REGIONAL DISTRICT OF NANAIMO
TRANSIT SELECT COMMITTEE
REVISED AGENDA

Thursday, July 11, 2019
10:00 A.M.
Board Chambers

Pages

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. ADOPTION OF MINUTES

3.1 Transit Select Committee Meeting - May 23, 2019 3

That the minutes of the Transit Select Committee meeting held May 23, 2019, be adopted.

4. DELEGATIONS

*4.1 Maureen Pilcher, re Transit (and handyDART Service) in Area F *6*

5. CORRESPONDENCE

6. UNFINISHED BUSINESS

7. BC TRANSIT UPDATES

7.1 Presentation on handyDART Age Restrictions

7.2 South Nanaimo Local Area Transit Plan

8. REPORTS

8.1 South Nanaimo Local Area Transit Plan - Adoption 7

That the South Nanaimo Local Area Transit Plan be adopted and that the improvement priorities identified therein, be added to the RDN Transit Service Priorities List for future expansion consideration.

8.2 2019-2020 Conventional and Custom Transit Annual Operating Agreement 61

That the 2019/2020 Conventional and Custom Transit Annual Operating Agreements with BC Transit be approved.

8.3 January 2020 Service Expansion 81

1. That the 5,900 hour annual conventional transit expansion for January 2020 be approved.

2. That the 1,700 hour annual custom transit expansion for January 2020 be approved.

8.4 3 Year Service Expansion 91

1. That the BC Transit 3-year budget from April 1, 2020 to March 31, 2023 be included in the Regional District of Nanaimo's 5-year Financial Plan.

2. That $130,000 be added to the 2020 Financial Plan to begin a transit network review.

8.5 District of Lantzville Request for Free Transit for Minetown Day - 2019 95

That Lantzville's request for free transit services on the Route 11 Lantzville for 'Minetown Day' event held on Saturday September 7, 2019 be approved.

9. BUSINESS ARISING FROM DELEGATIONS

10. NEW BUSINESS

*11. IN CAMERA

That pursuant to Sections 90 (1) (k) and (m) of the *Community Charter* the Committee proceed to an In Camera meeting for discussions related to negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public and a matter that, under another enactment, is such that the public may be excluded from the meeting.

12. ADJOURNMENT

REGIONAL DISTRICT OF NANAIMO

REGIONAL DISTRICT OF NANAIMO

MINUTES OF THE TRANSIT SELECT COMMITTEE MEETING

Thursday, May 23, 2019
10:00 A.M.
Board Chambers

In Attendance:	Director T. Brown	Chair
	Director K. Wilson	Electoral Area A
	Director M. Young	Electoral Area C
	Alternate	
	Director V. Swan	Electoral Area E
	Director C. Gourlay	Electoral Area G
	Director S. McLean	Electoral Area H
	Director L. Krog	City of Nanaimo
	Director S. Armstrong	City of Nanaimo
	Director E. Hemmens	City of Nanaimo
	Director J. Turley	City of Nanaimo
	Director M. Swain	District of Lantzville
	Director E. Mayne	City of Parksville
	Director T. Westbroek	Town of Qualicum Beach
Regrets:	Director D. Bonner	City of Nanaimo
Also in Attendance:	Director I. Thorpe	City of Nanaimo
	G. Garbutt	A/ Chief Administrative Officer
	D. Pearce	Dir, Transportation & Emergency Services
	D. Marshall	Mgr, Transit Operations
	E. Beauchamp	Sup't, Transit Planning & Scheduling
	B. White	Sup't, Transit Operations
	M. Moore	Senior Regional Transit Manager, BC Transit
	D. Harriott	Regional Transit Manager - Operations
	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.

CARRIED UNANIMOUSLY

ADOPTION OF MINUTES

Transit Select Committee Meeting - March 23, 2019

It was moved and seconded that the minutes of the Transit Select Committee meeting held March 23, 2019, be adopted.

CARRIED UNANIMOUSLY

CORRESPONDENCE

Laurine Hellam, re Route 97

It was moved and seconded that the correspondence from Laurine Hellam, be received for information.

CARRIED UNANIMOUSLY

Leonard Krog, Mayor, City of Nanaimo, re Climate Emergency

It was moved and seconded that the correspondence from Leonard Krog, Mayor, City of Nanaimo be received for information.

CARRIED UNANIMOUSLY

REPORTS

Statutory Transit Holiday Service

It was moved and seconded that New Year's Day, Good Friday and Christmas Day be included in the Transit Holiday Schedule at a Sunday level service effective in the 2020 transit expansion plan and that the budget be increased by $47,979.

Opposed (1): Director Turley

CARRIED

BC Transit Revised Custom Transit Registration Process Update

It was moved and seconded that the BC Transit Revised Custom Transit Registration process for the Regional District of Nanaimo Custom Transit System be approved for implementation in 2020.

Opposed (4): Director Armstrong, Director Young, Director Turley and Director Mayne

CARRIED

RDN Transit Verbal Update

D. Pearce provided a verbal update on the Pride Parade and the Downtown Exchange.

ADJOURNMENT

It was moved and seconded that the meeting be adjourned.

Time 11:27 AM

_____

CHAIR

Delegation: Maureen Pilcher, re Transit (and handyDART Service) in Area F

Summary: As Secretary of the Accessible Oceanside Association, I am requesting consideration of providing transit service to Area F - the Coombs-Hilliers/Errington Areas.

The need for this service was discussed in an article which appeared in the PQB News on October 2nd, 2018 which indicated that BCTransit and the RDN recommended a flexible transit option for the area, and it was indicated that they were working to address this important need.

I am appearing as a delegation to determine the status of this initiative, and an approximate time frame for the service to be initiated.

Action Requested: I wish to appear as a delegation at the July 11, 2019 meeting of the Transit Select Committee to request that the Committee direct Staff to report on the status of the recommendation of BC Transit and the RDN to provide a flexible transit option service, to the Coombs-Hilliers/Errington Areas - Area F.

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Transit Select Committee	**MEETING:**	July 11, 2019
FROM:	Erica Beauchamp Superintendent, Transit Planning & Scheduling	**FILE:**	8500 01 SNP
SUBJECT:	South Nanaimo Local Area Transit Plan Adoption		

RECOMMENDATION

That the South Nanaimo Local Area Transit Plan be adopted and that the improvement priorities identified therein, be added to the RDN Transit Service Priorities List for future expansion consideration.

SUMMARY

The South Nanaimo Local Area Transit Plan (SNLATP) is a review of the transit routes and service within the Southern areas of Nanaimo and the Regional District of Nanaimo (RDN). The final report identifies a number of transit service and infrastructure improvement priorities, some to be implemented with the next transit expansion in January 2020, and others to be added to the RDN Transit Service Priorities List. The transit service improvements outlined within the SNLATP were developed in collaboration with BC Transit, and are informed by stakeholders and public engagement feedback. Based upon transit design principles, the transit improvement priorities identified within the report will be added to the RDN Transit Service Priorities List, to act as a guide to inform the decision-making of future transit expansions.

BACKGROUND

Development of the South Nanaimo Local Area Transit Plan began in fall 2017 with reviews of the Transit Future Plan, transit priorities and their alignment with Official Community Plans, Transportation Master Plan, as well as neighbourhood plans. Following this, a detailed review and analysis of existing transit services including route structures, ridership statistics and demographics was conducted. In spring 2018, a collaborative RDN & BC Transit public 1`21engagement process began, including engagement sessions, a survey and a stakeholder workshop. Information gathered from this first round of engagement helped develop service and route options for the areas of South Nanaimo and South RDN.

In November and December of 2018, a second public engagement process, including seven open houses and an online survey, was undertaken to gather feedback regarding proposed route re-alignments and service frequencies. Approximately 550 people participated (exceeding our sample size of 383) in the engagement process, with feedback serving to inform further stages of the process. As well, an extensive media campaign was conducted including website customer alerts, Facebook, Twitter, Rack Cards, Interior Bus Cards, and radio announcements in order to inform the public of both the open houses as well as the survey.

Feedback gathered from the second public engagement sessions assisted to finalize the proposed transit service improvements and to develop implementation priorities. With a goal of working towards increased ridership and providing enhanced transit service to rural and urban areas, the SNLATP lists improvement recommendations such as simplifying or separating routes, reducing service duplication and increasing frequencies. Improvement priorities recommended in the SNLATP (Table 1) will be added to the RDN Transit Service Priorities List for consideration as expansion resources become available.

Implementation Priorities		Service Hours Required	Buses Required
1	Restructure routes 7 Cinnabar and 30 NRGH. Introduce routes 8 Cedar and 78 Cassidy.	5,200	4
2	Restructure routes 5 Fairview, 6 Harewood, and 40 VIU Express.	5,000	4
3	Introduce route 70 Duke Point	5,000	2
4	Increase service on South Nanaimo routes.	TBD	TBD
5	Establish interregional service with the Cowichan Valley Regional District	TBD	TBD

Table 1: Detailed summary of all proposed service improvements from the SNLATP (BC Transit, 2019)

ALTERNATIVES

1. That the South Nanaimo Local Area Transit Plan be adopted and that the improvement priorities identified therein, be added to the RDN Transit Service Priorities List for future expansion consideration.
2. That alternate direction be provided.

FINANCIAL IMPLICATIONS

Transit expansions are reviewed annually and will be implemented based on priority and required hours. Each implementation priority equates to variable associated expansion costs according to the number of required hours. Detailed financial implications will be analyzed and brought forward for each future expansion.

STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.



Erica Beauchamp
ebeauchamp@rdn.bc.ca
June 19, 2019

Reviewed by:

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

Attachments

1. South Nanaimo Local Area Transit Plan June 2019

South Nanaimo Local Area Transit Plan

JUNE 2019 DRAFT



REGIONAL DISTRICT OF NANAIMO

TRANSIT future

BRITISH COLUMBIA
The Best Place on Earth

BCTransit
Linking Communities, Businesses & Lifestyles

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Executive Summary

The Regional District of Nanaimo Transit Future Plan (February 2014) provides a 25-year transit strategy for the Region with a high-level overview of the resources required to achieve the Regional District of Nanaimo's transit mode share target of 5 per cent. As a result of strong investments in the Regional District of Nanaimo Transit System, ridership has grown by more than 30 per cent over the past five years. The South Nanaimo Local Area Transit Plan provides a plan to realize the goals of the Transit Future Plan in the South Nanaimo area, which encompasses an area from Country Club Shopping Centre in the north to the rural area of Cassidy and the Nanaimo Airport in the south.

The South Nanaimo Local Area Transit Plan identifies a number of transit service improvements and infrastructure priorities for implementation over the next one to seven years. Transit service improvements were developed in collaboration with staff at the Regional District of Nanaimo, are based on transit design principles, and were revised through engagement with the public and stakeholders. This document acts as a guide for decision-making on future transit expansions. The Plan includes a proposed investment of approximately 60,000 additional service hours and calls for capital investments that include:

- An additional 25 buses added to the transit fleet;
- New transit exchanges and upgrades to transit exchanges; and
- Improvements to customer amenities at transit stops.

To increase transit ridership, the plan proposes to straighten existing routes, improve frequency and reliability, and reduce service duplication. As this is a Local Area Plan within a region with competing priorities, implementation will occur through an evaluation of priorities across the region. Adding additional hours to increase the span of service, frequency of service, and off-peak hours will provide critical enhancements to the system so that it is a reliable and realistic form of transportation.

Establishing the South Nanaimo Local Area Transit Plan requires prioritizing the transit investments and developing an implementation strategy to transform today's network into the future network. Table 1, below, provides a summary of short and medium term investments for more immediate consideration. Table 2, on the following page, summarizes all transit service improvements discussed within this plan for consideration during the full term of this Plan.

	Implementation Priorities	Service Hours Required	Buses Required
1	Restructure routes 7 Cinnabar and 30 NRGH. Introduce routes 8 Cedar and 78 Cassidy.	5,200	4
2	Restructure routes 5 Fairview, 6 Harewood, and 40 VIU Express.	5,000	4
3	Introduce route 70 Duke Point	5,000	2
4	Increase service on South Nanaimo routes	TBD	TBD
5	Establish interregional service with the Cowichan Valley Regional District	TBD	TBD

Table 1: Detailed summary of all proposed service improvements

System	Route	Service Improvements	Annual Service Hours*	Expansion Buses
Frequent Transit Network	**40 VIU Express**	**Package I**: Restructure route in downtown Nanaimo between Vancouver Island University and Prideaux Exchange	900	1
		Package II: Increase weekday frequencies	13,000	5
		Package III: Increase weekend frequencies	5,000	2
Local Transit Network	**30 NRGH**	**Package I**: Restructure route by eliminating circuitous routing around Country Club Exchange	(700)	0
		Package II: Increase weekday frequencies	9,000	3
		Package III: Increase weekend frequencies	1,600	1
	5 Fairview	**Package I**: Restructure route by streamlining service between Prideaux Exchange and Vancouver Island University, and introduce service to College Heights. Introduce with service levels similar to existing Route 5	3,200	2
		Package II: Increase weekday frequencies	5,000	2
		Package III: Increase weekend frequencies	900	1
	6 Harewood	**Package I**: Restructure route by extending service to South Parkway Plaza, and routing along Bruce and Tenth Street	900	1
		Package II: Increase weekday frequencies	8,500	3
		Package III: Increase weekend frequencies	1,300	1
	7 Cinnabar & 8 Cedar	**Package I**: Restructure route 7 by only routing to Cinnabar. Introduce new Route 8 to provide service between Cedar and Vancouver Island University, with service levels similar to route 7	4,400	3
		Package II: Increase weekday frequencies	1,200	1
		Package III: Increase weekend frequencies	3,500	2
Unserved Areas	**78 Cassidy**	**Package I:** Implement new route between Prideaux Exchange and Cassidy three days per week, with service every two hours	1,000	1
	70 Duke Point	**Package I:** Implement new route between Prideaux Exchange and Duke Point Ferry Terminal, meeting six ferries per day, seven days per week	5,000	2
	Interregional Service	Implement new service between the Regional District of Nanaimo and the Cowichan Valley Regional District, subject to Feasibility Study	TBD	TBD

Table 2: Detailed summary of all proposed service improvements
Note: All hours are estimated, further refinement is required during implementation. Hours are based on terminating at the Prideaux Exchange.

To supplement transit service improvements, investments in a rapid bus system, development of new transit exchanges, and installation of new bus shelters at key bus stops is required to enable and support service improvements as well as to enhance the customer experience.

Infrastructure Priorities	Estimated Resources
Improve Woodgrove Transit Exchange, Country Club Transit Exchange, and the Downtown Transit Exchange to continue growing the transit system. This includes: • Expanding vehicle capacity • Expanding passenger capacity (i.e., waiting space) • Reducing transfer distances	TBD
Continue to improve transit customer facilities, including shelters and bicycle facilities	TBD
Establish Park & Rides to support the interregional (CVRD to RDN) connection	TBD
Strategic Priorities	
Right-sizing initiative to match ridership with transit vehicle capacity	TBD
Complete a Rapid Transit Study for the Island Highway, develop an implementation plan, establish rapid transit stations and introduce transit priority measures	TBD
Continue to explore introduction of U-Pass at Vancouver Island University	TBD

Table 3: Summary of Infrastructure priorities and strategic priorities

This plan will be presented to the Regional District of Nanaimo's Transit Select Committee and Board for approval. Upon approval, service improvements identified within this Local Area Plan will be added to the Regional District of Nanaimo Service Improvements Priorities List, which prioritizes transit improvements for the entire region. Service improvements will be integrated into the three year Transit Improvement Process (TIPs), which is updated on an annual basis. Prior to implementation of service changes, BC Transit planning staff will work with staff at the Regional District of Nanaimo to ensure service improvements appropriately reflect local needs. Additional targeted engagement may be conducted. A Local Area Transit Plan for North Nanaimo will be developed in the coming year to identify service and infrastructure improvements for that area.

1 Introduction

This Plan identifies and prioritizes transit service and infrastructure improvements to improve the transit network over the next seven years. The plan builds on priorities identified in the Transit Future Plan (2014) and provides specific strategies for implementing the high-level Transit Future goals in the South Nanaimo Region. More specifically, this Local Area Plan:

- Identifies opportunities to support the Regional District of Nanaimo's Transit Future Plan goal to increase transit mode share to five per cent;
- Defines interim improvements for transit service and infrastructure over the next one to seven years; and
- Provides revised transit routes that more efficiently connect neighborhoods with key destinations to improve travel times and increase customer convenience.

Local Area Transit Plans provide a number of defined service improvements for implementation over the next seven years and ensure that transit improvement priorities are consistent with evolving local priorities, emergent transit demands, and BC Transit operational capacity. The Plan is informed by two public engagement processes, analysis of existing transit use, feedback from local governments and takes into account long term planning documents such as the City of Nanaimo's Official Community Plan and the City of Nanaimo's Transportation Master Plan.

This Local Area Plan recommends an increase of close to 60,000 additional service hours to grow transit ridership in the South Nanaimo area over the next seven years. This would increase the transit system by nearly 50 per cent. These expansions will support the region in supporting economic growth, social wellbeing, and climate change objectives of the region.



Figure 1: Transit is often used in combination with other travel modes.

1.1 Plan Area

The geographic scope for this Plan is shown in the map below. The area encompasses central and south Nanaimo from Country Club Centre at the northern extent to Cassidy at the south. The plan includes the jurisdictions of the City of Nanaimo as well as Regional District Electoral Areas A and C.



