02, 2018 to Dec 22, 2018)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sep 03, 2018	Oct 08, 2018	Nov 11, 2018
Hrs/Day	402.60	408.42	408.42	408.42	408.42	292.96	149.49	149.49	149.49	149.49
Kms/Day	9,899.47	10,048.35	10,048.35	10,048.35	10,048.35	7,116.78	3,794.85	3,794.85	3,794.85	3,794.85
18/19 Dec to Jan (Dec 23, 2018 to Jan 05, 2019)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dec 26, 2018		
Hrs/Day	342.75	348.49	348.49	348.49	348.49	292.96	149.49	292.96		
Kms/Day	8,427.82	8,568.96	8,568.96	8,568.96	8,568.96	7,116.78	3,794.85	7,116.78		
18/19 Jan to Mar (Jan 06, 2019 to Mar 31, 2019)										
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Feb 18, 2019		
Hrs/Day	402.60	408.42	408.42	408.42	408.42	292.96	149.49	149.49		
Kms/Day	9,899.47	10,048.35	10,048.35	10,048.35	10,048.35	7,116.78	3,794.85	3,794.85		

#### Extra Revenue Service

	Apr, 2018	May, 2018	Jun, 2018	Jul, 2018	Aug, 2018	Sep, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019
Extra Overload Hours	82.22	82.22				127.22	107.22	93.22	139.94	82.22	82.22	82.22
Extra Overload Kilometres	1,726.62	1,726.62				2,671.62	2,251.62	1,957.62	2,938.74	1,726.62	1,726.62	1,726.62

#### Adjusted Revenue Service

	Apr, 2018	May, 2018	Jun, 2018	Jul, 2018	Aug, 2018	Sep, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019

#### 2018/2019 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2018 to Apr 30, 2018	4	4	4	4	4	4	5	1	30	Apr 02, 2018 Easter Monday 2018 (Mon)
May 01, 2018 to May 31, 2018	3	5	5	5	4	4	4	1	31	May 21, 2018 Victoria Day 2018 (Mon)
Jun 01, 2018 to Jun 30, 2018	4	4	4	4	5	5	4	0	30	Jul 01, 2018 Canada Day 2018 (Sun)
Jul 01, 2018 to Jul 31, 2018	5	5	4	4	4	4	4	1	31	Aug 06, 2018 BC Day 2018 (Mon)
Aug 01, 2018 to Aug 31, 2018	3	4	5	5	5	4	4	1	31	Sep 03, 2018 Labour Day 2018 (Mon)
Sep 01, 2018 to Sep 01, 2018	0	0	0	0	0	1	0	0	1	Oct 08, 2018 Thanksgiving Day 2018 (Mon)
Sep 02, 2018 to Sep 30, 2018	3	4	4	4	4	4	5	1	29	Nov 11, 2018 Remembrance Day 2018 (Sun)
Oct 01, 2018 to Oct 31, 2018	4	5	5	4	4	4	4	1	31	Dec 25, 2018 Christmas Day 2018 (Tue)
Nov 01, 2018 to Nov 30, 2018	4	4	4	5	5	4	3	1	30	Dec 26, 2018 Boxing Day 2018 (Wed)
Dec 01, 2018 to Dec 22, 2018	3	3	3	3	3	4	3	0	22	Jan 01, 2019 New Years Day 2019 (Tue)
Dec 23, 2018 to Dec 31, 2018	2	0	0	1	1	1	2	2	9	Feb 18, 2019 Family Day 2019 (Mon)
Jan 01, 2019 to Jan 05, 2019	0	0	1	1	1	1	0	1	5	
Jan 06, 2019 to Jan 31, 2019	4	4	4	4	3	3	4	0	26	
Feb 01, 2019 to Feb 28, 2019	3	4	4	4	4	4	4	1	28	
Mar 01, 2019 to Mar 31, 2019	4	4	4	4	5	5	5	0	31	
<b>Total</b>	<b>46</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>51</b>	<b>11</b>	<b>365</b>	<b>11 Exceptions</b>

#### Monthly Summary

Month	Conventional Transit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2018	10,357.37	82.22		10,439.59	254,929.63	1,726.62		256,656.25
May, 2018	10,887.07	82.22		10,969.29	268,058.43	1,726.62		269,785.05
June, 2018	10,616.30	0.00		10,616.30	261,183.13	0.00		261,183.13
July, 2018	9,557.37	0.00		9,557.37	235,252.79	0.00		235,252.79
August, 2018	9,568.85	0.00		9,568.85	235,535.07	0.00		235,535.07
September, 2018	10,104.26	127.22		10,231.48	248,825.01	2,671.62		251,496.63
October, 2018	10,881.25	107.22		10,988.47	267,909.55	2,251.62		270,161.17
November, 2018	10,731.76	93.22		10,824.98	264,114.70	1,957.62		266,072.32
December, 2018	9,996.53	139.94		10,136.47	245,947.10	2,938.74		248,885.84
January, 2019	10,551.97	82.22		10,634.19	259,676.53	1,726.62		261,403.15
February, 2019	9,661.81	82.22		9,744.03	237,913.38	1,726.62		239,640.00
March, 2019	10,765.79	82.22		10,848.01	264,977.98	1,726.62		266,704.60
<b>Total</b>	<b>123,680.33</b>	<b>878.70</b>	<b>0.00</b>	<b>124,559.03</b>	<b>3,044,323.30</b>	<b>18,452.70</b>	<b>0.00</b>	<b>3,062,776.00</b>



**Nanaimo Custom Base Budget Official AOA 2018/2019**

**Schedule 'B'**

Effective Apr 01, 2018

**Scheduled Revenue Service**

18/19 Full Year (Apr 01, 2018 to Mar 31, 2019)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Hrs/Day	80.00	105.00	102.00	110.00	98.00	20.00	8.00	
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Flexible Hours**

	Apr, 2018	May, 2018	Jun, 2018	Jul, 2018	Aug, 2018	Sep, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019
	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, 2018	May, 2018	Jun, 2018	Jul, 2018	Aug, 2018	Sep, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019

**Adjusted Revenue Service**

	Apr, 2018	May, 2018	Jun, 2018	Jul, 2018	Aug, 2018	Sep, 2018	Oct, 2018	Nov, 2018	Dec, 2018	Jan, 2019	Feb, 2019	Mar, 2019

**2018/2019 Calendar Specification**

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2018 to Apr 30, 2018	4	4	4	4	4	4	5	1	30	Apr 02, 2018 Easter Monday 2018 (Mon)
May 01, 2018 to May 31, 2018	3	5	5	5	4	4	4	1	31	May 21, 2018 Victoria Day 2018 (Mon)
Jun 01, 2018 to Jun 30, 2018	4	4	4	4	5	5	4	0	30	Jul 01, 2018 Canada Day 2018 (Sun)
Jul 01, 2018 to Jul 31, 2018	5	5	4	4	4	4	4	1	31	Aug 06, 2018 BC Day 2018 (Mon)
Aug 01, 2018 to Aug 31, 2018	3	4	5	5	5	4	4	1	31	Sep 03, 2018 Labour Day 2018 (Mon)
Sep 01, 2018 to Sep 30, 2018	3	4	4	4	4	5	5	1	30	Oct 08, 2018 Thanksgiving Day 2018 (Mon)
Oct 01, 2018 to Oct 31, 2018	4	5	5	4	4	4	4	1	31	Nov 11, 2018 Remembrance Day 2018 (Sun)
Nov 01, 2018 to Nov 30, 2018	4	4	4	5	5	4	3	1	30	Dec 25, 2018 Christmas Day 2018 (Tue)
Dec 01, 2018 to Dec 31, 2018	5	3	3	4	4	5	5	2	31	Dec 26, 2018 Boxing Day 2018 (Wed)
Jan 01, 2019 to Jan 31, 2019	4	4	5	5	4	4	4	1	31	Jan 01, 2019 New Years Day 2019 (Tue)
Feb 01, 2019 to Feb 28, 2019	3	4	4	4	4	4	4	1	28	Feb 18, 2019 Family Day 2019 (Mon)
Mar 01, 2019 to Mar 31, 2019	4	4	4	4	5	5	5	0	31	
<b>Total</b>	<b>46</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>51</b>	<b>11</b>	<b>365</b>	<b>11 Exceptions</b>

**Monthly Summary**

Month	Custom Transit								
	Revenue Hours				Revenue Kilometers				
	Scheduled	Extra	Flexible	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2018	2,100.00		3.20		2,103.20	0.00			
May, 2018	2,329.00		3.20		2,332.20	0.00			
June, 2018	2,210.00		3.20		2,213.20	0.00			
July, 2018	2,277.00		3.20		2,280.20	0.00			
August, 2018	2,322.00		3.20		2,325.20	0.00			
September, 2018	2,040.00		3.20		2,043.20	0.00			
October, 2018	2,299.00		3.20		2,302.20	0.00			
November, 2018	2,292.00		3.20		2,295.20	0.00			
December, 2018	1,993.00		3.20		1,996.20	0.00			
January, 2019	2,304.00		3.20		2,307.20	0.00			
February, 2019	2,012.00		3.20		2,015.20	0.00			
March, 2019	2,218.00		3.20		2,221.20	0.00			
<b>Total</b>	<b>26,396.00</b>	<b>0.00</b>	<b>38.40</b>	<b>0.00</b>	<b>26,434.40</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	