Figure 2: Geographic Scope of this Local Area Plan

1.2 Developing a Local Area Plan

1.2.1 Timeline

Development of this Local Area Plan began in the fall of 2017 and included a number of distinct phases to understand the current context, receive input from the public, review potential service changes with stakeholders, and draft a plan that provides a framework for short-term to medium-term growth of the transit system in the plan area. Figure 3 illustrates the key steps involved in developing this Local Area Plan.

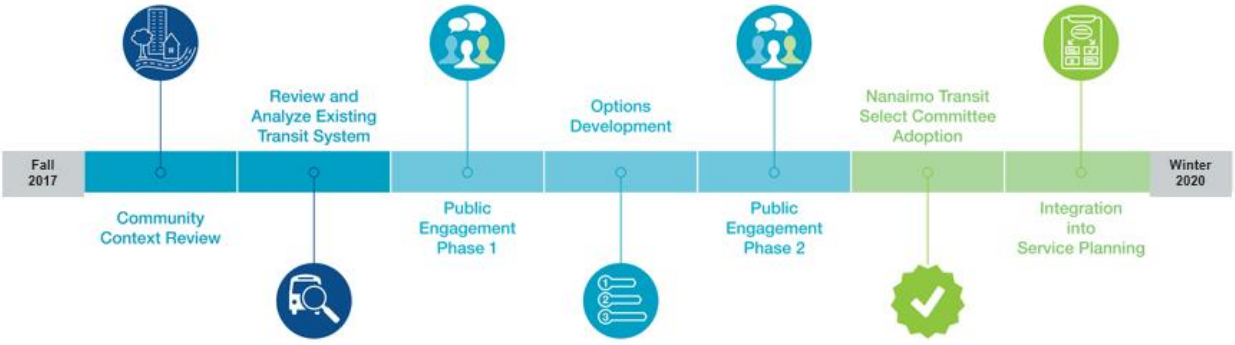


Figure 3: Timeline for the development of this Local Area Plan.

1.2.2 Informing the Plan

BC Transit has worked with staff at the Regional District of Nanaimo to develop a Local Area Plan that prioritizes transit improvements that builds upon and is informed by the Regional District of Nanaimo Transit Future Plan (2014), existing and proposed land uses, the community's demographic composition, and public input. Supporting work that contributed to this plan is summarized below.

Community Context Review: Local planning documents and recent census data provided a high-level context of the area's changing demographics and land uses. The City of Nanaimo's Official Community Plan (PlanNanaimo) and Transportation Master Plan, various neighborhood community plans, and the Regional District of Nanaimo's Transit Future Plan (2014) were reviewed.

Review of the Existing Transit System: An evaluation of the Regional District of Nanaimo's existing transit system was carried out to identify the strengths and opportunities of current bus routes in the context of emerging development patterns within the plan area.

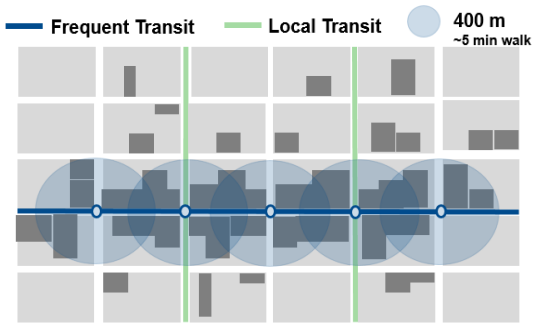
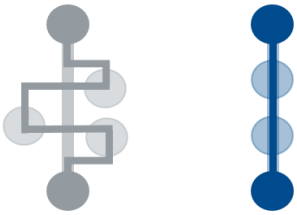
Existing Travel Patterns: Statistics Canada Journey to Work data and BC Transit's Automatic Passenger Count data were analyzed to determine ridership patterns (*See Appendix B* for a Bus Stop Activity Maps).

Project Working Group: The content, data collection, and recommendations of this Local Area Plan were developed in collaboration with a working group comprised of both BC Transit staff and staff at the Regional District of Nanaimo.

1.2.3 Transit Service Design Principles

To meet the goals of the Transit Future Plan (2014), this plan proposes to make improvements to the transit system so that is more convenient for transit users, appealing to potential transit users and cost-effective. To accomplish this, this plan proposes to streamline and realign service to support the development of a rapid transit route along regional corridors, frequent transit routes along high-density corridors, and local transit service to lower density areas with moderate transit demand.

The following guiding design principles were used to develop and refine routes:

Design Principle	Description
Service Areas of Demand 	Transit service is most productive by providing service to areas with high demand. The Regional District of Nanaimo Transit Future Plan affirms that transit service should be focused on major activity centers and residential areas within urban areas to increase ridership.
Connections to Regional Centres 	Transit is most useful when it connects residents to regional centres. Concentrating mixed-used development along transit corridors will ensure consistent and high ridership. Route 40 - the Frequent Transit Network is located on a medium-high-density corridor. Local routes feeding into route 40 are generally located in “neighbourhood” areas.
Simplify Routes 	Routes that are as direct and consistent as possible are more likely to increase ridership. This helps ensure route legibility, which refers to how easy a service is to understand and remember.

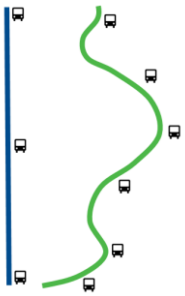
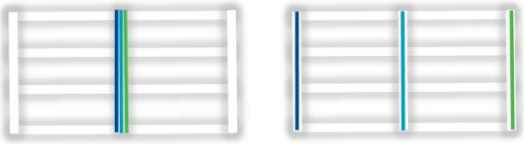
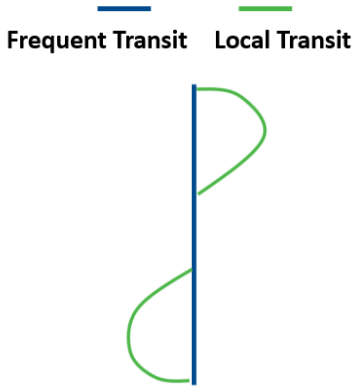
Improve Speed and Reliability 	To be competitive with the automobile, transit travel time must be competitive. Spacing bus stops appropriately along a corridor can improve speed and reliability. Transit priority measures, such as queue jumper lanes or transit signal priority also improve speed and reliability.
Avoid Service Duplication 	Transit service should operate on different corridors so they do not duplicate or compete for passengers. Routes that overlap reduce ridership on each route.
Standardize Service Categories 	Standardizing service categories allows for predictability of service. Both frequencies and span of service are consistent, increasing customer legibility.

Table 4: Principles of Transit Service Design

1.3 Community Context

The following context was developed through public engagement, stakeholder input, a survey of relevant data and reports, and close examination of the existing transit system and current Nanaimo plans. The following considerations provide critical opportunities and challenges to developing the transit system in the South Nanaimo area:

The City of Nanaimo is experiencing strong growth and provides the economic hub for the larger region. Particular intensification has occurred in the urban nodes and mobility hubs of Woodgrove Centre, Uplands Drive/Longwood Station, Country Club Centre, Nanaimo Regional General Hospital, Vancouver Island University, Linley Valley, and the downtown core. The Old Island Highway and Bowen Road corridors feature an intensive mix of commercial and non-residential development with more development planned. The Duke Point Ferry Terminal is one of the only ferry terminals in the province not served by transit, and may present an opportunity for a new multi-modal transit hub.

Electoral Area A is southeast of the City of Nanaimo and includes the rural communities of South Wellington, Cedar, Cassidy, and Yellow Point with a total 2016 population of 7,058. Residential development in this Electoral Area is primarily concentrated in Cedar along Cedar Road and in Cassidy on the west side of the Island Highway. Cassidy also encompasses the Nanaimo Airport. South Wellington contains an industrial and commercial area along the Island Highway. Cedar is the only community in Electoral Area A with existing transit service. Area A also borders the Cowichan Valley Regional District (CVRD), where there is growing interest in a connector service between the Regional District of Nanaimo and the CVRD.

Electoral Area C includes the rural communities of Extension, Arrowsmith-Benson, East Wellington, and Pleasant Valley with a total 2016 population of 2,808. Extension is the sole community that is within the geographic scope of this Local Area Plan. As Extension is a low-density rural residential community with a small population, high quality, frequent transit service is not deemed cost-effective at this time.



Figure 4: Route 7 Cinnabar/Cedar

1.4 Transit Context

Ridership on the Regional District of Nanaimo Transit System has grown by more than 30 per cent over the past five years. While many factors influence transit use, new investments typically spur growth in ridership. The Nanaimo system has benefitted from a series of substantial service expansions in accordance with recommendations contained in the Transit Future Plan (2014).

For example, in 2015, the route 40 VIU Express was established to provide frequent and reliable service between key destinations in North Nanaimo with Vancouver Island University and Downtown Nanaimo. In January 2019, 5,000 additional hours were invested in the route 40 to improve reliability, reduce pass-ups, and decrease wait time.

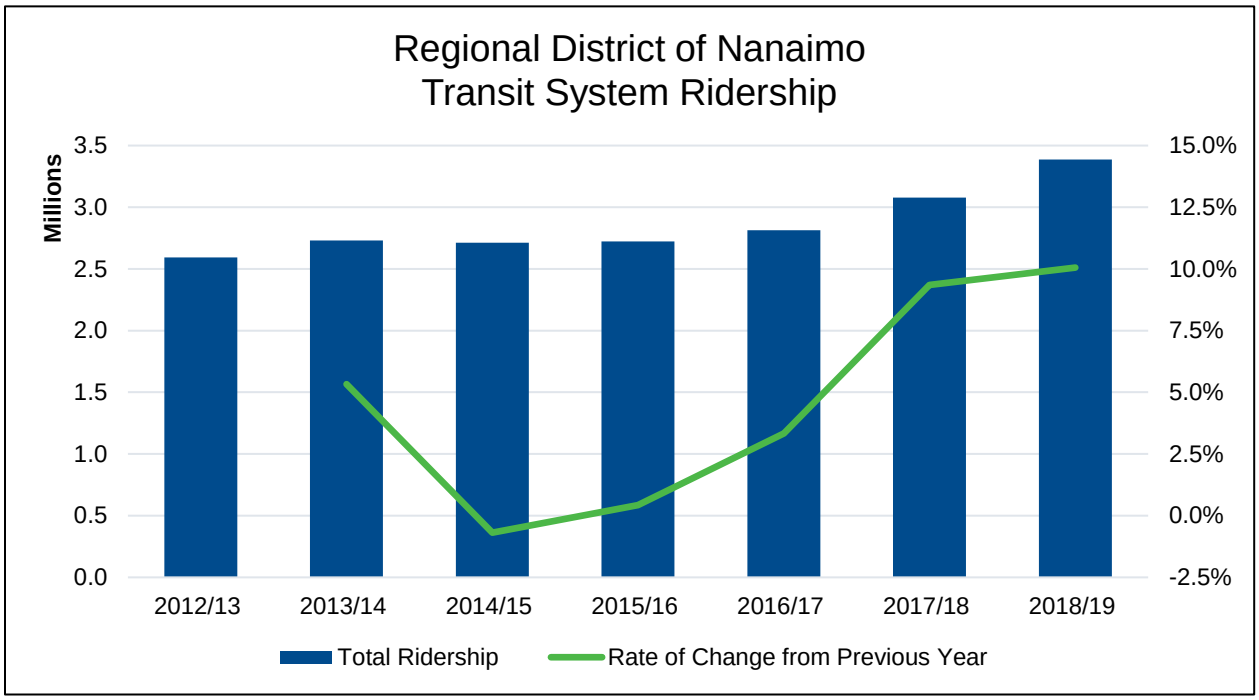


Figure 5: RDN Transit System Ridership

Current Transit Service Design: Communities grow and change as development and population growth occurs. In reviewing the current transit system, several routes were identified as unnecessarily circuitous and convoluted. Redefining routes to be more direct and straightforward will reduce trip times, increase system performance, provide additional service hours to increase the frequency or reallocate elsewhere.

Service Performance: The RDN *Service Standards and Performance Guidelines* sets route level targets for the transit system. Targets are set in terms of average boardings per trip and average boardings per revenue hour. Scaling the size of vehicles to the maximum ridership load per trip may provide an opportunity to optimize transit system efficiency.

The following routes are meeting or exceeding their targets:

- 7 Cinnabar/Cedar
- 30 NRGH
- 40 VIU Express

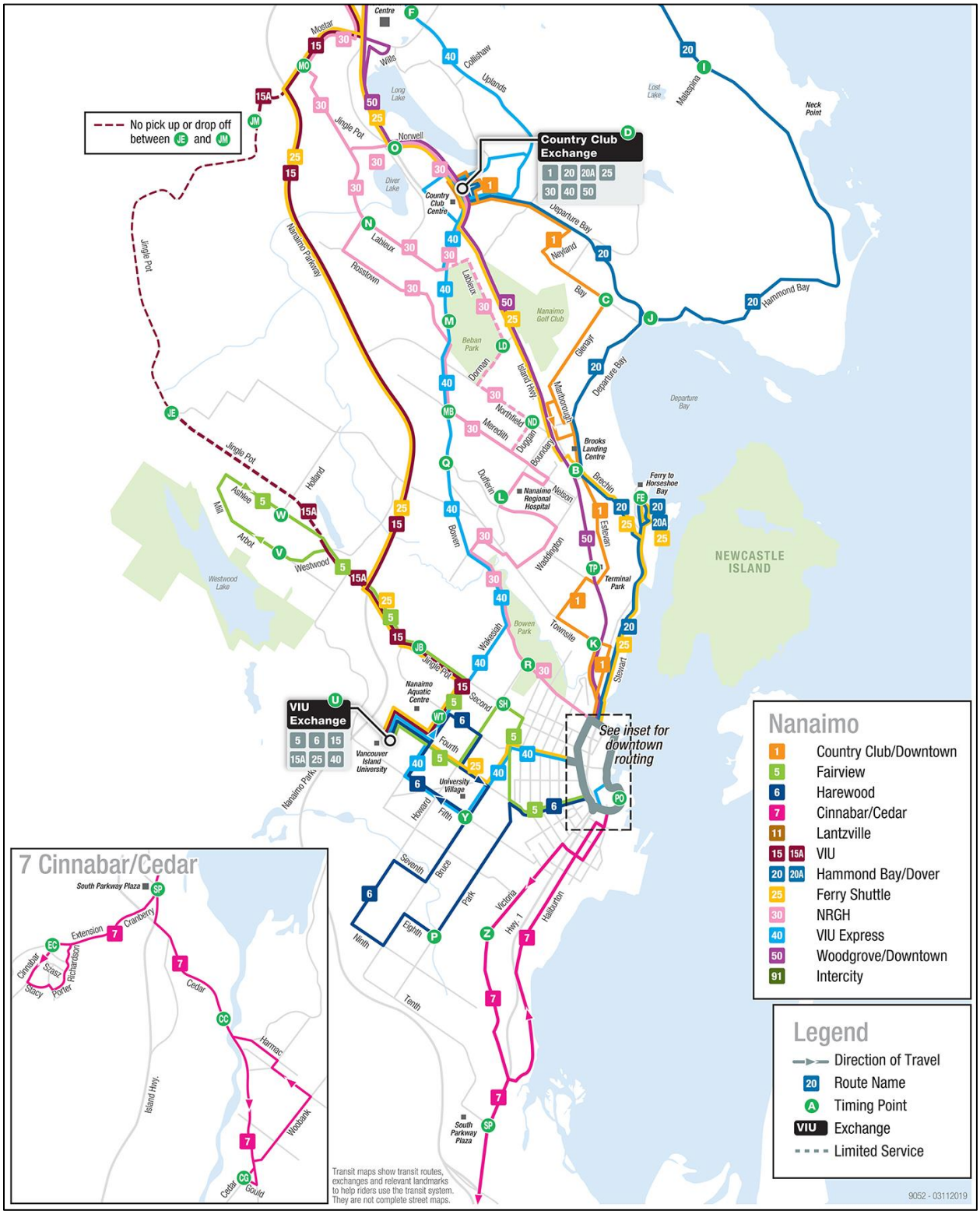


Figure 4: Current Transit Routes within Plan Area

The following routes are currently not meeting their targets:

- 6 Harewood (only underperforming in the number of boardings per trip)
- 5 Fairview

The following chart shows weekday route performance by each route considered in this Local Area Plan.

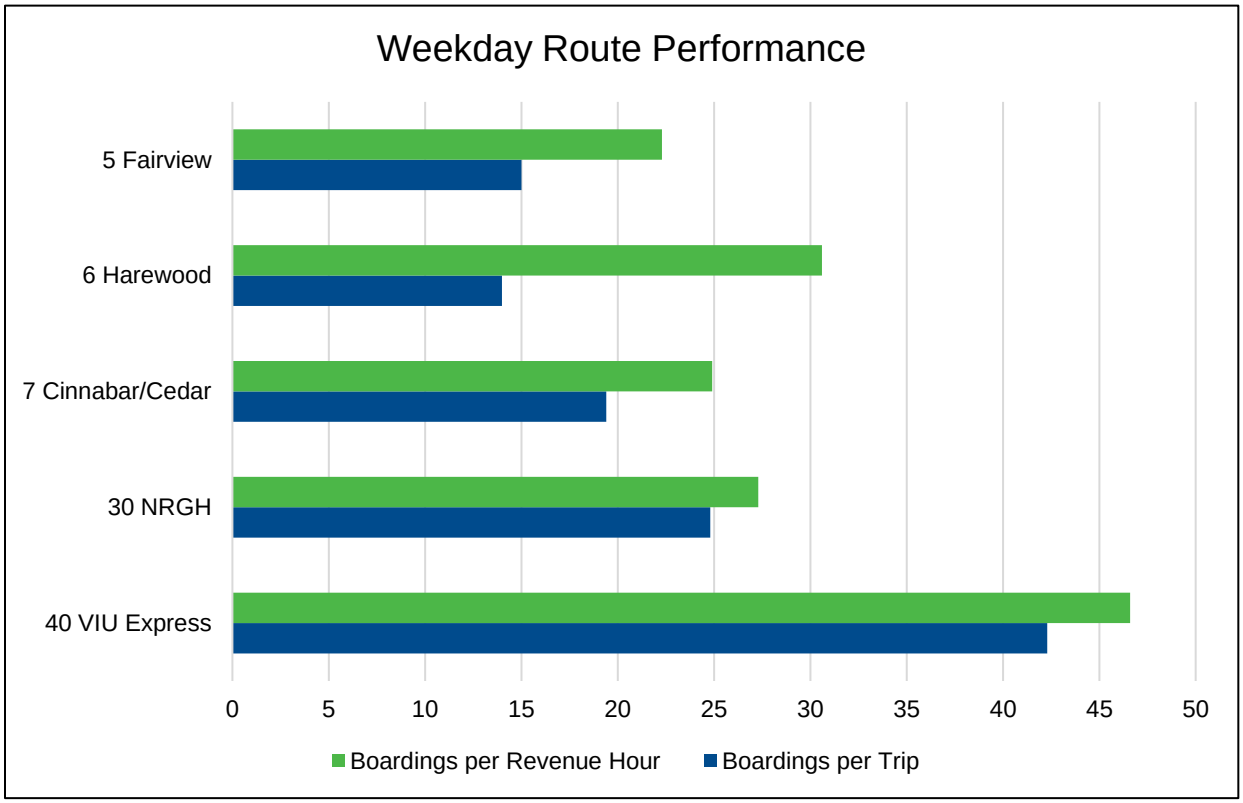


Figure 6: RDN Transit System Ridership

Transit Exchanges: Transit exchanges facilitate transfers between bus routes and allow buses to recover to maintain on-time performance. There are currently four transit exchanges within Nanaimo: Prideaux Street, Vancouver Island University, Country Club Centre, and Woodgrove Centre. As the exchanges are reaching capacity, further expansion requires additional investment in exchange infrastructure. The current locations are not situated for optimal travel time efficiency, therefore new exchange locations could allow for greater system efficiency and shorter travel times. See section 3.1 Infrastructure Planning for further discussion.

U-PASS System: Transit systems that have established Universal Pass (U-PASS) programs with post-secondary institutions significantly improve transit ridership numbers and increase transit mode share. In 2011, transit mode share at Vancouver Island University was 19 per cent, and the University set a target that 40 per cent of trips to and from the University be by transit by 2030. The Regional District of Nanaimo has initiated preliminary conversations with Vancouver Island University to establish a U-PASS system.

1.5 Public Engagement

Two phases of public engagement contributed to the development of this Local Area Plan. Phase I provided an open-ended opportunity to provide feedback on the existing system and ideas for service improvements, while phase II presented draft route alignments for more specific feedback on tentative route changes. Close to 1,100 participants were involved in the two phases of public engagement.

1.5.1 Phase I

Phase I took place in winter of 2018 and presented a detailed analysis of existing transit services including identifying challenges and opportunities. A workshop with stakeholders and the public was held in the spring of 2018 (Workshop Summary). Key messages received from the public during this first phase included the following:

- More direct service between key destinations
- More direct service on routes 6 Harewood, 7 Cinnabar/Cedar, and 30 NRGH
- Establish service to Duke Point Ferry Terminal
- Improve frequency of existing routes
- Extend span of service earlier in the morning and later in the evening
- Provide service between Ladysmith and the Regional District of Nanaimo with connections to Vancouver Island University



Figure 7: Public engagement at Vancouver Island University



Figure 8: BC Transit staff evaluate route options

1.5.2 Phase II

Phase II presented a series of route changes and new routes to address the challenges and opportunities identified in Phase I. The final concepts were shaped by a combination of professional analysis, public engagement input, and stakeholder feedback. The following themes were noted from the second phase of public engagement:

- Provide service between Ladysmith and the Regional District of Nanaimo with connections to Vancouver Island University
- Strong support for proposed route restructuring of routes 6 Harewood, 7 Cinnabar, 30 NRGH and 40 VIU Express
- Strong support for proposed new route 8 Cedar
- Establish service to the Nanaimo Airport
- Establish service to Duke Point Ferry Terminal
- Improve frequency of existing routes
- Establish service to South Wellington

From this phase and in consideration of the above themes, staff further revised service improvement and route concepts as follows:

- Modifications to route 5 to include Vancouver Island University and service to the College Heights Area.
- Modification to proposed route 30, returned route to Meredith rather than Northfield.
- Identified a phased approach to implement new route alignments as well as increased transit service frequency within the Study Area.



Figure 9: Country Grocer Public Engagement

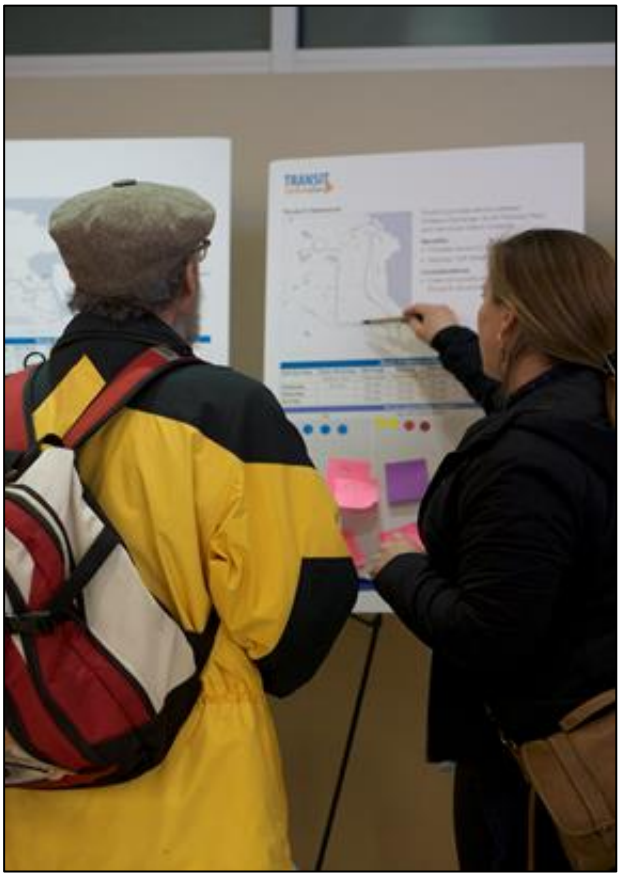


Figure 10: Port Place Public Engagement

2 Proposed Transit Changes

Proposed transit system changes – presented in the following pages – were developed using the service design principles detailed in section 1.2.3 following the Transit Future Plan Network set out in the Nanaimo Transit Future Plan, and with input received through public engagement as detailed in section 1.5. These routing configurations and service hour improvements are a framework for development of a transit system that is easy to understand, frequent, direct, and supports meeting goals of this Local Area Transit Plan.

The Three-Year Transit Improvement Process (TIPs) provides an annual opportunity to revise and update changes to local demand and align with priorities of the Regional District of Nanaimo Board. The specific service proposals outlined in this report, therefore, should be reviewed on an annual basis. Transit service changes identified for the upcoming year will be further refined through additional detailed planning and scheduling development.

Additionally, as this Local Area Plan will be implemented in combination with other areas within the Regional District of Nanaimo Transit System, priorities may be implemented according to the Regional District of Nanaimo's transit priorities for the entire region.

The Transit Future Plan defines three types of transit services that make up a network that attracts new riders:

A **Rapid Transit Network** moves passengers between major regional destinations along key transportation corridors. Service is very frequent - at least every 15 minutes from 7:00 a.m. to 10:00 p.m. – with stops at greater intervals. Investments in Rapid Bus infrastructure, technology, vehicles, and service levels combine to increase system performance. To improve travel time and reliability, Rapid Bus services may utilize an exclusive or semi-exclusive right-of-way to eliminate or significantly reduce the impact of general traffic on transit vehicles. Rapid Bus services use high capacity buses and may include future investments along the corridor in transit priority measures, right-of-way improvements, premium transit stations, corridor branding, and off-board ticketing.

The Frequent Transit Network serves medium to high density mixed use corridors. It provides convenient, fast, reliable, and frequent service – at least every 15 minutes from 7:00 a.m. to 10:00 p.m. The following route is currently the sole route on the Frequent Transit Network:

- 40 VIU Express

The Local Transit Network is designed to provide connections between neighbourhoods and local destinations as well as with the Frequent Transit Network and, eventually, the Rapid Transit Network. Currently, the following routes make up the Local Transit Network:

- 5 Fairview
- 6 Harewood
- 7 Cinnabar/Cedar
- 30 NRGH

The table on the following page details all service changes proposed by this Local Area Transit Plan.

System	Route	Service Improvements	Annual Service Hours*	Expansion Buses
Frequent Transit Network	**40 VIU Express**	**Package I**: Restructure route in downtown Nanaimo between Vancouver Island University and Prideaux Exchange	900	1
		Package II: Increase weekday frequencies	13,000	5
		Package III: Increase weekend frequencies	5,000	2
Local Transit Network	**30 NRGH**	**Package I**: Restructure route by eliminating circuitous routing around Country Club Exchange	(700)	0
		Package II: Increase weekday frequencies	9,000	3
		Package III: Increase weekend frequencies	1,600	1
	5 Fairview	**Package I**: Restructure route by streamlining service between Prideaux Exchange and Vancouver Island University, and introduce service to College Heights. Introduce with service levels similar to existing Route 5	3,200	2
		Package II: Increase weekday frequencies	5,000	2
		Package III: Increase weekend frequencies	900	1
	6 Harewood	**Package I**: Restructure route by extending service to South Parkway Plaza, and routing along Bruce and Tenth Street	900	1
		Package II: Increase weekday frequencies	8,500	3
		Package III: Increase weekend frequencies	1,300	1
	7 Cinnabar & 8 Cedar	**Package I**: Restructure route 7 by only routing to Cinnabar. Introduce new Route 8 to provide service between Cedar and Vancouver Island University, with service levels similar to route 7	4,400	3
		Package II: Increase weekday frequencies	1,200	1
		Package III: Increase weekend frequencies	3,500	2
Unserved Areas	**78 Cassidy**	**Package I:** Implement new route between Prideaux Exchange and Cassidy three days per week, with service every two hours	1,000	1
	70 Duke Point	**Package I:** Implement new route between Prideaux Exchange and Duke Point Ferry Terminal, meeting six ferries per day, seven days per week	5,000	2
	Interregional Service	Implement new service between the Regional District of Nanaimo and the Cowichan Valley Regional District, subject to Feasibility Study	TBD	TBD

Table 5: Detailed summary of all proposed service improvements
Note: All hours are estimated, further refinement is required during implementation. Hours are based on terminating at the Prideaux Exchange.

The map on the following page presents the first phase of changes proposed by this Local Area Plan, and highlights areas of key changes in yellow. Each individual service change is detailed more explicitly in the following section.

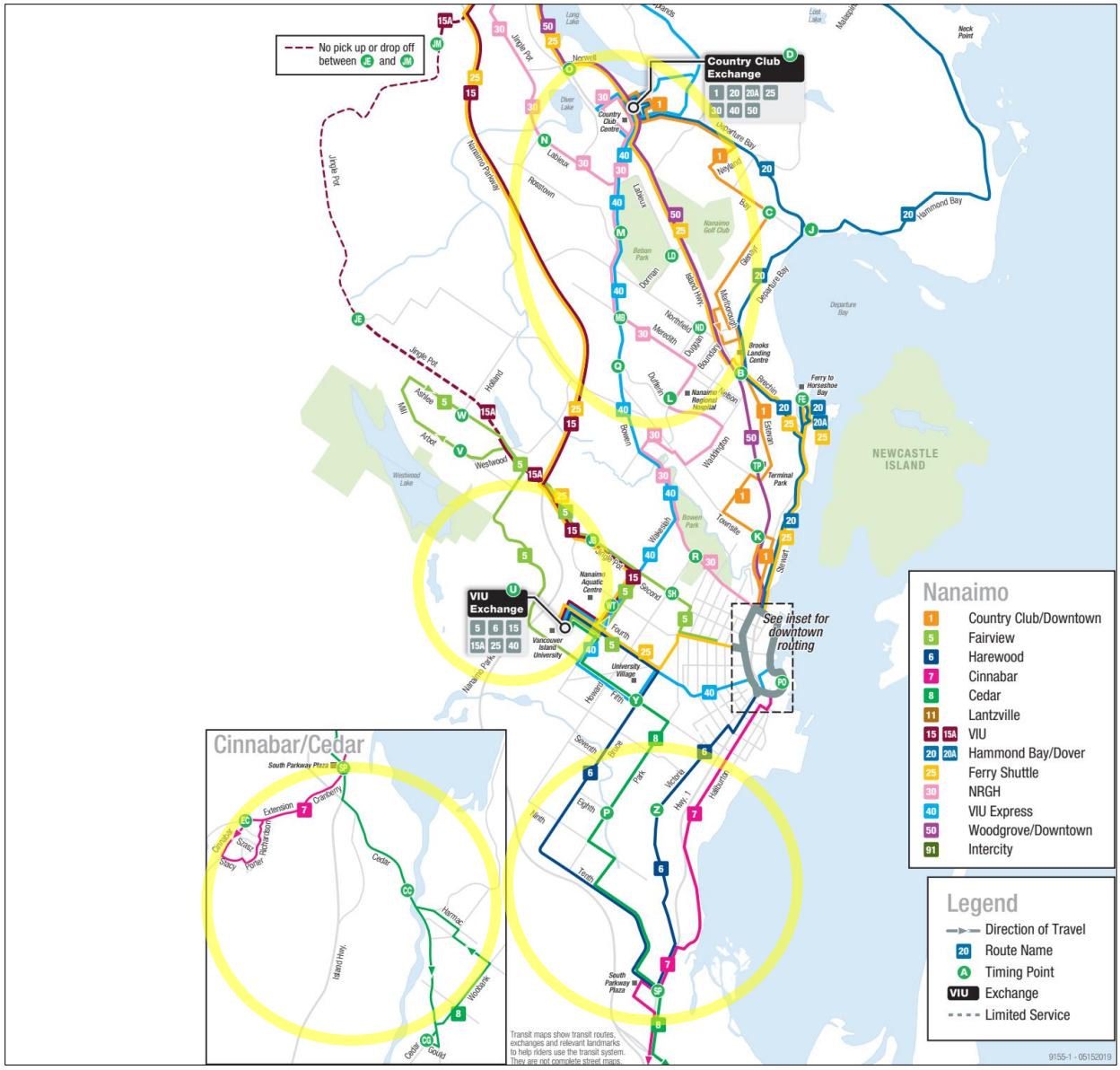


Figure 11: First phase of restructured routes with areas of key changes highlighted

2.1 Proposed Service Changes to Existing Routes

The following section outlines proposed service change concepts to existing routes. Route changes are detailed in maps indicating both proposed routing and discontinued routing. Each route section also recommends specific improvements in service hours. Resources required for both changes are detailed in summary tables.

Route 40 VIU Express

Route 40 VIU Express connects North Nanaimo and South Nanaimo along the Bowen Road corridor. Key destinations along the route include Woodgrove Centre, Country Club Centre, Nanaimo District Secondary School, Vancouver Island University, and Port Place Shopping Centre. The proposed service change simplifies route 40 VIU Express to use a more direct routing between downtown Nanaimo and Vancouver Island University.