**SCHEDULE "C" – Budget****Schedule C****Nanaimo Regional Conventional Transit**

	<b>Official AOA 2018/2019</b>
<b>TRANSIT REVENUE</b>	
Farebox Cash	\$1,380,000
Tickets & Passes	\$2,245,820
BC Bus Pass	\$734,248
Advertising	\$20,000
<b>TOTAL REVENUE</b>	<b>\$4,380,068</b>
<b>EXPENDITURES</b>	
Fixed Costs	\$1,002,735
Variable Hourly Costs - Scheduled Service	\$6,744,395
Variable Hourly Costs - Extra Service	\$47,916
Variable Fuel Costs - Scheduled Service	\$53,760
Variable CNG Fuel Costs	\$478,423
Variable Fuel Costs - Extra Service	\$327
Variable Tire Costs - Scheduled Service	\$98,101
Variable Tire Costs - Extra Service	\$594
Fleet Maintenance	\$1,326,864
Major Capital Projects Operating Contingency	\$20,750
Accident Repairs	\$30,000
ICBC Insurance	\$208,233
Excess Insurance	\$109,036
Information Systems	\$132,722
P.S.T.	\$17,404
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$10,271,259</b>
Property Maintenance	\$334,217
Training (Education & Seminars)	\$56,566
Marketing	\$80,843
Municipal Administration	\$197,711
BCT Management Services	\$678,131
<b>TOTAL OPERATING COSTS</b>	<b>\$11,618,726</b>
Lease Fees - Vehicles (Local Share)	\$1,943,515
Lease Fees - Land and Buildings (Local Share)	\$5,899
Lease Fees - Equipment (Local Share)	\$170,475
<b>TOTAL LEASE FEES - LOCAL SHARE</b>	<b>\$2,119,888</b>
<b>TOTAL COSTS</b>	<b>\$13,738,614</b>
<b>STATISTICS</b>	
Scheduled Revenue Hours	123,680
Extra Revenue Hours	879
Scheduled Revenue Kilometres	3,044,323
Extra Revenue Kilometres	18,453
Total Passengers	2,900,000
<i>Conventional Passengers</i>	<i>2,900,000</i>
<b>FUNDING</b>	
<b>Total Operating Costs</b>	<b>\$11,618,726</b>
Operating Reserve Required	\$152,000
Local Flex Funded Amount	\$878,000
<b>Total Shareable Operating Costs</b>	<b>\$10,588,726</b>
<b>Local Share Operating Costs</b>	<b>\$5,644,850</b>
Local Flex Funded Amount	\$878,000
Local Share Lease Fees	\$2,119,888
Less: Total Revenue	\$4,380,068
Less: Municipal Administration	\$197,711
<b>Net Municipal Share of Costs</b>	<b>\$4,064,959</b>
<b>Provincial Share of Operating Costs</b>	<b>\$4,943,876</b>
<b>OPERATING RESERVES</b>	
Opening Operating Reserve Balance*	\$1,895,437
Budgeted Operating Costs	\$11,618,726
Forecasted Operating Costs	\$11,618,726
Operating Reserve Required	\$152,000
<b>Ending Operating Reserve Balance</b>	<b>\$1,743,437</b>

\* Projected March 31, 2018 balance based on December 31, 2017 forecast.  
Final actual balance will be provided by June 2018.

## Schedule C

## Nanaimo Custom Custom Transit

<b>Official AOA</b>	
<b>2018/2019</b>	
<b>TRANSIT REVENUE</b>	
Farebox Cash	\$185,000
<b>TOTAL REVENUE</b>	<b>\$185,000</b>
<b>EXPENDITURES</b>	
Fixed Costs	\$223,141
Variable Hourly Costs - Scheduled Service	\$1,095,844
Variable Fuel Costs - Scheduled Service	\$159,030
Variable Tire Costs - Scheduled Service	\$8,618
Fleet Maintenance	\$163,353
Major Capital Projects Operating Contingency	\$4,404
Accident Repairs	\$5,000
Taxi Supplement	\$25,000
Taxi Saver Program	\$17,578
Taxi Saver Recoveries	-\$11,000
ICBC Insurance	\$20,852
Excess Insurance	\$10,994
Information Systems	\$11,721
P.S.T.	\$5,000
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$1,739,534</b>
Property Maintenance	\$1,936
Training (Education & Seminars)	\$3,372
Marketing	\$17,157
Municipal Administration	\$32,176
BCT Management Services	\$112,634
<b>TOTAL OPERATING COSTS</b>	<b>\$1,906,809</b>
Lease Fees - Vehicles (Local Share)	\$238,137
Lease Fees - Land and Buildings (Local Share)	\$778
Lease Fees - Equipment (Local Share)	\$13,785
<b>TOTAL LEASE FEES - LOCAL SHARE</b>	<b>\$252,700</b>
<b>TOTAL COSTS</b>	<b>\$2,159,509</b>
<b>STATISTICS</b>	
Scheduled Revenue Hours	26,434
Total Passengers	67,011
Custom/Para Passengers - Vans	64,301
Custom/Para Passengers - Taxi Supplement	953
Taxi Saver Passengers	1,757
<b>FUNDING</b>	
<b>Total Operating Costs</b>	<b>\$1,906,809</b>
Operating Reserve Required	\$88,633
Local Flex Funded Amount	\$123,984
<b>Total Shareable Operating Costs</b>	<b>\$1,694,192</b>
<b>Local Share Operating Costs</b>	<b>\$564,335</b>
Local Flex Funded Amount	\$123,984
Local Share Lease Fees	\$252,700
Less: Total Revenue	\$185,000
Less: Municipal Administration	\$32,176
<b>Net Municipal Share of Costs</b>	<b>\$723,843</b>
<b>Provincial Share of Operating Costs</b>	<b>\$1,129,857</b>
<b>OPERATING RESERVES</b>	
Opening Operating Reserve Balance*	\$470,998
Budgeted Operating Costs	\$1,906,809
Forecasted Operating Costs	\$1,906,809
Operating Reserve Required	\$88,633
<b>Ending Operating Reserve Balance</b>	<b>\$382,365</b>

\* Projected March 31, 2018 balance based on December 31, 2017 forecast.  
Final actual balance will be provided by June 2018.

**SCHEDULE "D" – Payment Schedule****2018/19 Payment****Nanaimo Regional Conventional Transit and Custom Transit****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) \$83,561.25 for Fixed Monthly Payment for conventional transit service; plus
  - ii) \$18,595.10 for Fixed Monthly Payment for custom transit service; plus
  - iii) \$54.53 per Revenue Hour for conventional transit service; plus
  - iv) \$41.46 per Revenue Hour for custom transit service; plus
  - v) \$0.0322 per Revenue Kilometre for tires for conventional transit service.
  - vi) Variable distance costs for 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 contained in Appendix 3 of this schedule, an amount equal to 1/365 of the Fixed Costs annual amount 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) \$54.53 per Revenue Hour for conventional transit service; plus
  - ii) \$41.46 per Revenue Hour for custom transit service; plus
  - iii) \$0.0322 per Revenue Kilometre for tires for conventional transit service.
  - iv) Variable distance costs for 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) \$49.08 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 THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT WITH THE AUTHORITY PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

**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 September 1, 2017*

	<b><u>Zone 1</u></b>
a) Single Cash Fares:	
i) Adult	\$2.50
ii) Senior	\$2.50
iii) Youth (6-18 yrs)	\$2.50
iv) University Student	\$2.50
iv) Child 5 or under,	Free when accompanied by an adult.
v) Accessible Transit Attendant,	Free
b) Tickets:	
10 x \$2.50 fares, sold for	\$22.50
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) Day Pass (all ages):	\$5.00
f) Monthly Pass	
i) Adult	\$65.00
ii) University Student**	\$50.00
iii) Senior/Youth	\$40.00
g) University Student Semester Pass	\$170.00

\*\*Passes are available on VIU campus only.

**Custom Transit Service:**

*Effective September 1, 2017*

Registered User and Companion:

a) 5 Prepaid Tickets	\$12.50
b) 20 Prepaid Tickets	\$50.00
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.



## Planning Rationale

In 2014, the Board approved the RDN *'Transit Future Plan'* creating a vision for the future of the RDN transit system and identifying transit priorities including service improvements to the frequent transit route, Route 40 VIU Express, as a short to medium term priority.

Discussions with the City of Nanaimo staff indicate that the staff are in support of an expansion to Route 40 VIU Express, this route commonly experiences crowded to overcapacity buses. Bowen Road, which is a major part of Route 40 and a major corridor within the City of Nanaimo, continues to see growth and densification around transportation mobility hubs and urban nodes. The Route 40 provides a vital link between the mobility hubs identified along Bowen Road as well as all other mobility hubs within the City of Nanaimo *'Transportation Master Plan'*, linking Downtown, Vancouver Island University (VIU), hospital area, Country Club Centre, Nanaimo North Town Centre (Rutherford area) and the Woodgrove area in the North. As viewed in Appendix 1: *'Distribution of Development within 400m of RDN transit Route 40'*, the corridors along Route 40 continue to experience residential and commercial growth, thus increasing the demand on Route 40.