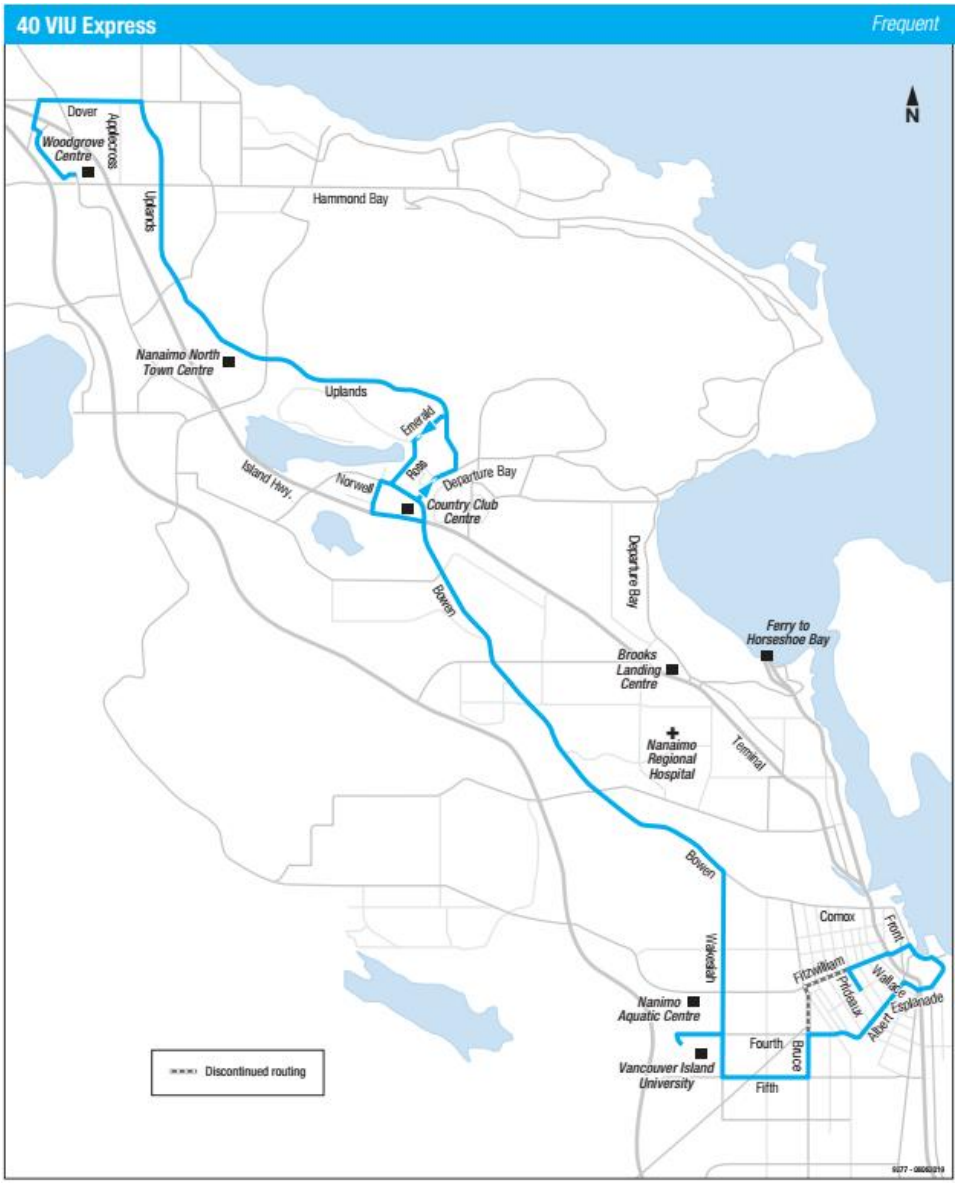


Figure 12: Proposed routing of route 40 VIU Express

Design Principles:

- Currently, route 40 VIU Express only services Port Place Shopping Centre going southbound (when using Prideaux Exchange as a terminus) causing customer confusion, so the revised routing would service Port Place Shopping Centre in both directions
- Improve travel times and directness of route

Benefits:

- Avoids route duplication around downtown
- Simpler to travel between Port Place Centre and Vancouver Island University

Considerations:

- Continues to utilize Prideaux Exchange, which is operating at capacity
- Proposed new route structure would discontinue service along a segment of Bruce Avenue and Fitzwilliam Street

Engagement Results

- 91 per cent supported the proposed changes
- 84 per cent indicated this would work better or similar

Resources Required:

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
Package I: Restructure route in downtown Nanaimo between Vancouver Island University and Prideaux Exchange. Introduce with service levels	900	N/A	N/A	1
Package II: Increase weekday frequencies	13,000	10 min/ 15 min	6:00 a.m. to 12:30 a.m.	5
Package III: Increase weekend frequencies	5,000	20 min/ 30 min	Saturdays: 6 a.m. to 2 a.m. Sundays: 6 a.m. to 11 p.m.	2

Table 6: Proposed Service Improvements for route 40 VIU Express

Route 30 NRGH

Route 30 NRGH (Nanaimo Regional General Hospital) serves as a connector between North and South Nanaimo that services the residential areas adjacent to the Bowen Road corridor. Key destinations along the route include Woodgrove Centre, Country Club Centre, Nanaimo Regional General Hospital and downtown Nanaimo. The proposed service change eliminates a route variant along Northfield Road and reduces circuitous routing to the Country Club Exchange.

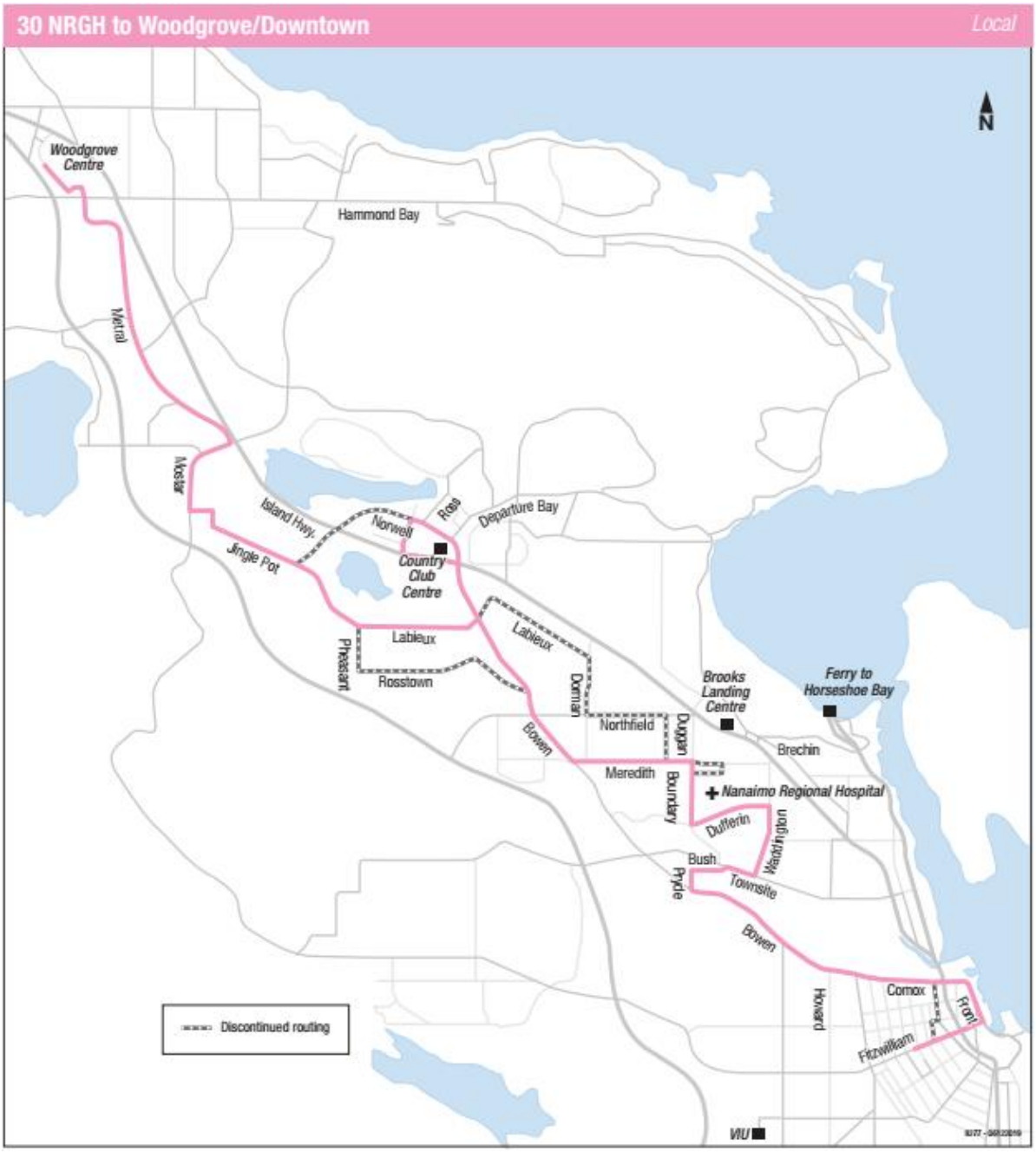


Figure 13: Proposed routing of route 30 NRGH

Design Principles:

- Route variants and circuitous routing to and from Country Club Exchange create customer confusion
- Proposed route reduces travel time between key destinations of Nanaimo Regional General Hospital and Country Club Exchange

Benefits:

- More direct service
- Potential to continue as route 7 Cinnabar at Prideaux Exchange

Considerations:

- Proposed new route structure would discontinue service on Northfield Road; BC Transit data indicates there is very limited ridership on this portion (see *Appendix B*)
- Proposed new route structure would discontinue service to Kiwanis Lodge; additional stops are located within a 400 metre walking distance to this location
- Proposed new route structure would discontinue service to Rosstown Road; some stops are located within 400 metre walking distance along Labieux Road

Engagement Results:

- 83 per cent supported the proposed changes
- 77 per cent indicated that this would work better or similar

Resources Required:

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
Package I: Restructure route by eliminating circuitous routing around Country Club Exchange	(700)	N/A	N/A	0
Package II: Increase weekday frequencies	9,000	15 min/ 30 min	6:00 a.m. to 12:30 a.m.	3
Package III: Increase weekend frequencies	1,600	30 min/ 60 min	Saturdays: 6 a.m. to 2 a.m. Sundays: 6 a.m. to 11 p.m.	1

Table 7: Proposed Service Improvements for route 30 NRGH

Route 5 Fairview

Route 5 Fairview connects the Westwood Lake neighborhood to downtown Nanaimo. Key destinations along the route include Vancouver Island University and Nanaimo District Secondary School. The proposed service change was significantly modified following phase 2 of public engagement to continue to provide service to Vancouver Island University and include service to College Heights.

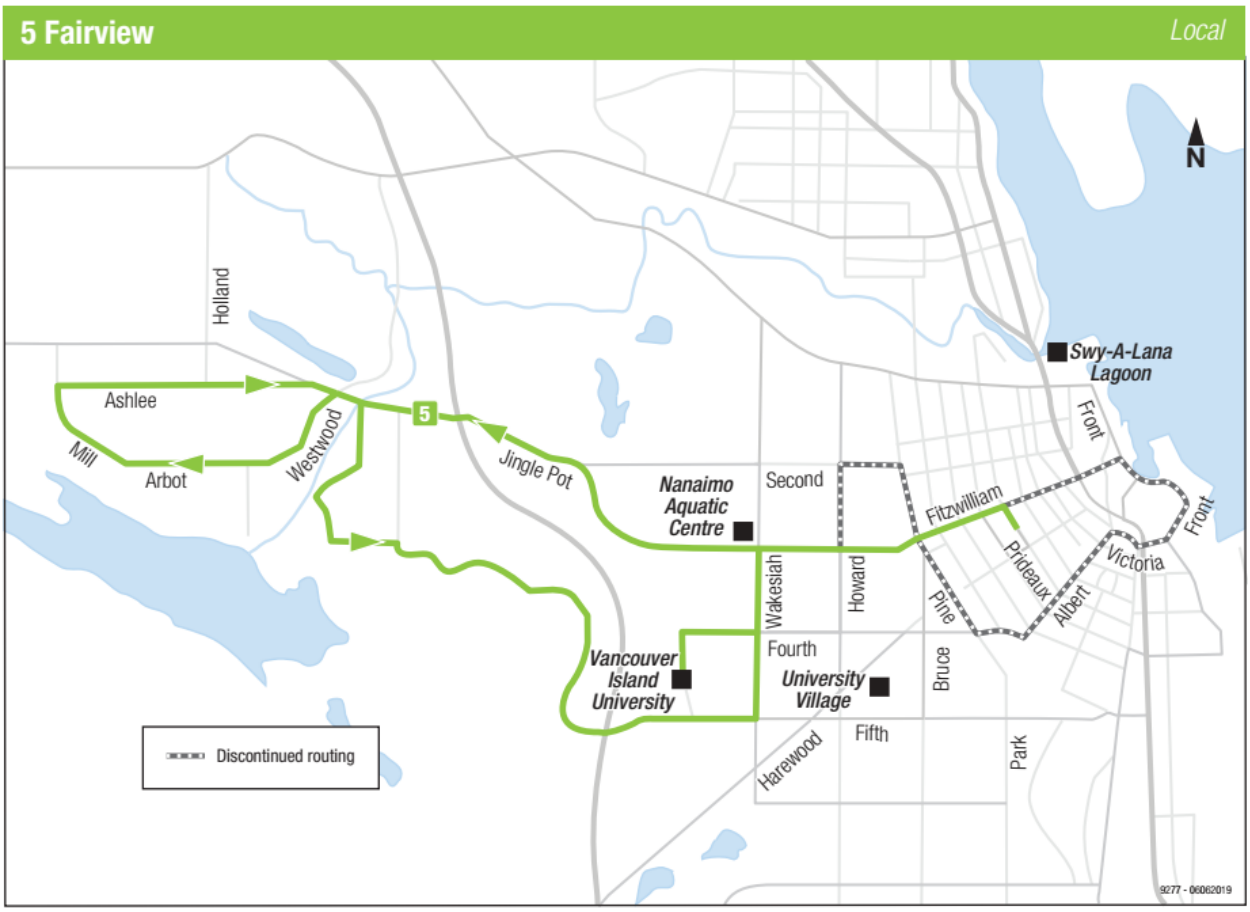


Figure 14: Proposed routing of route 5 Fairview

Design Principles:

- Services areas of demand
- Improves access to regional centres

Benefits:

- Potential opportunities to continue as route 8 Cedar

Considerations:

- Longer travel time may effect on-time performance
- Proposed route structure would discontinue service along Second Street, Pine Street, Albert Street and Front Street
- Proposed route would operate on roads currently not serviced by transit: Harwell Road and College Drive

Engagement Results:

- 59 per cent supported proposed changes
- 53 per cent indicated this change would work better or similar to current routing

Outcomes:

- Modified route proposal
- Continue servicing Vancouver Island University
- Provide service to College Heights, an area currently unserved by transit

Resources Required:

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
Package I: Restructure route by streamlining service between Prideaux Exchange and Vancouver Island University, and introduce service to College Heights. Introduce with existing levels similar to existing route 5	3,200	N/A	N/A	0
Package II: Increase weekday frequencies	5,000	15 min/ 30 min	6:00 a.m. to 12:30 a.m.	2
Package III: Increase weekend frequencies	900	30 min/ 60 min	Saturdays: 6 a.m. to 2 a.m. Sundays: 6 a.m. to 11 p.m.	1

Table 8: Proposed Service Improvements for route 5 Fairview

Route 6 Harewood

Route 6 Harewood connects the Harewood neighborhood to downtown Nanaimo and Vancouver Island University. Key destinations along the route include John Barsby Community School and University Village. The proposed service change realigns route 6 Harewood to service Bruce Avenue and Tenth Street and extends service to South Parkway Plaza.

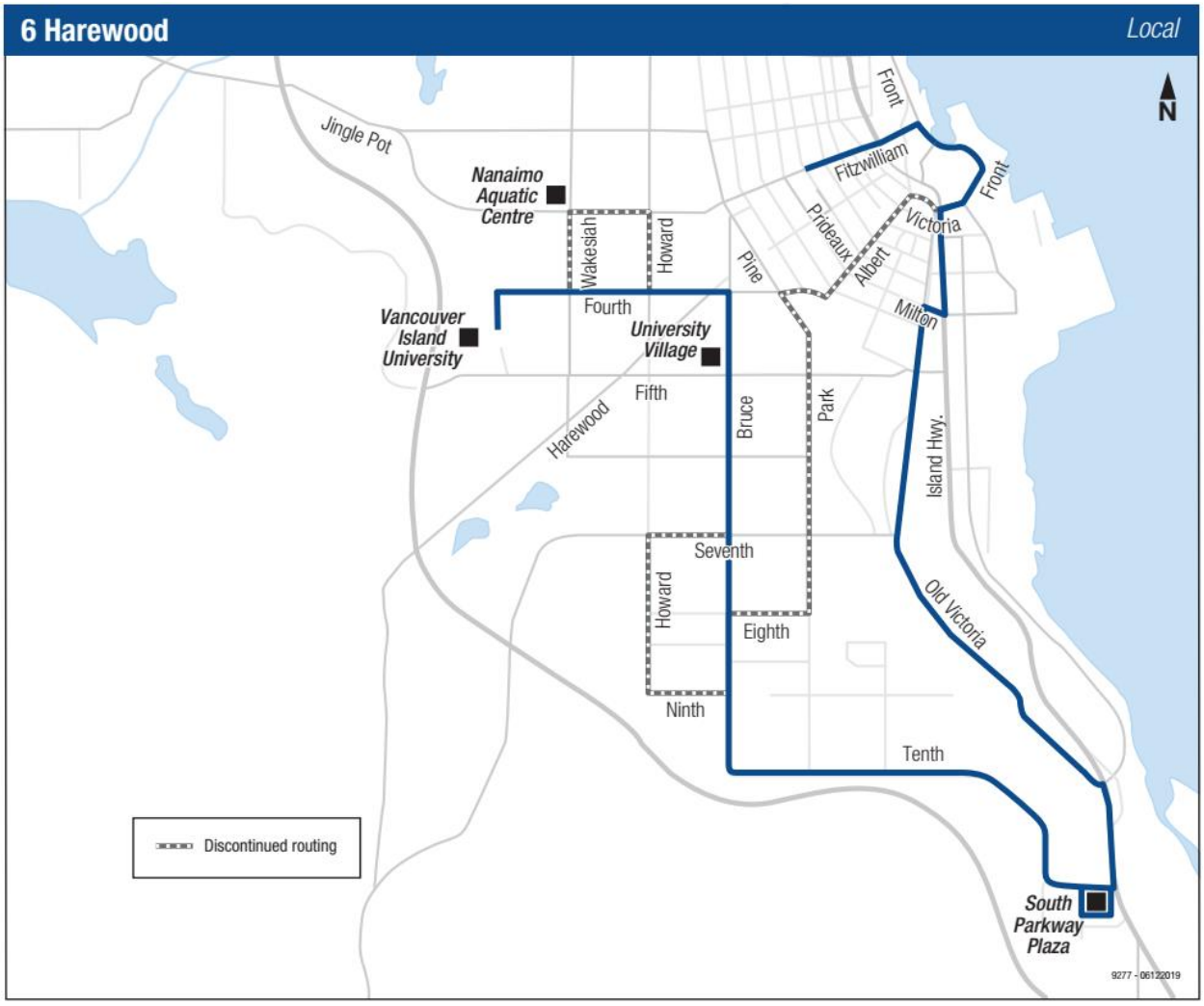


Figure 15: Proposed routing of route 6 Harewood

Design Principles:

- Improve access to regional centres
- Better service to areas of growing demand, including Bruce Avenue and Tenth Street
- More direct

Benefits:

- Provides service to South Parkway Plaza
- Services Tenth Street and Bruce Street

Considerations:

- Proposed new route would discontinue service on Albert Street, Park Avenue, Ninth Street, Howard Avenue and a segment of Wakesiah Avenue

Engagement Results:

- 85 per cent support these proposed changes
- 83 per cent indicated this would work better or similar

Resources Required:

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
Package I: Restructure route to provide service between Prideaux Exchange, South Parkway Plaza and Vancouver Island University	900	N/A	N/A	1
Package II: Increase weekday frequencies	8,500	15 min/ 30 min	6:00 a.m. to 12:30 a.m.	2
Package III: Increase weekend frequencies	1,300	30 min/ 60 min	Saturdays: 6 a.m. to 2 a.m. Sundays: 6 a.m. to 11 p.m.	1

Table 9: Proposed Service Improvements for route 6 Harewood

Route 7 Cinnabar

Route 7 Cinnabar connects Cinnabar to downtown Nanaimo with select trips that service Cedar. Key destinations include South Parkway Plaza in South Nanaimo and Port Place Shopping Centre in downtown Nanaimo. The proposed service change removes Cedar service from this route, which would be serviced by the proposed route 8 Cedar.



Figure 16: Proposed routing of route 7 Cinnabar

Design Principles:

- Simplifies route and is more direct

Benefits:

- Cinnabar residents do not need to travel through Cedar
- Provides connection to downtown Nanaimo
- Potential opportunities to continue as route 30 NRGH at Prideaux Exchange

Considerations:

- Transfer to route 8 Cedar at South Parkway Plaza for service to Vancouver Island University, Nanaimo District Secondary School and John Barsby Secondary School
- Proposed new route structure would discontinue service on Irwin Street, Victoria Road, Cedar Road, Holden Corso Road and Woodbank Road

Engagement Results:

- 85 per cent supported changes
- 80 per cent indicated this would work better or similar

Resources Required:

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
Package I: Restructure route by eliminating service to Cedar	(1,300)	N/A	N/A	0
Package II: Increase weekday frequencies	1,200	30 min/ 60 min	6:00 a.m. to 12:30 a.m.	1
Package III: Increase weekend frequencies	900	30 min/ 60 min	Saturdays: 6 a.m. to 2 a.m. Sundays: 6 a.m. to 11 p.m.	1

Table 10: Proposed Service Improvements for route 7 Cinnabar

2.2 Proposals for New Routes

This section provides summaries of three proposed new routes – 8 Cedar, 78 Cassidy and 70 Duke Point – and discusses the concept of an interregional service operated collaboratively with the Cowichan Valley Regional District.

Route 8 Cedar

Route 8 Cedar would provide service between Cedar and Vancouver Island University. Key destinations include South Parkway Plaza in South Nanaimo and Vancouver Island University. While this route is a new route, route 7 Cinnabar/Cedar is indicated – as discontinued routing – on the map below for reference.

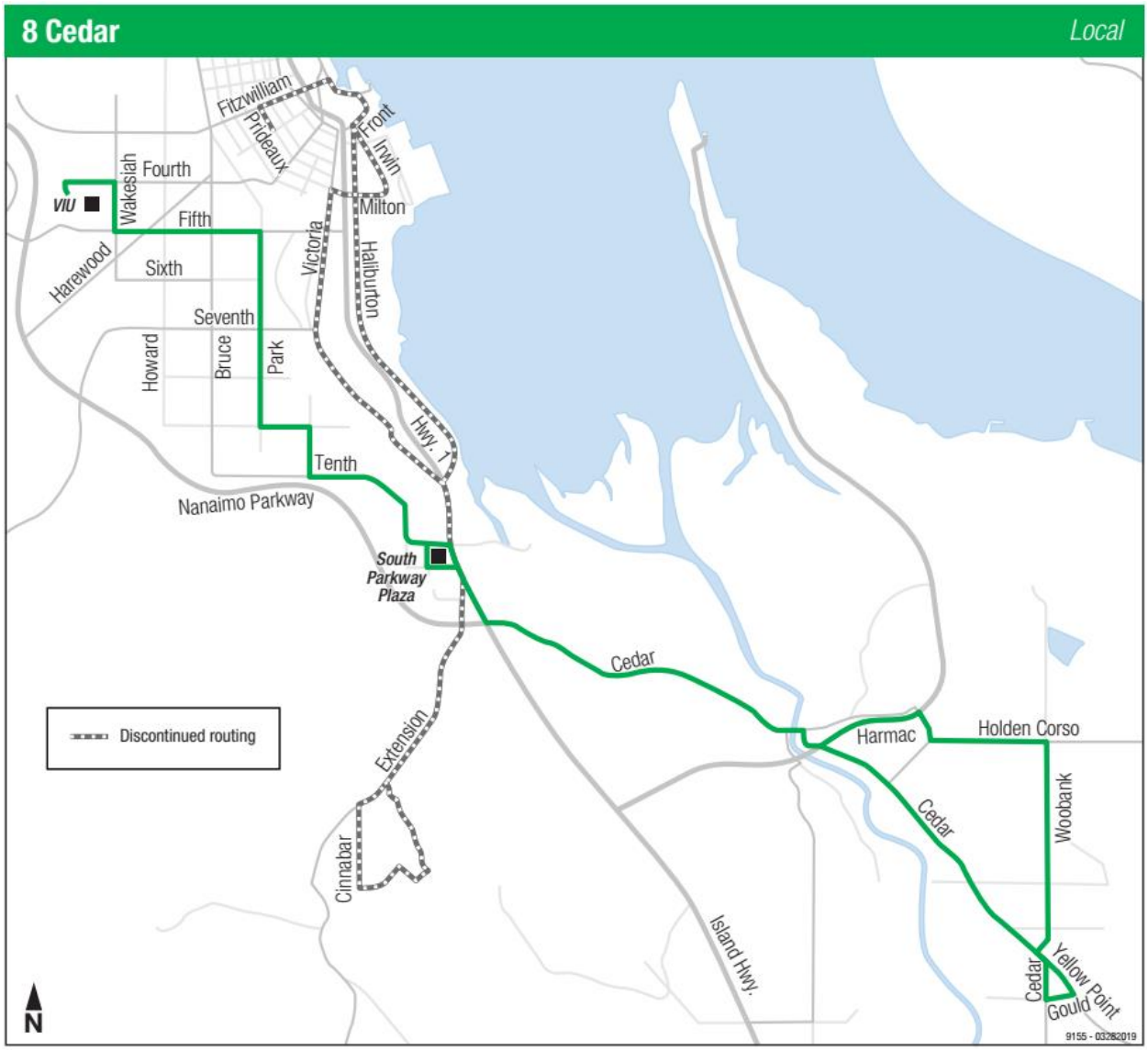


Figure 17: Proposed routing of route 8 Cedar

Design Principles:

- Better serves areas of demand, including Cedar, which currently has limited service
- Improves access to regional centres

Benefits:

- Provides more frequent service to and from Cedar to Vancouver Island University
- Potential opportunities to continue as route 15 VIU Connector at Vancouver Island University

Considerations:

- Transfer to route 7 Cinnabar/Cedar at South Parkway Plaza for service to downtown
- Should be established concurrent with replacement of 7 Cinnabar/Cedar with 7 Cinnabar as detailed in section 2.1

Engagement Results:

- 85 per cent supported changes
- 80 per cent indicated this would work better or similar

Resources Required:

Proposed Service Improvement	Est. Service Hours	Frequency Peak/Base	Service Span	Expansion Buses
Package I/II: Introduce new route to provide service between Cedar and Vancouver Island University	5,500	30 min/ 70 min	6:00 a.m. to 12:30 a.m.	3
Package III: Increase weekend frequencies	2,600	30 min/ 70 min	Saturdays: 6 a.m. to 2 a.m. Sundays: 6 a.m. to 11 p.m.	1

Table 11: Proposed Service Improvements for route 8 Cedar

Route 78 Cassidy

Route 78 Cassidy would provide the rural area of Cassidy with service. Key destinations include the Nanaimo Airport, South Parkway Plaza in South Nanaimo, and Downtown Nanaimo. Service should be flexible to accommodate demand at appropriate times for these destinations.

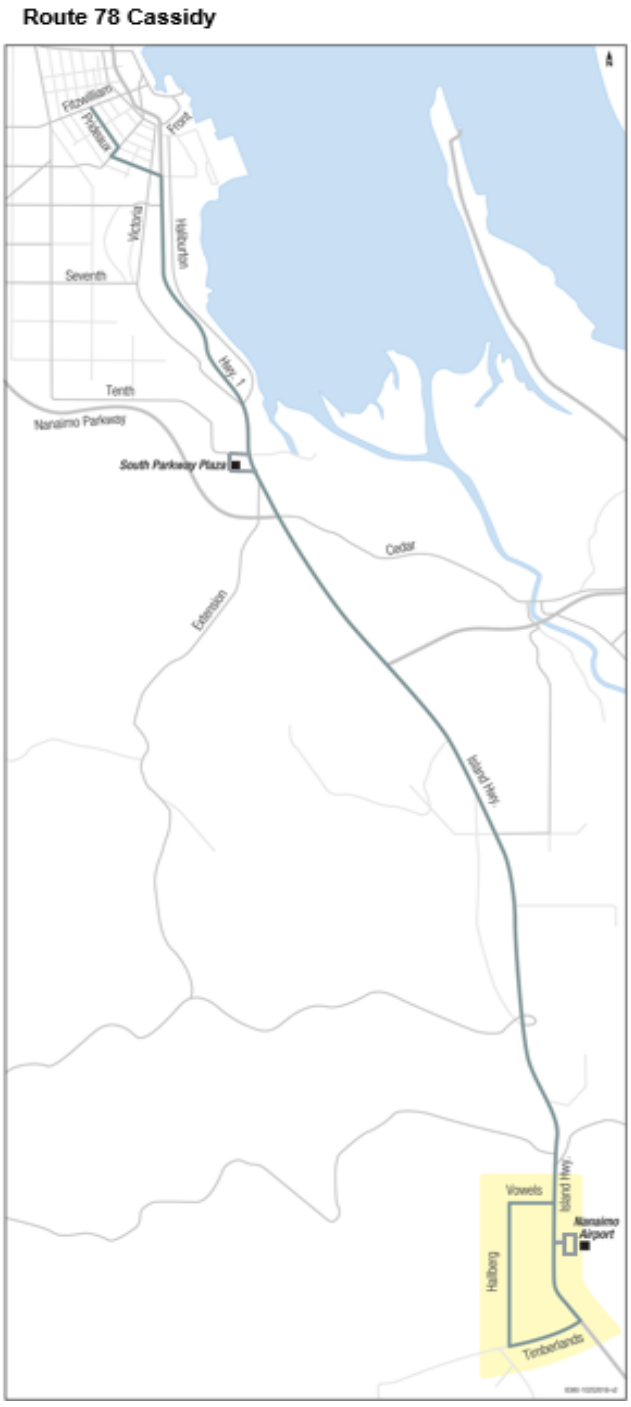


Figure 18: Proposed routing of route 78 Cassidy

Design Principles:

- Provides a valuable connection for a low income neighbourhood
- Creates connections to regional centres

Benefits:

- Provides service to Cassidy and Nanaimo Airport, which is currently unserved by transit

Engagement Results:

- 90 per cent supported route 78 Cassidy
- 90 per cent indicated this would work better or similar

Resources Required:

Proposed Service Improvement	Est. Service Hours	Frequency	Service Span	Expansion Buses
Package I: Implement Service	1,000	Every 2 hours 3 days per week	8:00 a.m. to 6:00 p.m.	1

Table 12: Proposed Service Improvements for route 78 Cassidy

Route 70 Duke Point

The route 70 Duke Point would provide service from downtown Nanaimo to the Duke Point Ferry Terminal and a nearby industrial area. The Duke Point terminal is currently not served by existing routes.

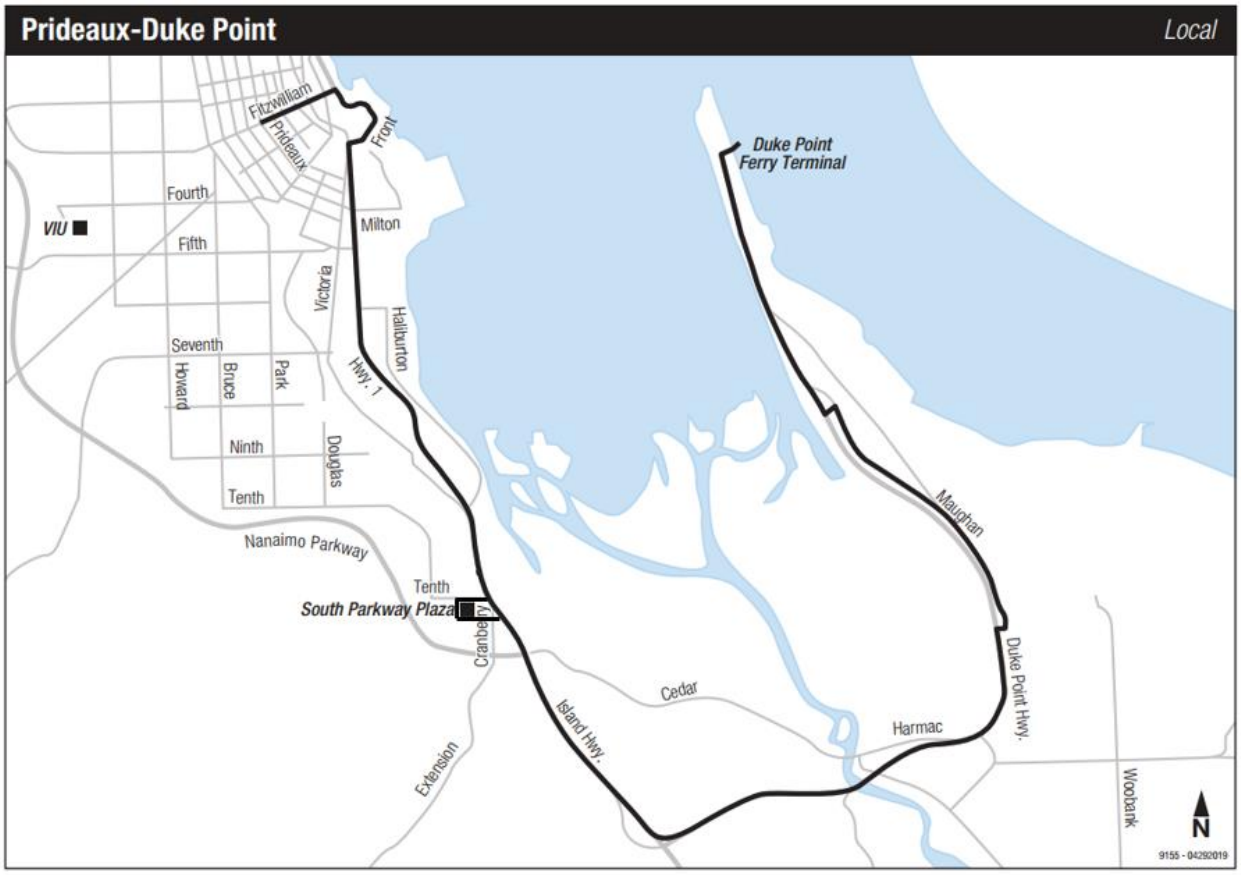


Figure 19: Proposed routing of route 70 Duke Point

Design Principles

- Services Duke Point Ferry Terminal and Cedar industrial areas
- Creates multimodal connections to Lower Mainland

Benefits:

- Connects the downtown core to Duke Point Ferry Terminal and surrounding industrial area, which is currently not serviced by transit

Resources Required:

Proposed Service Improvement	Est. Service Hours	Frequency	Service Span	Expansion Buses
Package I: Implement Service	5,000	Meet peak morning, midday, and peak evening ferry trips seven days per week	Scheduled per ferry schedule	2
Package II: Meet all ferry trips	TBD		Scheduled per ferry schedule	TBD

Table 13: Proposed Service Improvements for route 70 Duke Point

Interregional Service

Improved interregional transit service between Nanaimo and the Cowichan Valley was identified as a need through the consultation process and in the Transit Future Plan. Both regional districts have also identified improved interregional connections to the Comox Valley as a high priority.