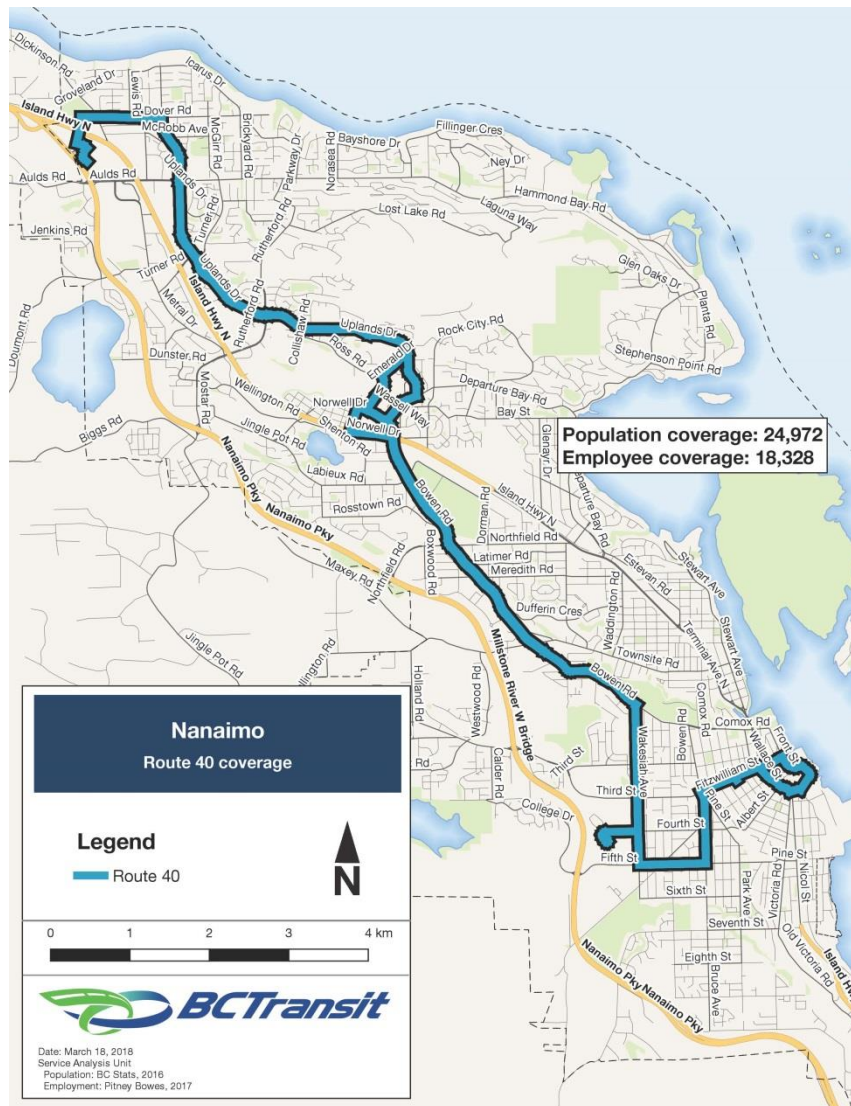
A March 2018 presentation by the Nanaimo Youth Advisory Council to the Transit Select Committee, has also indicated that one of their priorities for improvements to public transportation is enhanced bus service on Route 40. The Council Representative advised that youth are one of the primary users of public transit and that increased frequency would help to solve current overcapacity issues.

VIU is another major hub for transit ridership with a significant portion of their student body utilizing transit. With VIU's discussion of increasing parking fares as well as the elimination of parking when a new building is constructed, transit ridership is expected to increase. A recent Transit Demand Management strategy (<http://sites.viu.ca/sustainability/files/2018/03/2018-01-10-Vancouver-Island-University-TDM-Strategy-Update-FINAL.pdf>) prepared by Watt Consulting for VIU strongly encourages the use of Transit Demand Management strategy measures such as a 50% increase of parking rates, and a reduction of the number of parking permits available.

## Route 40 Overview

The Route 40 – VIU Express travels along a Northwest/Southeast path (see Figure 1.) and connects major hubs such as Woodgrove, VIU, Country Club Centre, Downtown Nanaimo, and Bowen and Beban Parks. This approximate 50-minute (one way) route, identified as a 'frequent travel network' route, provides travel along medium to high density and mixed land-use corridors. The service operates seven (7) days per week and accounts for approximately 40% of total ridership within the transit system, utilizing 25% of the total revenue hours. Current rides per hour on Route 40 are approximately 42 rides/hour during weekday peaks, compared to the system average of approximately 23 rides per hour. Current service for the Route 40 is roughly 6:00 am to 11:30 pm Monday to Saturday, 7:00 am to 7:30 pm on Sunday.

Figure 1. Map of Route 40 (from: Appendix 2, BC Transit: *RDN Service Expansion Proposal*)



In April 2018, the RDN collaborated with BC Transit to conduct a two phased ridership analysis, consisting of a two-week stop-level activity count project as well as an analysis of electronic farebox (GFI) data for the past six months.

Analysis of GFI data (Table 1) shows both a rise in ridership during peak morning and afternoon times, particularly centered on school bell times for Nanaimo District Secondary School (NDSS), as well as a steady ridership on Route 40 throughout the day. Table 1 represents the number of total passengers during a time span, distributed amongst the number of CNG buses on Route 40 at that time.



Table 1. Route 40 Average Inbound and Outbound Daily Rides (GFI) per time span (Appendix 2, *RDN Service Expansion Proposal*)

Time Span	Monday	Tuesday	Wednesday	Thursday	Friday
7:00 – 8:00	148.3	180.2	191.7	171.8	155.9
8:00 – 9:00	195.3	214.9	229	211.5	208.1
9:00 – 10:00	124.1	155.1	171.5	142.9	126.2
10:00 – 11:00	127.9	152.5	161.1	140.5	132.4
11:00 - 12:00	155.1	200.5	181	192.9	169.8
12:00 - 13:00	180	206.4	207.4	197.5	212.4
13:00 - 14:00	207.1	209.3	218	211.2	285.5
14:00 - 15:00	336.9	253.6	245.7	255.8	362.1
15:00 - 16:00	243.6	434.2	431.8	411.2	313.7
16:00 – 17:00	209.8	260.3	286.7	260.3	232.3
17:00 – 18:00	144.5	160.7	178	181.6	165.2
18:00 – 19:00	87.7	104	111.2	125	104.2
19:00 – 20:00	63.7	68.1	79.6	88.2	82

Over the course of two weeks in April, RDN and BC Transit conducted stop-level activity counts (on/off passenger counts at prescribed bus stops) during peak hours and found similar results to those obtained through GFI data, summarized in Tables 2 and 3. This data represents passenger counts on buses along Route 40 at the times indicated. Using the standard for determining bus capacity (numbers of seats and standees), the stop-level activity counts showed that trips during peak hours consistently experience overcapacity conditions (Table 2; for visuals, see Appendix 3) as well as crowded to near-overcapacity conditions (Table 3).

Table 2. Overcapacity ( $\geq 50$  passengers) trips on Route 40 (Appendix 2, *RDN Service Expansion Proposal*)

Trip Time	Leave Location	Passenger Load
7:27	Woodgrove Exchange	52
7:34	Woodgrove Exchange	53
7:40	Woodgrove Exchange	51
7:40	Bowen/Kenworth Overload	53
13:55	VIU Exchange Overload	52
14:56	Prideaux Exchange	89

Table 3. Crowded (35-49 passengers) trips on Route 40 (Appendix 2, *RDN Service Expansion Proposal*)

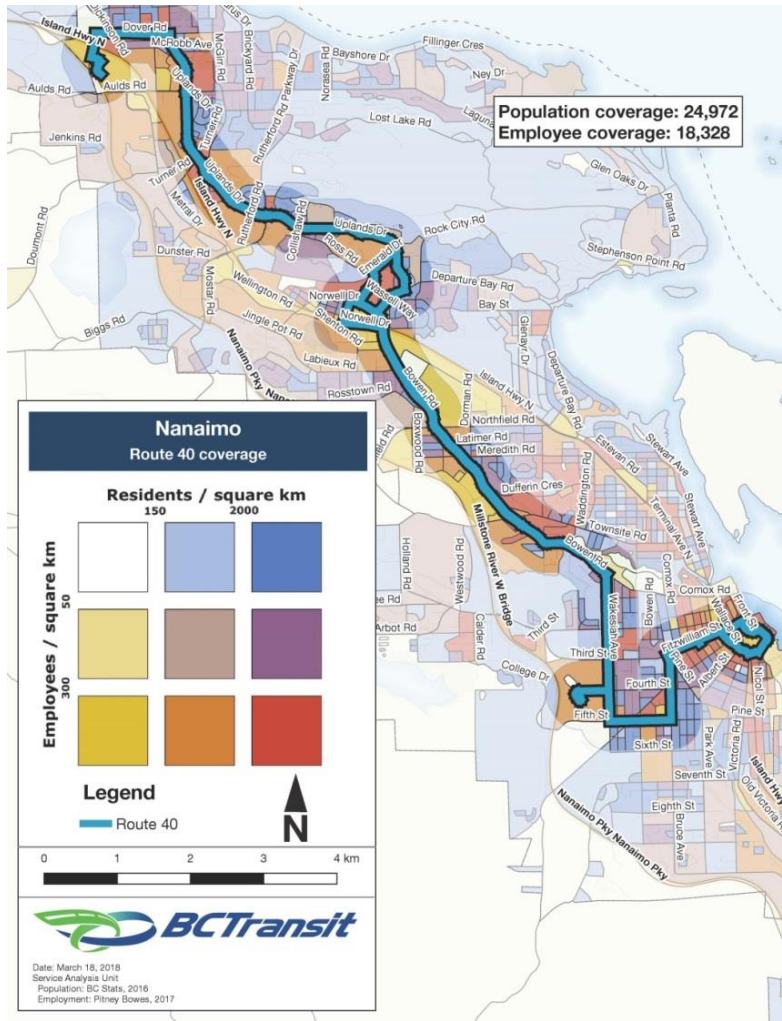
Trip Time	Leave Location	Passenger Load
7:19	Woodgrove Exchange	42
14:08	Woodgrove Exchange	42
14:45	Prideaux Exchange	45
15:10	NDSS (extra/overload run)	49
16:59	Prideaux Exchange	42

The RDN, and the City of Nanaimo, have experienced population growth of 6% (RDN) and 8% (City of Nanaimo). Projected population growth for the City of Nanaimo is 20% by the year 2031 and 32% for the RDN by 2031. This growth, combined with the increasing cost of single occupancy vehicle travel, equates to an expected increasing demand on local transit services.