Commuter travel to Vancouver Island University and downtown Nanaimo from Ladysmith are frequently indicated as destinations that would benefit from such a service. As well, service to the Nanaimo airport has also been identified as a need.

Interregional service would involve jointly administering the transit service and sharing the associated costs between the Regional District of Nanaimo and the Cowichan Valley Regional District. This presents specific challenges that are different from providing local service within the Regional District of Nanaimo. Before service could be implemented, an agreement between all parties would be needed that includes the following items:

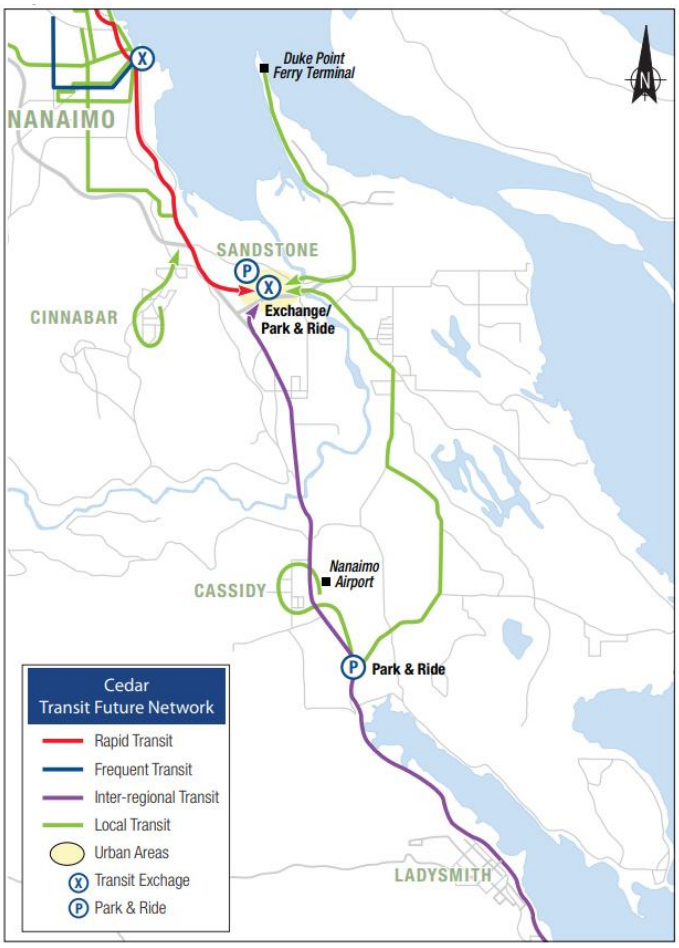


Figure 18: Possible Route to Cowichan Valley Regional District

- Development of a service plan and implementation timeframe as well as the development of a governance mechanism for changing service levels in the future;
- A cost sharing agreement outlining responsibility for both capital and operating costs;
- Development of a tariff strategy, fare structure and revenue sharing agreement specifically related to Inter-regional service that could potentially include allowing passengers to use their transit pass within the other transit system; and
- Development of an operational plan to deliver the service including where the service would be administered, who would operate the service, where the fleet would be maintained and identification of responsibilities for development and maintenance of associated infrastructure, such as transit stops and Park & Rides.

Developing a long-term agreement prior to implementing interregional services is essential to provide all parties with long-term stability. For example, without a long-term agreement outlining responsibilities one party could potentially opt out of the service agreement and leave the remaining party in a possibly unsustainable situation.

2.3 Service Implementation Plan

The following section details an implementation strategy over time for short to medium-term transit service improvements. The implementation plan prioritizes improvements in accordance the Service Improvement Priorities list with consideration to the annual hours of expansion.

	Implementation Priorities	Service Hours Required	Buses Required
1	Restructure routes 7 Cinnabar and 30 NRGH. Introduce routes 8 Cedar and 78 Cassidy.	5,200	4
2	Restructure routes 5 Fairview, 6 Harewood, and 40 VIU Express.	5,000	4
3	Introduce route 70 Duke Point	5,000	2
4	Increase service on South Nanaimo routes	TBD	TBD
5	Establish interregional service with the Cowichan Valley Regional District	TBD	TBD

Table 14: Transit Service Implementation Plan

3 Initiatives

3.1 Infrastructure Planning

3.1.1 Rapid Bus

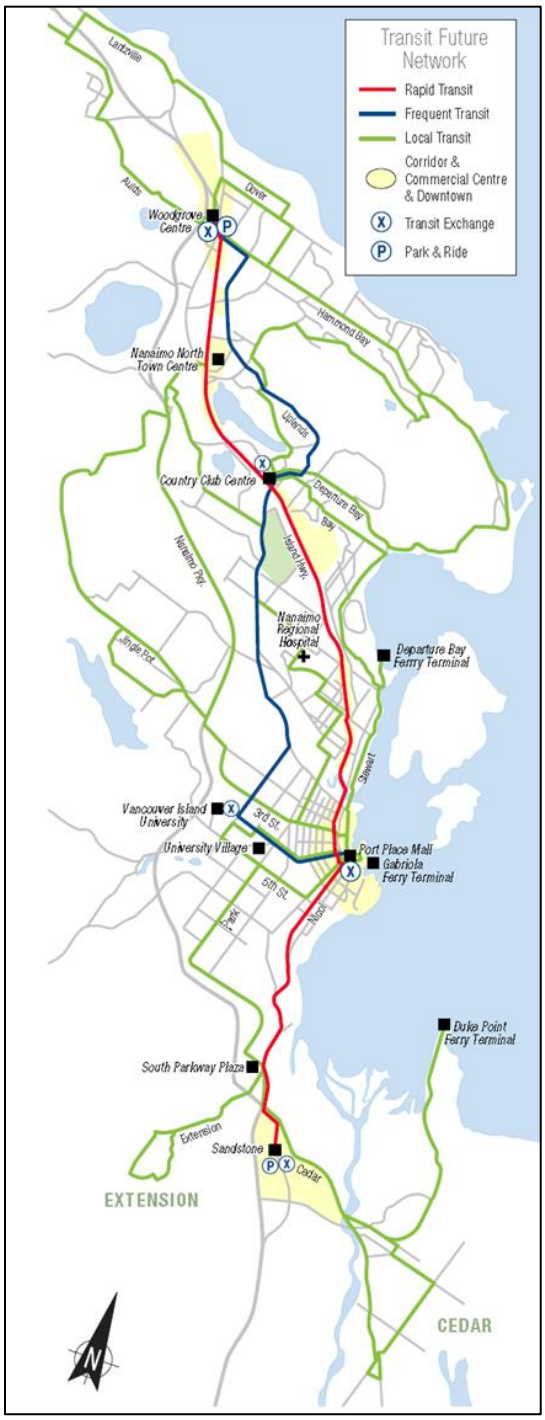


Figure 19: Potential Approximate Routing of Rapid Bus

Rapid Bus services are designed to move high volumes of passengers between major regional destinations along key transportation corridors. Service is very frequent (at least 15 minutes between 7:00 a.m. and 10:00 p.m.) throughout the week and stops less often than traditional transit services. Investments in Rapid Bus infrastructure, technology, vehicles, and service levels combine to increase system performance. To improve travel time and reliability, Rapid Bus services may utilize an exclusive or semi-exclusive right-of-way to eliminate or significantly reduce the impact of general traffic on transit vehicles. Rapid Bus services use high capacity buses and may include future investments along the corridor in transit priority measures, right-of-way improvements, premium transit stations, corridor branding, and off-board ticketing.

Rapid Bus services provide a critical component of a comprehensive transit network that would meet the existing and future needs within the Regional District of Nanaimo. Preliminary review of opportunities for Rapid Bus service suggests increased service levels on route 50 Downtown/Woodgrove in tandem with a restructured route for direct service and investments in infrastructure to establish a Rapid Bus corridor between Woodgrove Centre and the City of Nanaimo Downtown. These changes will involve increases to the frequency and span of service. Planning for a Rapid Bus service entails a planning study with the following objectives:

- Determine the transit alignment right-of-way;
- Identify opportunities for transit priority;
- Identify Rapid Transit Station locations;
- Plan for expanded transit exchanges in the downtown Nanaimo, Woodgrove Mall and Country Club Centre; and
- Provide an implementation strategy to phase infrastructure and service improvements.

3.1.2 Exchanges

Transit exchanges are typically located within the activity centres of the community, such as downtown, village centres, and shopping malls, in order to provide walkable connections with popular destinations and support existing land use patterns. If appropriately designed, transit exchanges can become effective multi-modal exchanges and pedestrian-oriented sites.

Transit exchanges should provide:

- Weather protection;
- Seating;
- Transit route and schedule information;
- Lighting; and
- Bicycle parking.

The exchanges in the Regional District of Nanaimo include Prideaux Exchange, Country Club Exchange, Vancouver Island University, and Woodgrove Exchange. Significant infrastructure improvements are immediately required to accommodate transit expansion.

The Transit Future Plan identified the need for a downtown transit exchange to support the implementation of the Transit Future Network and the land use strategy of the City of Nanaimo's downtown. Planning is underway to identify how a new transit exchange in the Downtown Nanaimo Waterfront District would be integrated with other adjacent land uses. The transit exchange should be located within an active pedestrian-oriented area along the future Rapid Transit alignment that is large enough to accommodate future growth in transit services. Amenities at the transit exchange should include transit shelters, benches, transit customer information and cycling facilities.

An interim effort has been carried out to temporarily relocate the Prideaux Exchange. The improvements detailed in Transit Future Plan support peak period transit service to increase from 45 buses per hour to over 130 buses per hour over the next 20 years.

In 2018, planning work was undertaken to develop transit exchange options to support anticipated growth. Three locations for development of new exchanges have been identified and are being evaluated for amenities and requirements. Once complete, the parties will pursue federal funding to offset costs. The following exchanges and amenities have been included:

Woodgrove Centre Exchange: This project will consist of either exchange upgrades or construction of a new exchange including:

- Up to eight bus bays and six layover bus bays
- Up to eight bus shelters
- Ancillary pedestrian wayfinding enhancements
- Lighting and landscaping

Country Club Centre Exchange: This project will improve the existing Country Club Exchange by expanding bus bays, passenger amenities and public realm improvements to further improve the transportation network, and facilitate passenger connections including:

- Construction to provide ten on-street bus bays
- Ten shelters
- Roadway and pedestrian improvements on Norwell Drive
- Lighting and landscaping

Downtown Exchange: This project will replace the existing Prideaux Exchange with a new exchange in a better location that will include the following:

- Up to ten bus bays and bus layover bays
- Up to four shelters
- Ancillary pedestrian wayfinding enhancements
- Roadway enhancements
- Lighting and Landscaping

Preliminary work on the development of these exchanges and amenities has identified a capital budget of approximately $16 million in 2018 dollars.

3.1.3 Bus Stops

The Regional District of Nanaimo Transit Future Plan identified locations where investments are required for key stops on the route 40 VIU Express. Investments for new bus stop amenities should be made on bus stops with the greatest number of boardings, as evidenced by Automatic Passenger Count Data. Transit stops with lower levels of passenger activities should, at a minimum, meet accessibility guidelines and provide a bench. BC Transit's Infrastructure and Design Guidelines provides additional design recommendations and engineering specifications for bus stops and transit exchanges.

The table below identifies key bus stops within the area of this Local Area Plan with high boarding activity and no existing shelter. These stops should be prioritized as funding becomes available or opportunities arise.

Bus Stop Location	Bus Stop ID	Average Daily Boardings
Victoria at Albert (EB)	109773	83
Wakesiah at Foster (SB)	109769	76
Bowen at Pryde (SB)	110469	66
Bastion at Skinner (WB)	110497	52
11th St 40 block (WB)	110158	51
5th at Hillcrest (WB)	110068	47
Bowen at Caspers (WB)	110076	47

Table 15: Bus Stop Activity

3.2 Matching Vehicle Type with Service Design

Current ridership levels within the Regional District of Nanaimo Transit System presents a potential opportunity to use smaller vehicles on lower capacity trips, which will increase operational efficiency allowing for savings to be reinvested back into the system. To explore this opportunity, BC Transit and the Regional District of Nanaimo will review data in closer detail to evaluate the potential benefits and impacts of adding a smaller vehicle type to the existing fleet and to develop an implementation scheme. Automatic Passenger Counter data can be used to inform trips that could employ a lower capacity vehicle. Analysis shall include consideration of scheduling and cost implications. Evaluation of alternative fuel technologies can also be explored.

The graph below identifies routes that provide opportunities for potential bus right sizing by comparing average bus capacity to the maximum number of passengers on a trip at the busiest time during the trip. Persuant to the graph below, the following routes should be considered for right-sizing: 7 Cinnabar/Cedar, 11 Lantzville, 25 Ferry Shuttle, 88 Parksville, 97 Eaglecrest, 98 Qualicum Beach and 99 Deep Bay.

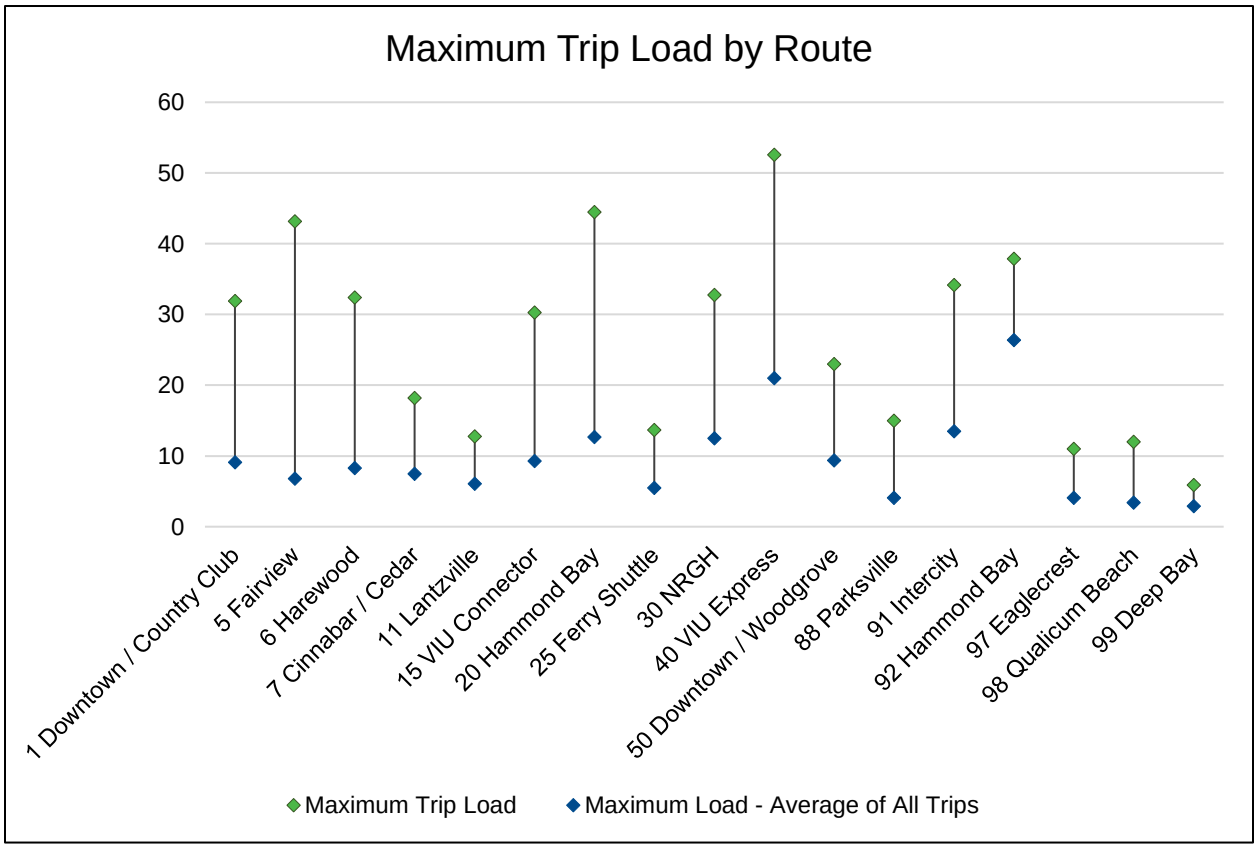


Figure 20: Maximum Load on all RDN Routes

4 Emerging Technology

New emerging technologies will have a direct impact on future mobility. Mobility as a service, autonomous and electric vehicles, and other emerging bus technologies have the potential to reshape how people choose to move throughout their communities.

The following section outlines some of these future technologies and how they could potentially affect the transit system in the South Nanaimo area.

4.1 Fleet-Related Technology

BC Transit is committed to continuously enhancing the rider experience. As part of this endeavour, BC Transit is moving forward with the installation and development of technology initiatives to improve efficiency, increase security and put passengers in control of their BC Transit experience. SmartBus is a major BC Transit project with the goal of improving fleet technology.

4.1.1 SmartBus

Phase 1

The first phase of the SmartBus program at BC Transit introduces real-time bus information, automated stop announcements, and closed circuit TV Cameras onboard each bus. The implementation of these bus technology improvements within the Regional District of Nanaimo Transit System have already been completed.

Phase 2

BC Transit is beginning a review of fare technology and fare payment systems with the intent to move to an advanced fare collection system.

The review process includes an assessment of BC Transit fare collection systems and industry wide trends in fare collection systems for transit. Recommendations from the review suggest BC Transit move towards an advance system where the customer brings their own ticket (i.e. mobile app, bank card) and includes the required onboard electronic readers and software systems to allow onboard validation/payment, and back office accounting and data management. In 2018, a request for information (RFI) to industry suppliers and subject matter experts is anticipated in order to validate the recommendations identified by the review and to collect the required information needed to write a business case for the project. Afterwards, a business case will be completed and an RFP for evaluation and response by industry suppliers will be posted."

To validate the recommendations presented in the report and collect the required information necessary to write a business case for the project a request for information (RFI) to industry suppliers and subject matter experts was posted.

The next step is to complete the business case and post an RFP for evaluation and response by industry suppliers. The intent of the RFP is to select a contractor to help BC Transit make an advanced fare collection system a reality.

4.1.2 Electric Buses

BC Transit began trialing an electric bus within the Victoria Regional Transit System in January 2018. The trial will give BC Transit a better understanding of the capabilities, range, and

operational processes and requirements of modern electric bus technology. Based on the results from this trial there may be opportunities to consider electric bus technology in other parts of the Province in the future.

4.2 Mobility as a Service

Mobility as a Service (MaaS) is the transition away from personally-owned forms of transportation to mobility options that are purchased as a service. Recent technology improvements have provided consumers options to plan, reserve, and pay for travel using an application on their electronic device. Mobility as a Service applications are capable of combining multiple travel modes into one trip, allowing multi-modal travel options for customers including walking, public transit, car share, bike share, or ride hailing.

Car and Bike Sharing

Car and bike sharing leverages the sharing economy to extend the benefits of car or bicycle ownership to individuals without the upfront costs, maintenance, and storage required for ownership. Touted benefits of car and bicycle sharing include decreasing the incidence of car ownership and promoting multimodal travel within communities, which could help build transit ridership within a community. Car and bike sharing programs can help address the first and last mile issue with transit; in other words, car and bike sharing services can extend the reach of transit by connecting transit riders between a bus stop and their trip origin or destination.

There are several different car sharing models including station based, A to B, and free-floating models. Further, there are several different car sharing business models including business to consumer, business-to-business, peer to peer, and not for profit. Similar to car sharing, there are several different bicycle sharing models include docked, dockless, workplace pool bikes, bike loans, and peer to peer sharing. Another distinguishing factor within these models is whether the bikes are geofenced or not. Many transportation-sharing services are currently seeing significant investment as technology improvements and profitable business models emerge for these services.

Ride Hailing

Ride hailing is the provision of immediate or on-demand service whereby a vehicle and driver are hired for a fee to transport a passenger, or a small group of passengers, between locations of their choice. This service may be provided by either Transportation Network Companies (TNCs) or traditional taxi operators. Although ride hailing from TNCs such as Uber or Lyft is not currently permitted in British Columbia, Provincial Legislation is currently being considered to permit and regulate the operation of TNCs within BC. As seen in many other cities that currently permit TNCs, the widespread adoption of ride hailing services can either supplement or substitute for existing fixed-route transit services depending on various contextual factors.

Autonomous Vehicles

Autonomous vehicle technology is rapidly emerging, and has the potential to drastically alter the way people move throughout their communities. The widespread implementation of autonomous vehicles would change the variety and cost of mobility options available to the public, and consequently may have implications for how public transit is planned and delivered. By changing how people get around, the emergence of autonomous vehicle technology also has implications for future land use and transportation related policy and infrastructure.

5 Moving Forward

5.1 Funding the Plan

To achieve the goals of this Local Area Plan, capital and operating investments in the transit system will be required over the next one to seven years. Annual operating costs are based on service hours that are projected to increase 60,000 hours. The plan also calls for capital investments that include:

- An additional 25 buses added to the transit fleet;
- New transit exchanges or upgrades to transit exchanges; and
- Improvements to customer amenities at transit stops.

Given the level of transit investment anticipated over the coming decades, BC Transit and its funding partners will need to evaluate stable and predictable funding sources beyond the existing mechanisms.

5.2 Keys to Success

To guide the plan from vision to reality will require an on-going dialogue between the Province, BC Transit and the Regional District of Nanaimo on transportation policy, funding and the connection between land use and transit planning.

The South Nanaimo Local Area Transit Plan builds upon the Transit Future Plan as well as local land use and transportation plans and will be used to support the vision and direction for transit in the region. Steps required for the success of the plan include integrating the transit strategy into other municipal projects, supporting travel demand management measures, transit-oriented development and transit-friendly land use practices.

This plan will be presented to the Regional District of Nanaimo's Transit Select Committee and Board for approval. Upon approval, service improvements identified within this Local Area Plan will be added to the Regional District of Nanaimo Service Improvements Priorities List, which prioritizes transit improvements for the entire region. Service improvements will be integrated into the three year Transit Improvement Process (TIPs), which is updated on an annual basis. Prior to implementation of service changes, BC Transit planning staff will work with staff at the Regional District of Nanaimo to ensure service improvements appropriately reflect local needs. Additional targeted engagement may be conducted. A Local Area Transit Plan for North Nanaimo will be developed in the coming year to identify service and infrastructure improvements for that area.