Examination of Figure 2 '*Population and Employee Density along Route 40, with 400m buffer*' (RDN Service Expansion Proposal), indicates that along Route 40 and within 400m of the route, there are approximately 25,000 residents and 18,300 employees that are serviced. Analysis of the population and employment density data used for Figure 2 indicates that within the 400m buffer along the length of Route 40 there are upwards of 1577 residents per square km and 1157 employees per square km. As well, many areas experience mixed high residential (2000/square km) as well as high employment (300/square km) density along Route 40. Given this population data as well as the overall increase in population density within the City of Nanaimo from 918.2/km<sup>2</sup> (2011) to the current 1,266.7/km<sup>2</sup> (2016), the demand on the transit system as a whole and Route 40 in particular, is expected to continue to increase, pushing the now crowded buses into overcapacity conditions.

A key performance indicator for ideal route level performance is 40 rides per revenue hour. Currently, Route 40 averages 42 rides per hour, exceeding the indicated key performance indicator. This demonstrates the present demand on the route, which is expected to increase given the growth in population.

Figure 2: Population and Employee density within 400m of Route 40 (BC Transit: RDN Service Expansion Proposal)



### Future Considerations

There are several priorities that have been identified for expansion within the RDN transit service areas. Some of the priorities that are currently being explored for future expansion hours are as follows (in no particular order):

- South Nanaimo Local Area Transit Plan
  - Public consultation process currently underway
  - Explores restructuring of transit routes in Cedar, Cinnabar, & South Nanaimo (Routes 5, 6, 7 & 30)
  - Expanded handyDART service
  - Will explore referral of routing for the Route 7
  - Next steps (after public consultation) include planning, followed by public information sessions and workshops with key stakeholder groups and community organizations

- Transit on Rutherford Rd and in Linley Valley
  - Requires public consultation and information sessions
  - This area has been experiencing growth and development
- BC Transit/RDN to explore possibility of medium duty CNG buses
  - This analysis will be conducted using data from the Automated Vehicle Location (AVL) system being installed in the current 50 CNG buses which will be going live to the public in June 2018
- Service to Duke Point ferry terminal
- Service to the Nanaimo Airport
- System wide weekend service improvements
  - Improve Saturday transit service to be 60% of weekday service (currently at 50%) and Sunday service to 40% of weekday (currently at 19%)

## ALTERNATIVES

1. That the Board approve the improvement of weekday service on Route #40 – VIU express utilizing the January 2019 5,000 Hour Annual Conventional Transit Expansion.
2. Do not approve the January 2019 5,000 Hour Annual Conventional Transit Expansion and provide alternative direction.

## FINANCIAL IMPLICATIONS

Implementation of the 5,000 hour annual conventional transit expansion would be achieved in January 2019.

Original approval of the service expansion was for September of 2018, which was included in the 2018 budget with a \$135,000 impact. Expansion implementation at that time would have resulted in 2000 hours in 2018 and the remaining 3000 hours in 2019. As the expansion has been delayed to 2019, the tax funds requisition from 2018 will be held in the Conventional Transit Service account as an appropriated surplus and utilized in 2019 for expansion costs. The estimated expansion cost is \$332,000, which was included in the 2018 to 2022 Financial Plan with the \$135,000 in 2018 (carried forward) and an incremental cost of \$197,000 in 2019 for the remaining expansion hours. There is no change required to the financial plan at this time, as this expansion is included in current budget plans. The 2019 to 2023 Financial Plan will be revised as needed when final 2018 results and actual expansion costs are known.

Costs are estimated and will vary depending on a number of items including fuel prices and the amount of deadhead service hours absorbed by the RDN. These requisition amounts are based on:

- No change in Custom transit hours for this purpose
- The projected 2018 usage allocations for the Southern Community Service
- The Full impact of the expansion will be realized by 2020

The Financial Plan for 2018 to 2021 includes a 5,000 hour annual conventional transit service expansion for the fall of 2018. The following table provides a preliminary estimate of costs to Southern Community Transit participants as established by *“Southern Community Transit Service Area Conversion Bylaw No. 1230, 2001”*. If there is no expansion in 2019, the requisition for 2019 would likely remain static at the 2018 amount of \$9,087,442 with some added inflation costs, which would be offset by the carry forward surplus of 2018. This estimation is pending final year end cost results.

Table 4. Estimated tax requisition allocations including 5,000 hour annual expansion. Notes: *funds collected in 2018 will be carried forward to January 2019 for expansion.*

	2018 Requisition (based on 2017 usage)	2019 Requisition (based on projected 2018 usage**)	2019 Requisition (using projected 2020 allocation split***)
Nanaimo	\$8,853,982	\$9,119,601	\$9,126,063
Lantzville	\$109,050	\$112,322	\$109,703
Electoral Area 'A'	\$114,598	\$118,036	\$114,193
Electoral Area 'C'*	\$9,812	\$10,106	\$10,106
Total	\$9,087,442	\$9,360,065	\$9,360,065


\*Although Electoral Area 'C' does not pay into conventional transit, in accordance with the transit allocation bylaw and Area 'C' participation in Custom transit, transit costs are apportioned based on overall transit usage\*

\*\*No change to allocation split in 2018 vs. 2017 due to absence of expansion in 2018\*\*

\*\*\*These are preliminary estimates using 2019 requisition and estimated usage. Actual costs won't be realized until 2020 and will depend on final actual hours of service and kilometers based on developed schedule\*\*

### STRATEGIC PLAN IMPLICATIONS

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



Erica Beauchamp

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May 4, 2018

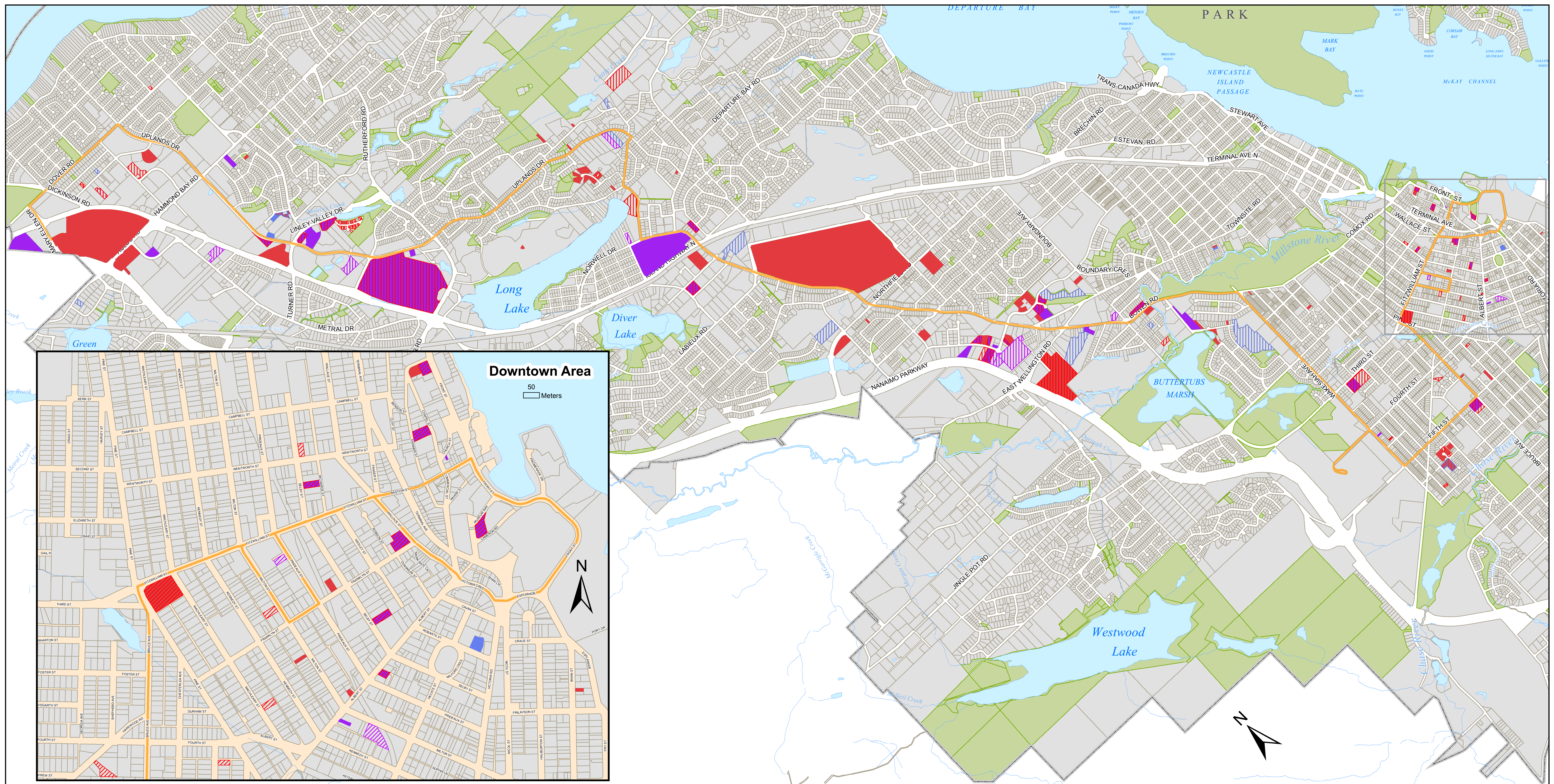
Reviewed by:

- D. Marshall, Manager, Transit Operations
- W. Idema, Director, Finance
- P. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer

Attachments

1. Appendix 1
2. Appendix 2
3. Appendix 3

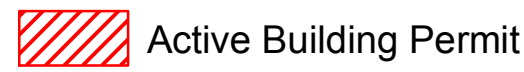

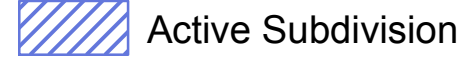








# City of Nanaimo

## Distribution of Development within 400 meters of RDN transit route 40 since January 1st 2016

### Legend

-  Active Building Permit
-  Active Development Permit
-  Active Subdivision
-  Completed Building Permit
-  Completed Development Permit
-  Completed Subdivision
-  Bus Route 40

Published: May 4, 2018

0 0.275 0.55 1.1  
Kilometers  
1:13,500



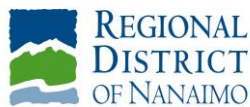
**DISCLAIMER**  
This map is intended for general information only. The City of Nanaimo makes no representation or warranty regarding the accuracy or completeness of the information presented and assumes no responsibility for any damage, loss or injury resulting from the use of this product.



# RDN Service Expansion Proposal

## Route 40 – VIU Express

### January 2019 Implementation



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Project Timeline	
Month	Actions & Deliverables
May 24, 2018	<ul style="list-style-type: none"> <li>Presentation to the RDN Transit Select Committee</li> <li>RDN TSC Decision on the 5000 hour expansion</li> </ul>
June 26, 2018	<ul style="list-style-type: none"> <li>RDN Board Decision on the 5000 hour expansion</li> </ul>
October 17, 2018	<ul style="list-style-type: none"> <li>Scheduling Completion</li> </ul>
November 15, 2018	<ul style="list-style-type: none"> <li>Rider’s Guide Completion</li> </ul>
December, 2018	<ul style="list-style-type: none"> <li>Distribute marketing materials</li> </ul>
<b>January 2, 2019</b>	<ul style="list-style-type: none"> <li><b>Transit Service Implementation</b></li> </ul>



## 1. Purpose

To provide the Regional District of Nanaimo with information to guide decision-making on the 5000-hour expansion.

BC Transit recommends allocating the expansion hours towards Route 40 – VIU Express to:

- Improve and maintain weekday service

## 2. Background

### Expansion Funding Background

**December 12, 2018** -The Regional District of Nanaimo (RDN) board carried a motion to approve 5,000 additional service hours and two expansion buses for 2018/19 for transit priorities to be implemented in September 2018.

A Memorandum of Understanding (MOU) between BC Transit and the Regional District of Nanaimo was signed to initialize work on a service option plan for implementation in September, 2018 (*RDN Expansion Options, 2018*). Three service options were developed: two options included introducing a new service to the Duke Point area and one option included service improvements to Route 40.

**March 22, 2018** – The Transit Select Committee voted against providing service to Duke Point and moved to refer back to staff for further analysis on Route 40 – VIU Express.

### Current Situation

Based on the Regional District of Nanaimo’s Transit Select Committee direction on March 22 2018, this report provides further information on transit service improvements on Route 40 VIU Express. As such, the scope of this report is confined to detailed analysis of Route 40 VIU Express. This report outlines the following:

- Background
- Planning Rational
  - Route Overview
  - Route Performance
  - Reported Issues
  - Land Use and Demographic Characteristics
  - Transportation Demand Management
- Detailed Service Change Plan for implementation
- Key Dates for Implementation

### 3. Planning Rationale

The Transit Future Plan (2014) identifies improvements to the Frequent Transit Network (Route 40) as a short to medium term priority. Service improvements (5000 hours) are needed because:

- Analysis indicates that the route currently experiences overcrowding during peak week day spans
- It provides an opportunity to grow system ridership and reduce wait times
- Vancouver Island University is exploring Transportation Demand Management measures which could increase transit demand.
- The Regional District of Nanaimo's population is growing
- PlanNanaimo encourages mixed-used corridors along this route

There are a number of ways to improve service on Route 40, such as increasing peak weekday service, improving off-peak weekday service levels, and more closely matching weekend service to weekday service levels.

#### Medium – Long Range Transit Service Planning

The Regional District of Nanaimo's Transit Future Plan (2014) provides a vision for improving the region's transit network over the next 25 years. Route 40, a Frequent Transit Network (FTN) route provides medium to high density mixed land use corridors with a convenient, reliable, and frequent transit. <sup>1</sup> This route further supports community development by aligning with the strategic direction of the Nanaimo Master Transportation Plan, planNanaimo - Official Community Plan, and neighborhood plans.

#### 3.1 Route 40 – VIU Express Overview

Route 40 is a north-south line, connecting key hubs such as Woodgrove Centre, Country Club, Vancouver Island University, and Prideaux Exchange. The 50-minute trip operates every day of the week and accounts for approximately 32,000 service hours (173 trips) of an approximate total of 124,000 service hours.

---

<sup>1</sup> Frequent Transit is defined as service at least 15 minutes between 7:00 a.m. and 10:00 pm.

Figure 1: Route 40 VIU Express



**Service Levels (To Woodgrove)**

Table 1: Service Frequency, Number of Trips (June – Sept)

	Monday through Friday				Saturday			Sunday		
	AM Peak 6:30 – 9:00	Midday 9:00-3:00	PM Peak 3:00-6:00	Evening 6:00-12:00	Morning 7:00-10:30	Midday Peak 10:30-6:00	Evening 6:00-12:00	Morning 7:30-10:00	Midday Peak 10:30-6:00	Evening 6:00-12:00
Number of Trips	9	21	11	11	4	13	7	2	7	2
Frequency (avg)	10 – 15 min	30 min	10 – 15 min	30 min	30 min	30 min	60 min	70 min	70 min	70 min

**Service Levels (To Prideaux)**

Table 2: Service Frequency, Number of Trips (June – Sept)

	Monday through Friday				Saturday			Sunday		
	AM Peak 6:30 – 9:00	Midday 9:00-3:00	PM Peak 3:00-6:00	Evening 6:00-12:00	Morning 7:00-10:30	Midday Peak 10:30-6:00	Evening 6:00-12:00	Morning 7:30-10:00	Midday Peak 10:30-6:00	Evening 6:00-12:00
Number of Trips	13	20	8	9	6	13	5	3	7	2
Frequency (avg)	10 - 15 min	30 min	10 - 15 min	30 min	30 min	30 min	60 min	70 min	70 min	70 min

Table 3: Span of Service

Day	First Trip		Last trip	
	To Prideaux	To Woodgrove	To Prideaux	To Woodgrove
Weekday	6:09	7:09	22:28	23:28
Saturday	6:43	7:42	22:23	23:22
Sunday	7:13	8:12	18:40	19:39

Table 4: Daily and Annual Revenue Hours

	Monday-Friday	Saturday	Sunday	
<b>Daily Hours</b>	<b>114.67</b>	<b>52.82</b>	<b>21.17</b>	<b>TOTAL</b>
<b>Annual Hours</b>	<b>28782.17</b>	<b>2746.64</b>	<b>1079.67</b>	<b>32608.48</b>

### 3.2 Ridership Performance

Route 40 VIU Express is the highest performing route in the Regional District of Nanaimo Transit System.

#### **Key Facts:**

- Accounts for approximately 40 per cent of total system ridership. <sup>2</sup>
- Accounts for approximately 25 per cent of the total system hours
- During key weekdays periods defined here as 7:00 am to 10:00 am and 4:00 – 7:00 pm, Route 40 accounts for approximately 30 per cent of total system ridership. <sup>3</sup>
- Approximately 42 rides / hours in peak weekdays periods <sup>4</sup> compared to the system average of approximately 23 rides / hour. <sup>5</sup>

#### **Farebox Information**

Each vehicle is equipped with a GFI farebox to collect fares. These passenger transactions can also be used to provide an understanding of ridership data. GFI analysis indicates that approximately 600 people board during peak weekday periods between 7:00 am – 10:00 am and 4:00 – 7:00 pm, respectively. The data shown below is aggregated by time span and both directions of travel (to Woodgrove and to Prideaux Exchange).

<sup>2</sup> Based on GFI data from the last six months (September 2017 – February 2018).

<sup>3</sup> Based on GFI data collected in the past six months

<sup>4</sup> Based on field data collected in April, 2018

<sup>5</sup> Based on GFI data collected in the past six months

Table 5: Route 40 GFI Farebox Ridership

<b>DAY</b>	<b>AVERAGE DAILY RIDERSHIP</b>	
<b>TIME</b>	<b>7:00 – 10:00 am</b>	<b>4:00 – 7:00 pm</b>
MONDAY	645.3	547.7
TUESDAY	702.6	593.1
WEDNESDAY	753.3	655.5
THURSDAY	693.4	681.2
FRIDAY	622.6	583.7

GFI analysis provides evidence that weekday travel demand is highest when NDSS and VIU is in session. The boardings for each time span fluctuate depending on the time of the day, however the largest observed difference in the afternoon coincides with NDSS school bell times. This is shown between 15:00 and 16:00 Monday – Friday, as NDSS’ bell time is 1:46 on Monday and Friday and 3:00 Tuesday-Thursday. The data shown below is aggregated by time span and both directions of travel (to Woodgrove and to Prideaux Exchange). To further understand travel demand and passenger loads, detailed stop level activity counts were conducted (see 3.3 Reported Issues).

Table 6: Route 40 Average Rides (GFI) Northbound and Southbound (past six months)

<b>Time Span</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
7:00 – 8:00	148.3	180.2	191.7	171.8	155.9
8:00 – 9:00	195.3	214.9	229	211.5	208.1
9:00 – 10:00	124.1	155.1	171.5	142.9	126.2
10:00 – 11:00	127.9	152.5	161.1	140.5	132.4
11:00 - 12:00	155.1	200.5	181	192.9	169.8
12:00 - 13:00	180	206.4	207.4	197.5	212.4
13:00 - 14:00	207.1	209.3	218	211.2	285.5
14:00 - 15:00	336.9	253.6	245.7	255.8	362.1
15:00 - 16:00	243.6	434.2	431.8	411.2	313.7
16:00 – 17:00	209.8	260.3	286.7	260.3	232.3
17:00 – 18:00	144.5	160.7	178	181.6	165.2
18:00 – 19:00	87.7	104	111.2	125	104.2
19:00 – 20:00	63.7	68.1	79.6	88.2	82

### 3.3 Reported Issues

#### 3.3.1 Weekday Service Capacity Standards

Detailed stop level activity counts were conducted for two weeks during peak weekday times by BC Transit and Regional District of Nanaimo staff. BC Transit's general standards for capacity were applied to determine the capacity of each trip. The standards are as follows:

Table 7: XN 40 Excelsior Capacity Standards

Classification	# of Passengers
More than 20 under capacity	0-14
10-20 under capacity	15-24
Near Capacity	25-33
Capacity	34
Crowded (1-15 Standees)	35-49
Overcapacity	50+

#### 3.3.2 Overcapacity Trips

Analysis indicated that six trips were observed to be overcapacity and five trips were observed to be crowded (10-15 standees) as per the guidelines listed above. The exact overcapacity trips are as follows.

Table 8: Overcapacity Trips (To Prideaux)

Trip Time	Leave Location	Passenger Load	Classification
7:27	Woodgrove Exchange	52	Overcapacity (> 52)
7:34	Woodgrove Exchange	53	Overcapacity (> 52)
7:40	Woodgrove Exchange	51	Overcapacity (> 52)
7:40	Bowen/Kenworth (Overload)	53	Overcapacity (> 52)

Table 9: Overcapacity Trips (To Woodgrove)

Trip Time	Leave Location	Passenger Load	Classification
13:55	VIU Exchange (Overload)	52	Overcapacity (> 52)
14:56	Prideaux Exchange	89	Overcapacity (> 52)

### 3.3.3 Crowded Trips

Five trips were observed to be overcrowded. As travel demand grows, additional pressure may occur on these trips. The trips are as follows:

Table 10: Crowded Trips (To Prideaux)

Trip Time	Leave Location	Passenger Load	Classification
7:19	Woodgrove	42	Crowded (35 - 49)
14:08	Woodgrove	42	Crowded (35 - 49)

Table 11: Crowded Trips (To Woodgrove)

Trip Time	Leave Location	Passenger Load	Classification
14:45	Prideaux	45	Crowded (35 - 49)
15:10	Prideaux (Overload)	49	Crowded (35 - 49)
16:59	Prideaux	42	Crowded (35 - 49)

### 3.3.4 Travel Patterns

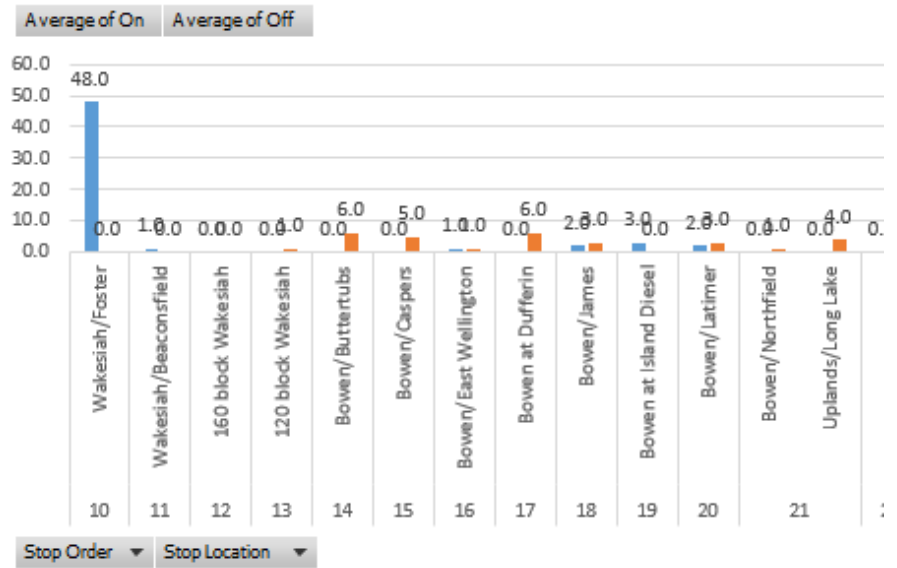
Stop level analysis indicates that Wakesiah / Foster (NDSS stop) and Vancouver Island University stops have the highest activity when trips are overcrowded. Further analysis suggests that the highest activity points are between Country Club and Prideaux Exchange when travelling southbound while northbound patterns are more dispersed from Prideaux Exchange to Woodgrove Centre.



Figure 3: Northbound NDSS Bus Stop



Figure 2: Snapshot of Northbound 3:10 trip



### 3.3.5 Unscheduled Overload Trips

Additional unscheduled overload trips occur during the school year to match the ridership demand from Nanaimo District Secondary School and Vancouver Island University. The trips are as follows:

Table 12: Overload Trips (Unscheduled)

Trip Time	NDSS Bell Time	Day	Leave Location
7:40	8:30 AM	Mon-Fri	Bowen/Kenworth
13:55	1:46 PM	Mon/Fri	VIU Exchange
15:10	3:00 PM	Tues/Wed/Thurs	NDSS (Wakesiah/Foster)

### 3.3.6 Weekend Service

BC Transit recommends providing approximately 60 per cent of weekday service level on Saturdays and 40 per cent on Sundays. The RDN Transit Future Plan (2014) encourages weekend service levels to increase to a 30-minute frequency to grow ridership. Currently, Saturday and Sunday Service levels are low relative to the weekdays with service operating every 30-60 minutes. Furthermore, Saturday service accounts for approximately 50 per cent of weekday service and Sunday service accounts for approximately 19 per cent of weekday service.

Table 13: Route 40 Daily and Annual Service Hours

Route	Day	Hours / Year	Hours / Day	Percentage of Weekday
40	Monday	5274.82	114.67	-
40	Tuesday	5733.50		
40	Wednesday	5848.17		
40	Thursday	5962.84		
40	Friday	5962.84		
40	Saturday	2746.64	52.82	46.06%
40	Sunday	1079.67	21.17	18.46%
	<b>TOTAL</b>	<b>32608.48</b>		

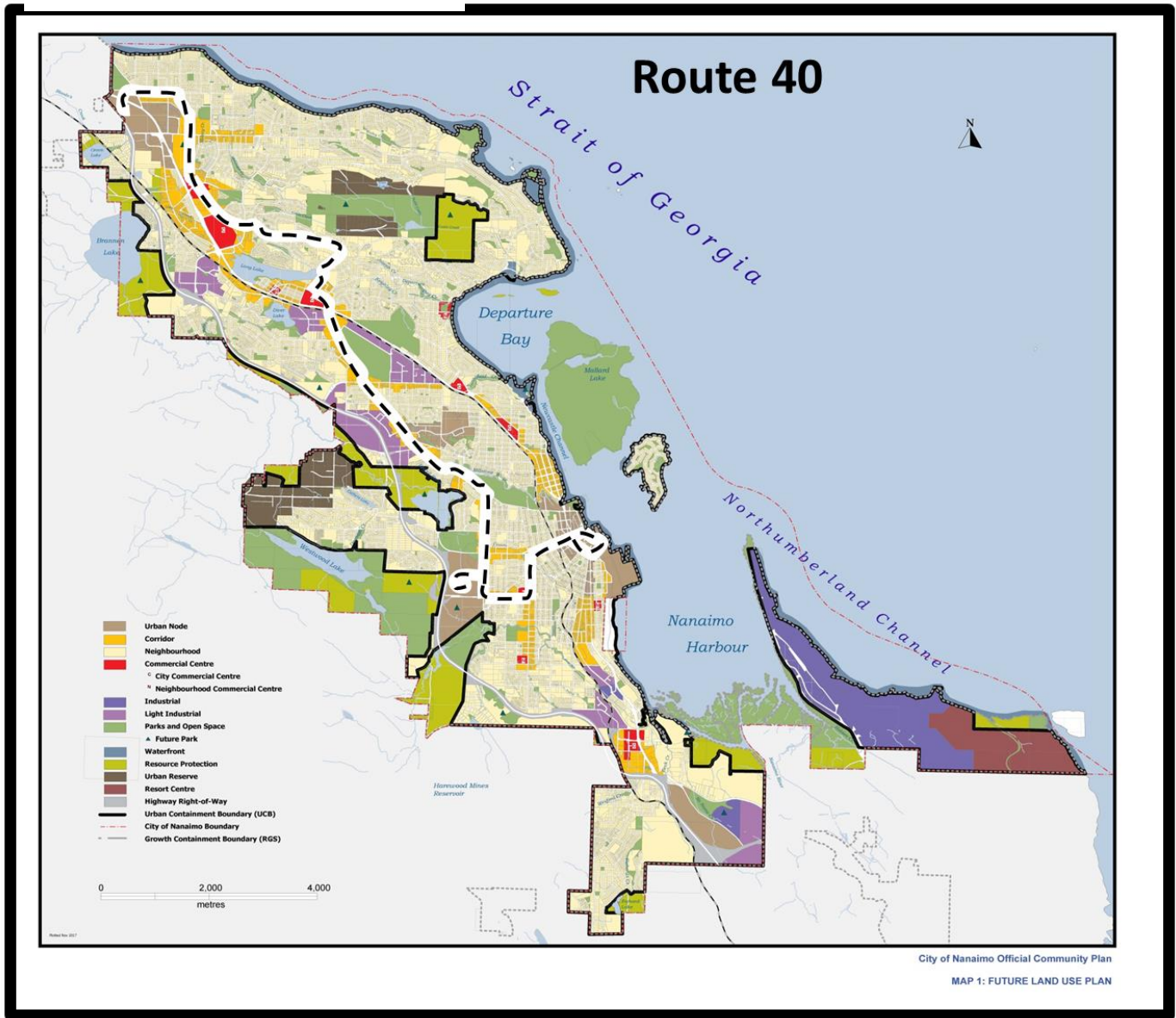
### 3.4 Future Growth

A growing population and land use intensification coupled with transportation demand management measures will likely lead to travel mode shifts.

#### 3.4.1 Land Use Characteristics

Transit supportive land use policies include designating areas as medium-high density mixed-use corridors. PlanNanaimo encourages future growth to be planned along corridors to continue supporting sustainable communities. The Plan also designates corridors as the connection between Urban Nodes and Neighbourhood for transit routes. Route 40 - VIU Express routes along a number of urban nodes and mixed used corridors, supporting transit growth (PlanNanaimo – Official Community Plan). The Future Land Use Plan shown below is layered with Route 40 – VIU Express to provide a visual representation.

Figure 3: OCP Land Use Map



### 3.4.2 Demographic Characteristics

Given that Route 40 – VIU Express accounts for approximately 40 per cent of the ridership in the entire transit system and routes along a mixed-use Corridor, it is expected that as the population increases, ridership will increase. The route provides coverage to approximately 25,000 residents and 18,000 employees within a 400m buffer <sup>6</sup> or a 5 minute walk distance.

Table 14: Regional District of Nanaimo Population

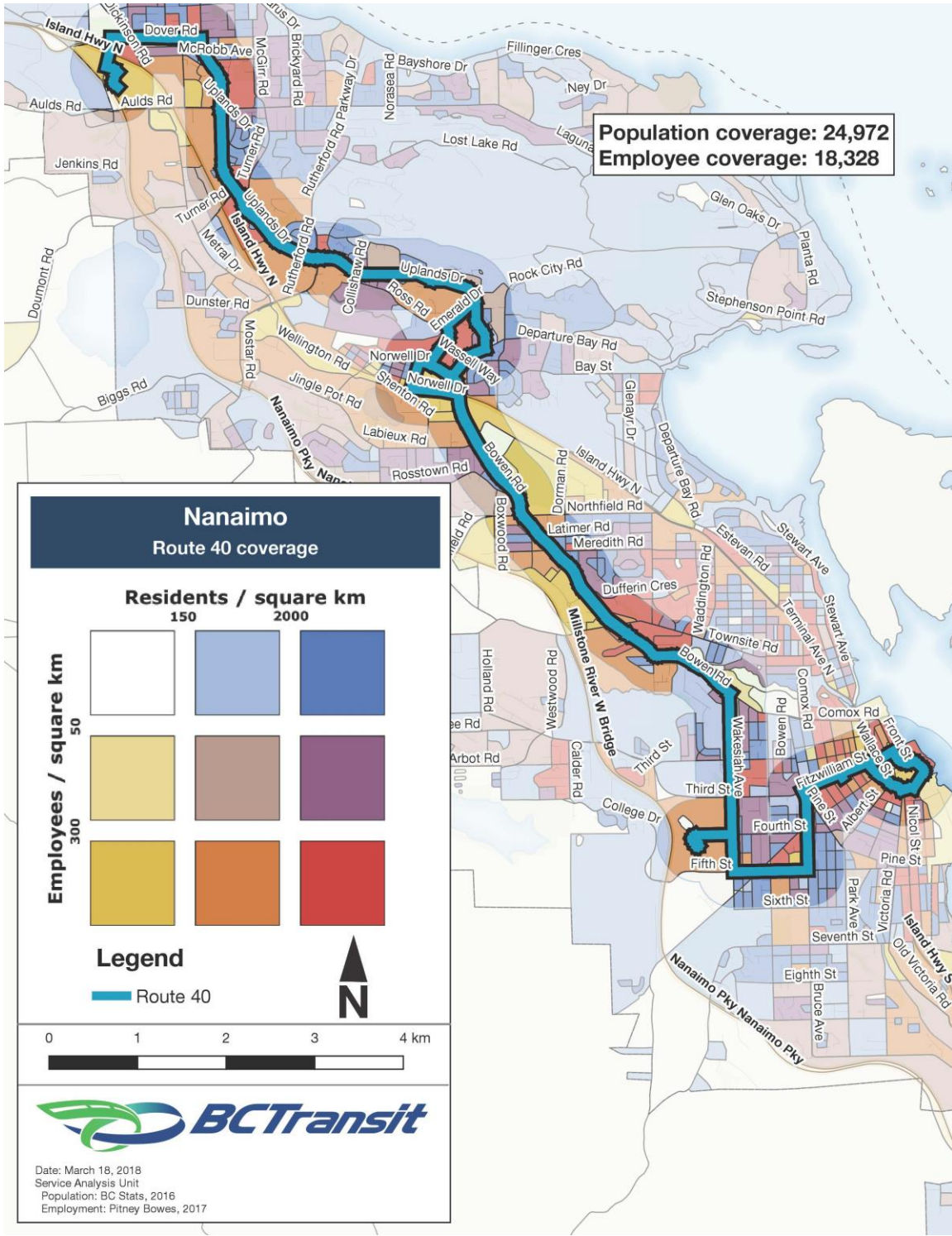
Area	Population (2011)	Population (2016)	Per cent Increase (2011 – 2016)	Projected Population
City of Nanaimo	83,810	90,504	8%	113,000 (2031) <sup>7</sup>
Regional District of Nanaimo	146,574	155,698	6%	231,184 (2036) <sup>8</sup>

<sup>6</sup> RDN's service standards stipulate that at least 90% of residents and employees are within 400 meters walking distance of a transit route.

<sup>7</sup> Statistics Canada, 2016.

<sup>8</sup> Regional District of Nanaimo.

Figure 4: Population and Employment Map



## **Transportation Demand Management**

Vancouver Island University is currently exploring TDM measures. Evidence indicates that increasing the price of parking and limiting the supply will cause travel mode shifts, which could potentially increase transit ridership. In concert with TDM measures, implementing a UPASS system has yielded a 20-30 per cent mode share for university students in other communities across British Columbia.

Context:

- Approximately 9000 students enrolled and approximately 1000 permanent and temporary staff employed at VIU in the 2016/2017 year <sup>9</sup>
- There are 2,168 parking spaces, distributed amongst 23 different parking lots <sup>10</sup> with 71 per cent allocated to General Paid Parking. <sup>11</sup> There were approximately 1900 parking permits in circulation in 2017.
- Field observations by Watt Consulting group determined that parking utilization was at or above 90 per cent throughout all times of the day.

A recent report, *VIU Transportation Demand Management Strategy* by Watt Consulting Group, commissioned by VIU brought forth the following recommendations that could impact transit ridership:

- Increase parking rates by 50 per cent by 2022<sup>12</sup>
- Reduce the number of parking permits to no more than 10 per cent of available student parking spaces.
- Pursue a student U-Pass system and subsidize the Employee ProPASS program

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<sup>9</sup> VIU Transportation Demand Management Strategy Report (2018). Watt Consulting Group

<sup>10</sup> VIU Transportation Demand Management Strategy Report (2018). Watt Consulting Group

<sup>11</sup> Student parking is \$45/month, \$150/semester, \$300/year. For parking in General Access lots: \$2.50 per two hours to a maximum of \$8 per twelve hours

<sup>12</sup> VIU Transportation Demand Management Strategy Report (2018). Watt Consulting Group



## 4. Service Implementation Specifications

In order to maintain on-time performance and match ridership demand, it is recommended the 5000 hours be prioritized as follows:

Provide additional peak weekday trips to match ridership demand as evidenced by the analysis conducted (see 3.3 Reported Issues), as well as even out the midday schedule and add the 'overload' runs to the regular service schedule.

*Table 15: Service Specifications*

Action	Annual Hours	Months	Objective
Provide additional weekday trips	5,000	Sept – June	<ul style="list-style-type: none"> <li>-10 minute frequency in peak hours</li> <li>-15 min frequency min</li> <li>-30 min frequency in evenings</li> <li>-previous 'overload' runs scheduled into regular service</li> </ul>

## 5. Implementation Plan

### Implementation Timeline

The timeline below outlines key milestones for the January 2, 2019 implementation.



Date	Deliverable	Owner / Lead
May 24, 2018	Service Change Plan presented to the Regional District of Nanaimo Transit Select Committee	BCT
May, 2018	Implementation MOU issued to the RDN for review and signature	BCT, RDN
October 17, 2018	Schedule Completion	RDN
November 15, 2018	Riders Guide completion	BCT
December, 2018	Riders Guide released, website updated and marketing/media/public outreach	BC, RDN
January 2, 2019	Service Implementation	BCT, RDN

## 6. Marketing and Communication Plan

A comprehensive marketing and communication plan will be developed to communicate these proposed changes effectively to the public. This plan has the following objectives:

- To make the public aware of the new transit service and other transit services in the region
- To obtain user feedback
- To ease implementation
- To promote ridership and community support for transit

The marketing and communication plan will include the following components:



- On-street outreach (BC Transit and RDN staff at key stops)
- Additional marketing and customer information will be provided
  - » Advertising (print, radio, and online/social media)
  - » On-board bus information
  - » Distribution of new Rider's Guides
  - » BC Transit website & Customer Information Line
  - » Posters at bus stops.
  - » Service preview on the BC Transit website and Google Transit
  - » Media Briefing

## 7. Future Service Improvements

The Transit Future Plan (2014) identified multiple priorities for the Regional District of Nanaimo transit system. A target of approximately 400,000 service hours by 2039 was determined to enhance travel opportunities to key destinations, improve travel times and reliability, and grow ridership to a 5 per cent mode share. In order to realize the goals and priorities of plan, the following have been identified as a priority.

### Weekend Service Improvements – Route 40 VIU Express

RDN Transit Future Plan (2014) encourages weekend service levels to increase to a 30-minute frequency. BC Transit recommends providing approximately 60 per cent of weekday service level on Saturdays and 40 per cent on Sundays to grow ridership. Currently, Saturday and Sunday Service levels are low relative to the weekdays with service operating every 30-60 minutes. Saturday service accounts for approximately 50 per cent of weekday service and Sunday service accounts for approximately 19 per cent of weekday service.

### South Nanaimo Local Area Transit Plan

BC Transit and the Regional District of Nanaimo are currently developing a local area transit plan for South Nanaimo. The plan will outline service improvements, including the simplification of the following routes: Route 7 (Cinnabar / Cedar), Route 5 (Fairview), Route 6 (Harewood), and Route 30 (NRGH). This plan will be shaped by ridership analysis, an evaluation of network benefits and tradeoffs, and public engagement input.<sup>13</sup>

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<sup>13</sup> South Nanaimo Local Area Plan Progress: <https://bctransit.com/nanaimo/transit-future/local-area-transit-plans>

### Regional District of Nanaimo Transit Improvements

BC Transit and the Regional District of Nanaimo actively monitor transit ridership, growth, current and future land uses and developments, and travel patterns to best provide service that matches demand.

### APPENDIX 3

Photos of overcapacity runs on Route #40.

Figure 2. Photo taken inside an overcapacity bus on Route #40



Figure 3. Photo of the bus stop adjacent NDSS after afternoon bell





The following implications were identified from the fare change analysis:

- Budget – The financial implications of the fare reduction have not been incorporated into the RDN 2018 budget.
- Inconsistency with fare guidelines – Reducing fares increases the burden on taxpayer dollars to fund transit service.
- Uncertain ridership outcomes – Reducing fares can be expected to result in a short-term increase in ridership, however there is no indication as to whether this will result in the recruitment of new long-term transit users.
- Effects on current core ridership – Changing the fare structure could negatively affect the current core ridership base in that they would be required to change their means of paying for and using transit. Additionally, increased ridership as a result of the reduced fares could result in overcrowding on buses, which could act as a further deterrent for current regular transit users.
- Impact on regular fare programs – Reducing the cash fare would create inconsistencies within the fare structure. This could negatively impact companies partnered with the RDN's Transit System through the ProPASS program, as they would need to adjust the amount deducted from enrolled employee's pay statements, only to have to undo the correction at the end of the summer. Additionally, those who have purchased a semester pass for May through August would be eligible for a refund relative to the amount fares are decreased for the months of July and August 2018.
- Impact on vendors – Relationships with vendors will be harmed through either making them adjust the pricing of fare products in their point-of-sale systems or through eliminating the need for them and thereby not encouraging transit customers to visit their locations to purchase fare products, which is the primary benefit received from being a vendor.

Further, in the spring of 2017, BC Transit and the RDN completed a fare review which included public consultation and outlined three different fare change options. The fare review was included in a fare report that was brought forward to the Board in June, 2017. The following are the three options that were proposed in the fare report:

Option 1 - \$2.50 cash fare, \$5.00 DayPASS, expanded 'Kids Ride Free' program, and the removal of paper transfers

Option 2 - Free fare

Option 3 - \$2.00 cash fare

At the Regular Board meeting on June 27, 2017, the Board adopted Option 1 and the new fare strategy was implemented on September 3, 2017.

It is not recommended introducing another fare change in such a short period of time as it would likely result in confusion for transit customers. In Addition, raising fares back to the regular rate at the end of summer would likely cause further confusion and public backlash.

**ALTERNATIVES**

1. That the \$1.00 Fare Analysis for Summer 2018 report be received for information.
2. That alternative direction be provided.

**FINANCIAL IMPLICATIONS**

As shown in the table below, the projected results of a 60% fare reduction over the summer months (July and August) lead to a decrease in fare revenue with a modest increase in ridership.

Over the course of the summer (July and August), the projected ridership increases by 18%; however, the projected revenue decreases by \$260,332.

Fare Product	Audience	Current Fare	\$1 Cash Fare (July & August)
Cash	All	\$2.50	\$1.00
Tickets	All	\$22.50	\$9.00
DayPASS	All	\$5.00	\$2.00
Monthly Passes	Adult	\$65.00	\$26.00
	Youth/Senior	\$40.00	\$16.00
	University Student	\$50.00	\$20.00
Semester Pass	University Student	\$170.00	\$119.00*
ProPASS	Enrolled Employees	\$57.37	\$22.32
<b>Projected Revenue Impact:</b>			<b>-\$260,332</b>
<b>As a Percentage of Summer Revenue:</b>			<b>-52%</b>
<b>As a Percentage of Annual Revenue:</b>			<b>-8%</b>
<b>Projected Ridership Impact:</b>			<b>+63,568</b>
<b>As a Percentage of Summer Ridership:</b>			<b>+18%</b>
<b>As a Percentage of Annual Ridership</b>			<b>+2%</b>

Providing transit for \$1.00 in July and August 2018 would result in a projected loss of revenue of - \$260,332. If the Board considers this for future years, the tax requisition for transit in the RDN would need to be increased in order to make up the lost revenue.

## STRATEGIC PLAN IMPLICATIONS

The fare review and current fare structure supports the Focus on Service and Organizational Excellence – *“The RDN will deliver efficient, effective and economically viable services that meet the needs of the Regional District of Nanaimo”*.



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May 4, 2018

Reviewed by:

- D. Marshall, Manager, Transit Operations
- D. Pearce, Director, Transportation and Emergency Services
- P. Carlyle, Chief Administrative Officer





2. That alternative direction be provided.

### **FINANCIAL IMPLICATIONS**

Providing free transit on the 11 Lantzville route for its regular span of service (6:55 am to 7:02 pm) would result in a cash revenue loss of approximately \$300 to \$400.

### **STRATEGIC PLAN IMPLICATIONS**

Providing free transit on the 11 Lantzville route for the event of Minetown Day supports the RDN's strategic priorities to 'Focus on Service and Organizational Excellence' by recognizing that community mobility and recreational amenities are core services.



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