Appendix A – Population Density

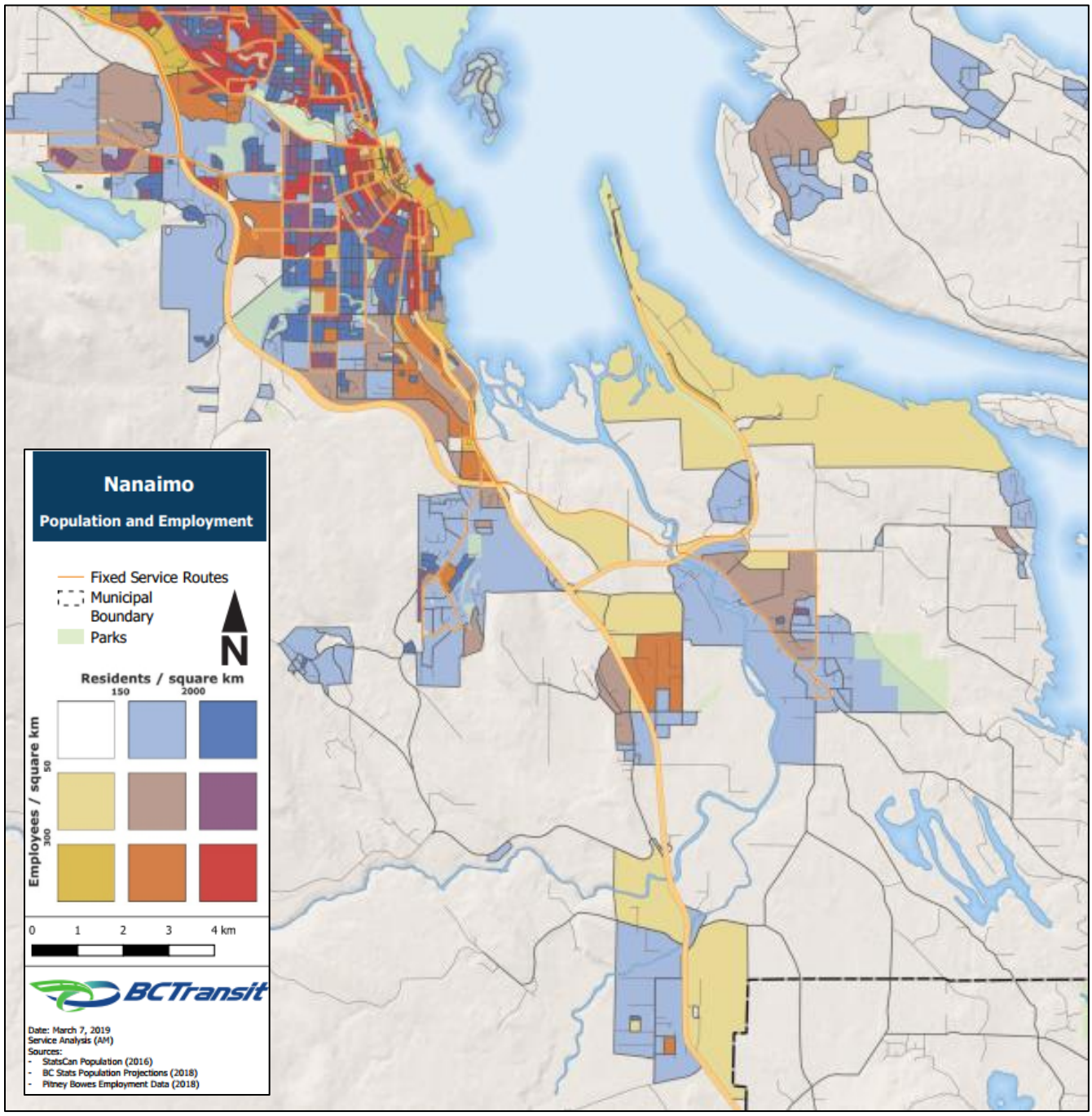


Figure 21: RDN Density Map

Appendix B – Bus Stop Activity Maps

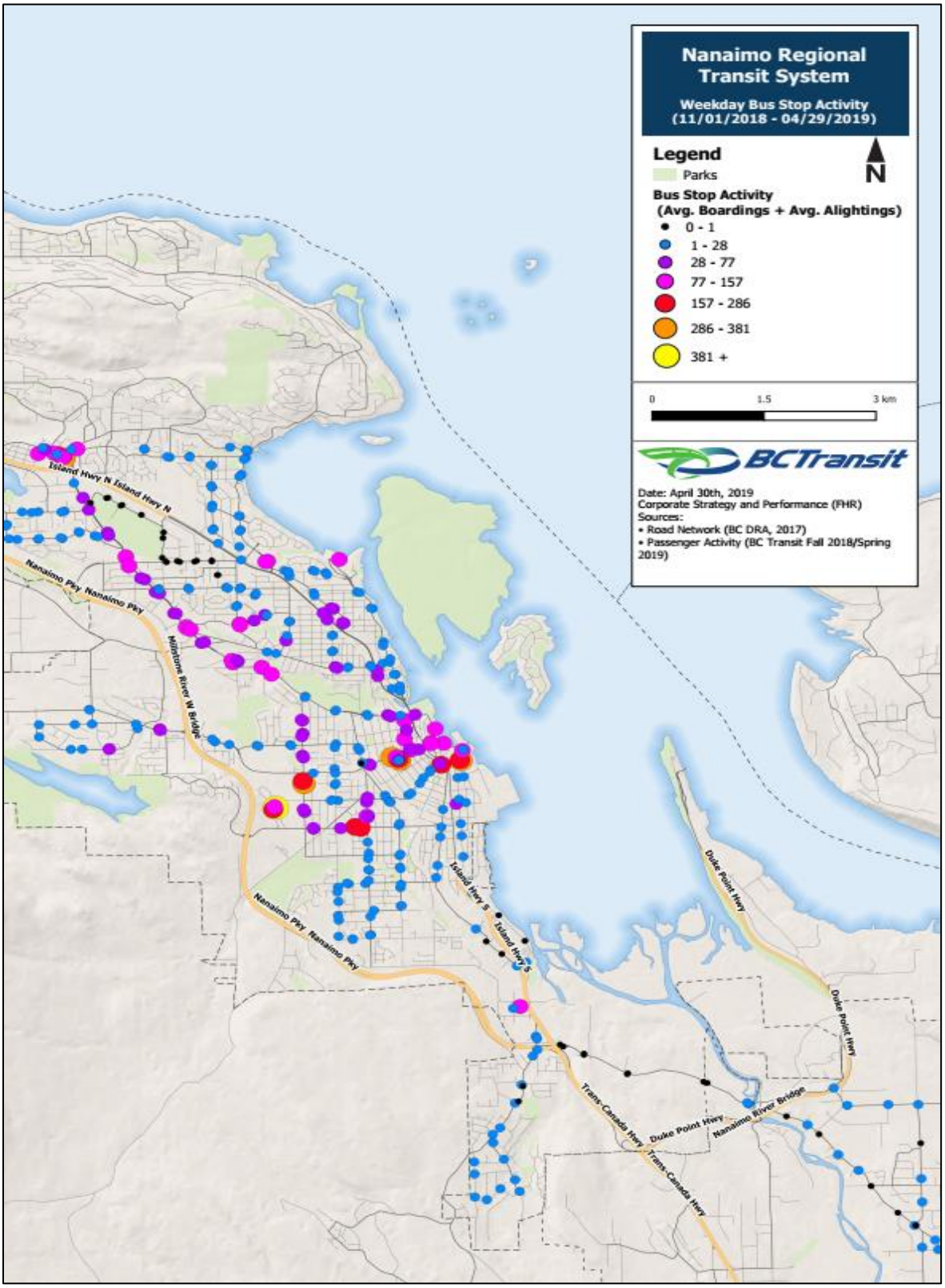


Figure 22: Average Weekday Boarding and Alightings

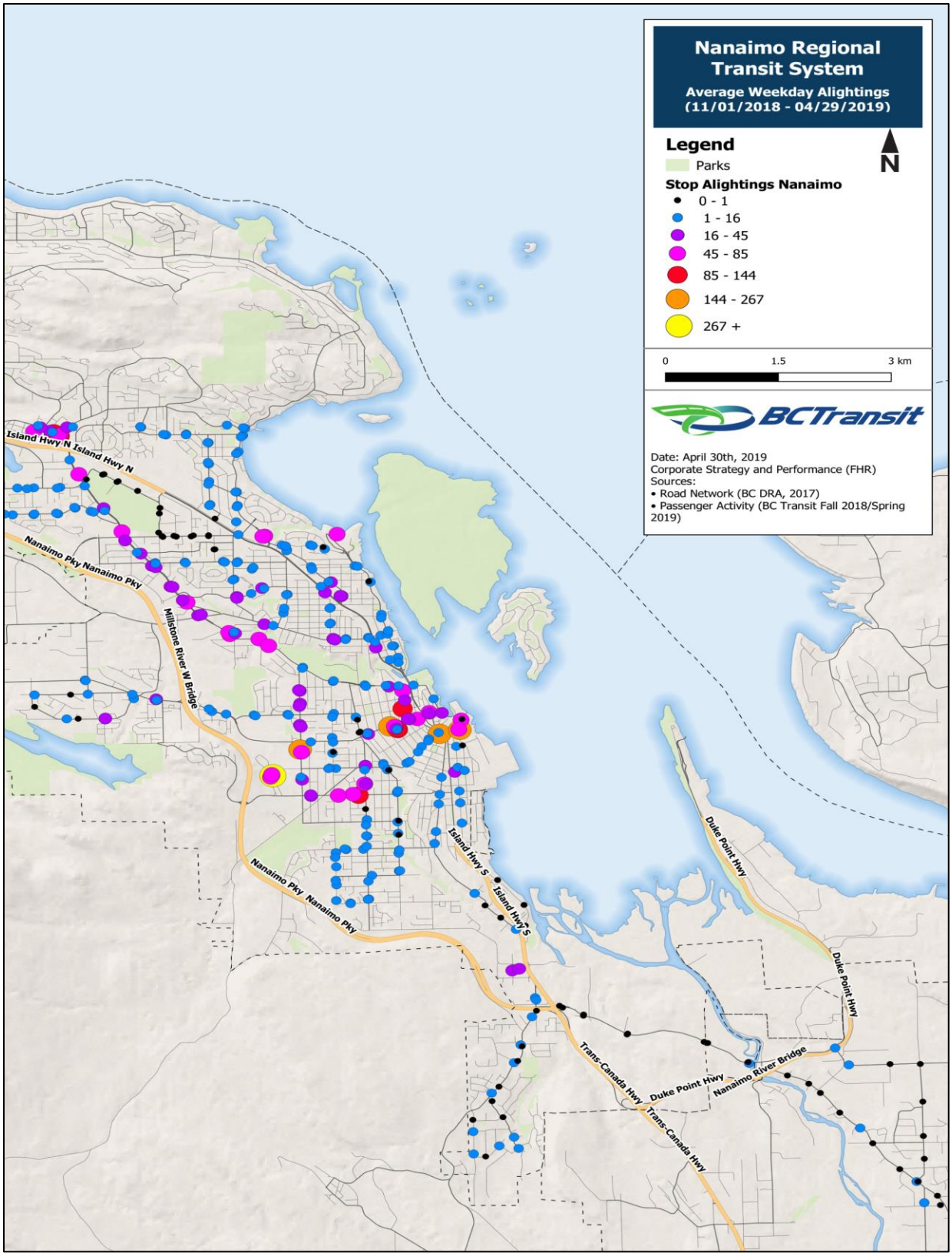


Figure 23: Average Weekday Alightings

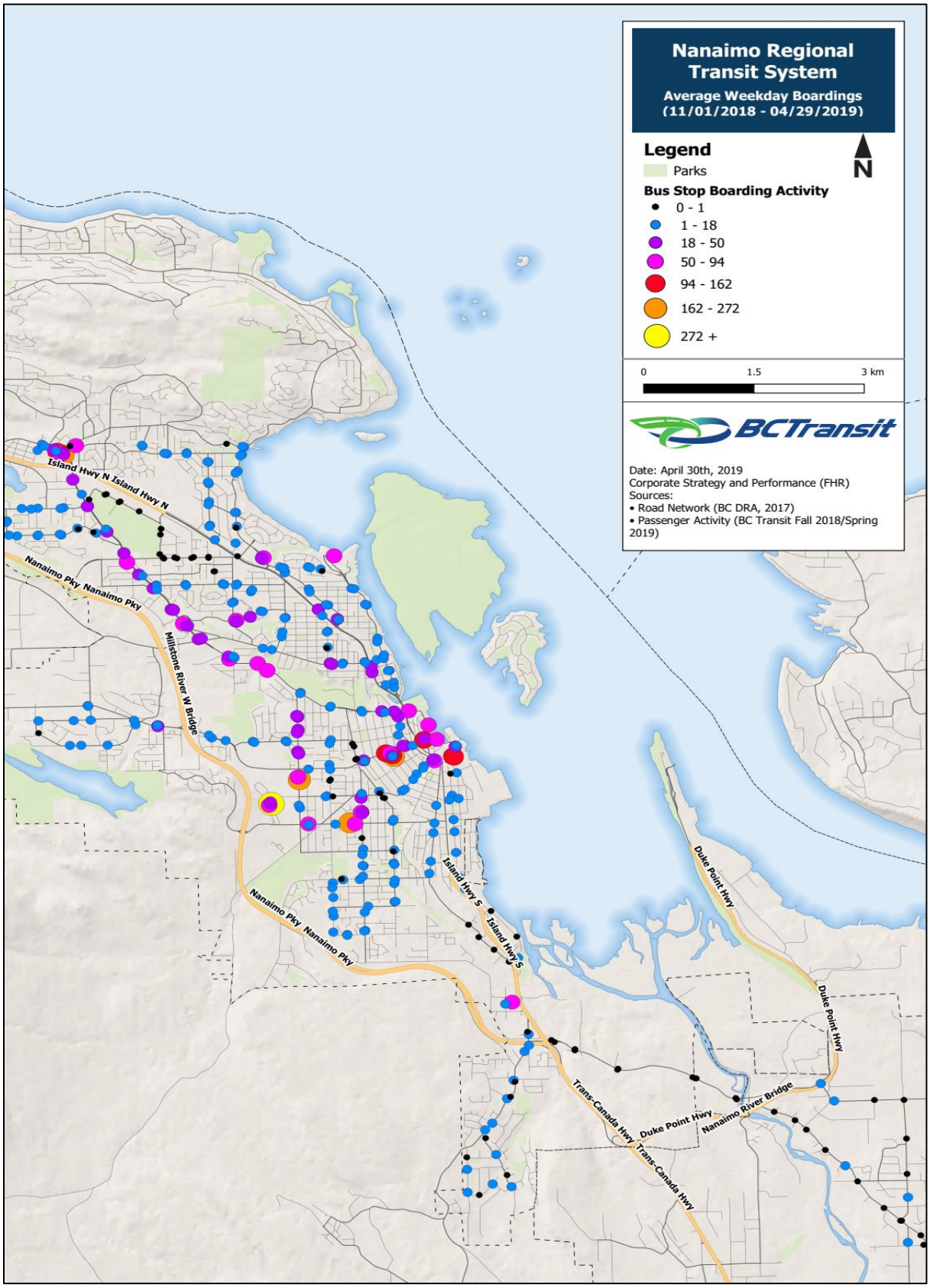


Figure 24: Weekday Boardings

Appendix C – Individual Route Performance

Frequent Transit	Trips Operated Daily	Daily Service Hours	Daily Revenue Hours	Daily Boardings	Boardings / Trip	Boardings / Rev. Hr.
Target					**30.0**	**40.0**
40 - VIU Express	97	109.0	86.2	3,883	42.3	46.6
Local Transit						
Target					**20.0**	**30.0**
5 - Fairview	29	30.6	22.0	351	15.0	22.3
6 - Harewood	37	19.6	15.6	516	14.0	30.6
7 - Cinnabar / Cedar	33	38.3	28.5	520	19.4	24.9
30 - NRGH	57	63.4	48.8	1,411	24.8	27.3

Table 16: Weekday Route Performance

Frequent Transit	Trips Operated Daily	Daily Service Hours	Daily Revenue Hours	Daily Boardings	Boardings / Trip	Boardings / Rev. hr.
Target					**30.0**	**40.0**
40 - VIU Express	48	52.8	42.3	2,297	47.9	56.4
Local Transit						
Target					**20.0**	**30.0**
5 - Fairview	24	24.0	17.7	238	11.6	18.6
6 - Harewood	30	14.5	11.9	343	11.4	27.4
7 - Cinnabar / Cedar	26	25.5	22.2	367	17.6	24.0
30 - NRGH	48	53.3	41.9	864	18.0	25.7

Table 17: Saturday Route Performance

Frequent Transit	Trips Operated Daily	Daily Service Hours	Daily Revenue Hours	Daily Boardings	Boardings / Trip	Boardings / Rev. Hr.
Target					**30.0**	**40.0**
40 - VIU Express	27	28.6	23.3	1,225	49.6	55.4
Local Transit						
Target					**20.0**	**30.0**
5 - Fairview	17	18.1	13.6	179	11.9	17.8
6 - Harewood	22	10.6	9.1	253	11.5	26.8
7 - Cinnabar / Cedar	18	20.1	16.8	253	16.9	22.3
30 - NRGH	22	25.1	19.2	556	25.3	30.0

Table 18: Sunday Route Performance

Route	Average Maximum Load	Total Maximum Load
40 VIU Express	21.4	52.6
5 Fairview	8.8	43.2
6 Harewood	8.9	32.4
7 Cinnabar / Cedar	10.1	18.2
30 NRGH	13	32.8

Table 19: Maximum Load by Route

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO: Transit Select Committee **MEETING:** July 11, 2019

FROM: Darren Marshall
Manager, Transit Operations **FILE:** 2240 -20- TAOA

Subject: 2019 – 2020 Conventional and Custom Transit Annual Operating Agreement

RECOMMENDATION

That the 2019/2020 Conventional and Custom Transit Annual Operating Agreements with BC Transit be approved.

SUMMARY

The Annual Operating Agreement (AOA) (Attachment 1) between the Regional District of Nanaimo (RDN) and BC Transit is renewed on an annual basis, providing cost-sharing service arrangements for Conventional and Custom Transit services in Electoral Areas A, C, E, G, and H, Town of Qualicum Beach, City of Nanaimo, District of Lantzville and City of Parksville for the period of April 1, 2019 to March 31, 2020.

The Annual Operating Agreement is an agreement governing items such as service specifications, payment schedules, fares and days/hours of service that will be provided for cost-sharing purposes. As with previous Annual Operating Agreements, there are costs that fall outside the scope of the annual agreement.

BACKGROUND

The funding model with the Province provides for base operating funding over the three-year period from 2018/19 to 2020/21. BC Transit gained approval from the Provincial budget in 2018, for the new three-year funding agreement.

The 2019/2020 AOA includes an overall increase of 4% in total costs for conventional and custom transit largely as a result of higher advertising revenue (ads on buses), lower lease fees offset by increased wages and the cost of two (2) additional Compressed Natural Gas (CNG) buses. Overall with direct operating costs, lease fees and BC Transit management fees taken into account, there is a 4% increase in total operating costs for the entire system.

An overall increase in revenue of 8% is attributed to the increase in farebox tickets and passes revenue, tickets and passes, as well as $101,000 (80.3% increase) for bus advertising revenues offset somewhat by a $9,000 decrease in Custom Transit revenue.

Scheduled revenue hours have increased by 3.8% due to the January 2019 service expansion. This translates to a small increase in overall revenue as noted above. Specific to conventional transit, there is a 2.2% increase for all fixed cost items, which includes driver's wages. Fuel costs

have increased by 5.3% due to the 2019 expansion adding two additional buses to the fleet. The 2.8% decrease in lease fees (result of expiration of transitional standardized lease fees) and an increase of 6.0% for the BC Transit management fee.

For custom transit, the largest change is a $17,000 (67%) increase in custom tires resulting from a change in the BC Transit billing process. However, there was a $7,000 (2.9%) total decrease in lease fees as the ARBOC Custom buses reach the end of their useful life (5 years).

Over the entire transit system, a net municipal share decrease of 9.6% 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 2019 budget for transit services and is compliant.

ALTERNATIVES

1. That the 2019/2020 Conventional and Custom Transit Annual Operating Agreements with BC Transit be approved.

2. Do not approve the 2019/2020 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 2019 to March 2020 Conventional Transit AOA total cost budget is $14,486,027 and the total revenue budget is $4,866,569. The net cost to the RDN under the AOA cost sharing agreement is $3,756,142 (including local government share of lease fees). BC Transit's share of costs is $5,156,056.

Under the April 2019 to March 2020 Custom Transit AOA, the total budget is $2,199,959 for costs and $175,750 for revenue. The net cost to the RDN under the AOA is $725,036 (including local government share of lease fees) and BC Transit's share of costs is $1,129,857.

These costs correspond with the approved RDN 2019 budget for transit services. This is based on BC Transit's April 2019 to March 2020 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, advertising done outside the AOA marketing budget and janitorial services.

An AOA amendment will be brought forward later in the 2019/20 AOA term to reflect a proposed January 2020 expansion involving the addition of 5,900 annual transit service hours.

Conventional Transit

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

CONVENTIONAL	2018-2019 AOA	2019-2020 AOA	$ CHANGE	% CHANGE
Fixed Costs (total cost, overhead, admin. wages)	$1,002,735	$1,024,795	$22,060	2.2%
Variable Hourly Costs (total cost, drivers' wages and benefits)	$6,811,693	$7,133,747	$322,054	4.7%
Fuel (total cost, CNG/Diesel fuel station maintenance)	$544,575	$587,010	$42,435	7.8%
Vehicle Maintenance (running repairs)	$1,338,726	$1,479,046	$140,320	10.5%
Lease Fees (local share, mainly buses) (local share 53.31%)	$2,137,570	$2,061,238	($76,332)	-3.6%
BC Transit Management Fees (local share)	$678,131	$721,052	$42,921	6.3%

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 2019/20 AOA are decreases in CNG lease fees offset by increases for BC Transit management fees and variable hourly costs.

Custom Transit

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

CUSTOM	2018-2019 AOA	2019-2020 AOA	$ CHANGE	% CHANGE
Fixed Costs (total cost, overhead, admin. wages)	$223,141	$228,050	$4,909	2.2%
Variable Hourly (total cost, drivers' wages and benefits)	$1,072,034	$1,095,844	$23,810	2.2%
Fuel (total cost, fuel and tires)	$167,648	$186,709	$19,061	11.4%
Vehicle Maintenance (running repairs)	$163,353	$170,613	$7,260	4.4%

Lease Fees (local share, mainly buses) (local share 33.31%)	$252,700	$245,608	($7,092)	-2.8%
BC Transit Management Fees (local share)	$112,634	$115,938	$3,304	2.9%

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. However, there was a $7,000 (3.1%) decrease in lease fees as the ARBOC Custom buses reach the end of their useful life (5 years).

Costs for the RDN portion of the 2019 – 2020 AOA correspond with the approved RDN 2019 budget.

STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.



Darren Marshall
dmarshall@rdn.bc.ca
June 19, 2019

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

Attachment:
1. 2019/2020 RDN Annual Operating Agreement

NANAIMO

ANNUAL OPERATING AGREEMENT
(CONVENTIONAL/CUSTOM)

Between

THE REGIONAL DISTRICT OF NANAIMO

And

BRITISH COLUMBIA TRANSIT

April 1, 2019

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."

(b) To remove Section 10.1 in its entirety and replace it with the following:

"10.1 As outlined in Operations Notices 19_02 and 19_03 and Fleet Management RTS Connect requirements as established or amended by the Authority."

(c) To remove Section 3.2 in its entirety and replace it with the following:

"3.2
Maintenance Payment: The Authority agrees to pay the Municipality upon approval of submitted work orders, and in accordance with the Budget contained in Schedule "C" of the Annual Operating Agreement, for all parts and labour for maintenance of the transit vehicles, and all insurance deductible payments upon presentation of suitable documentation. The amount paid for parts shall not exceed the amount paid by the Municipality and shall be net of GST."

SECTION 3 – TERM AND RENEWAL

3.1 Term and Renewal: The term of this agreement shall be from April 1, 2019 to March 31, 2020 except as otherwise provided herein. It is acknowledged by the parties that in the event renewal of the Annual Operating Agreement has not been executed before the end of this term, this agreement shall remain in full effect for an additional 180 days or until either:
a) renewal of the Annual Operating Agreement is executed; or,
b) termination as per Section 15.1 of the Master Operating Agreement

It is further 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 _____ 2019.

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:

_____
Brian Anderson – Chief Operating Officer
BC Transit

_____
Kevin Schubert - Director, Regional Transit Systems
BC Transit

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.
.

SCHEDULE "B" – Service Specifications

Nanaimo Regional Base Budget Official AOA 2019/2020

Nanaimo Regional Base Budget Official AOA 2019/2020 Schedule 'B'

Effective Apr 01, 2019

Scheduled Revenue Service

19/20 Apr to Apr (Apr 01, 2019 to Apr 14, 2019)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	423.79	427.22	427.22	427.22	427.22	282.77	165.27
Kms/Day	9,962.79	10,100.98	10,100.98	10,100.98	10,100.98	7,077.95	4,017.50

19/20 Apr to Jun (Apr 15, 2019 to Jun 29, 2019)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 22, 2019	May 20, 2019
Hrs/Day	414.98	419.08	419.08	419.08	419.08	279.88	160.13	279.88	160.13
Kms/Day	10,150.00	10,381.39	10,310.62	10,310.62	10,310.62	7,159.68	4,066.67	7,159.86	4,066.67

19/20 Jun to Aug (Jun 30, 2019 to Aug 31, 2019)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Jul 01, 2019	Aug 05, 2019
Hrs/Day	361.95	365.80	365.80	365.80	365.80	279.88	160.13	160.13	160.13
Kms/Day	9,145.64	9,284.40	9,284.40	9,284.40	9,284.40	7,159.86	4,066.67	4,066.67	4,066.67

19/20 Sep to Dec (Sep 01, 2019 to Dec 21, 2019)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Sep 02, 2019	Oct 14, 2019	Nov 11, 2019
Hrs/Day	423.79	427.22	427.22	427.22	427.22	282.77	165.27	165.27	165.27	165.27
Kms/Day	9,962.79	10,100.98	10,100.98	10,100.98	10,100.98	7,077.95	4,017.50	4,017.50	4,017.50	4,017.50

19/20 Dec to Jan (Dec 22, 2019 to Jan 04, 2020)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Dec 26, 2019
Hrs/Day	362.80	367.90	367.90	367.90	367.90	282.77	165.27	282.77
Kms/Day	9,294.37	9,432.57	9,432.57	9,432.57	9,432.57	7,077.95	4,017.50	7,077.95

19/20 Jan to Mar (Jan 05, 2020 to Mar 31, 2020)

	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Feb 17, 2020
Hrs/Day	423.79	427.22	427.22	427.22	427.22	282.77	165.27	165.27
Kms/Day	9,962.79	10,100.98	10,100.98	10,100.98	10,100.98	7,077.95	4,017.50	4,017.50

Extra Revenue Service

	Apr, 2019	May, 2019	Jun, 2019	Jul, 2019	Aug, 2019	Sep, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Jan, 2020	Feb, 2020	Mar, 2020
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
Extra Special Events Hours	208.63	218.35	205.63	175.00	175.00							
Extra Special Events Kilometres	4,381.23	4,585.35	4,318.23	3,675.00	3,675.00							

Adjusted Revenue Service

	Apr, 2019	May, 2019	Jun, 2019	Jul, 2019	Aug, 2019	Sep, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Jan, 2020	Feb, 2020	Mar, 2020

2019/2020 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2019 to Apr 14, 2019	2	2	2	2	2	2	2	0	14	Apr 19, 2019 Good Friday 2019 (Fri)
Apr 15, 2019 to Apr 30, 2019	2	3	2	2	1	2	2	2	16	Apr 22, 2019 Easter Monday 2019 (Mon)
May 01, 2019 to May 31, 2019	3	4	5	5	5	4	4	1	31	May 20, 2019 Victoria Day 2019 (Mon)
Jun 01, 2019 to Jun 29, 2019	4	4	4	4	4	5	4	0	29	Jul 01, 2019 Canada Day 2019 (Mon)
Jun 30, 2019 to Jun 30, 2019	0	0	0	0	0	0	1	0	1	Aug 05, 2019 BC Day 2019 (Mon)
Jul 01, 2019 to Jul 31, 2019	4	5	5	4	4	4	4	1	31	Sep 02, 2019 Labour Day 2019 (Mon)
Aug 01, 2019 to Aug 31, 2019	3	4	4	5	5	5	4	1	31	Oct 14, 2019 Thanksgiving Day 2019 (Mon)
Sep 01, 2019 to Sep 30, 2019	4	4	4	4	4	4	5	1	30	Nov 11, 2019 Remembrance Day 2019 (Mon)
Oct 01, 2019 to Oct 31, 2019	3	5	5	5	4	4	4	1	31	Dec 25, 2019 Christmas Day 2019 (Wed)
Nov 01, 2019 to Nov 30, 2019	3	4	4	4	5	5	4	1	30	Dec 26, 2019 Boxing Day 2019 (Thu)
Dec 01, 2019 to Dec 21, 2019	3	3	3	3	3	3	3	0	21	Jan 01, 2020 New Years Day 2020 (Wed)
Dec 22, 2019 to Dec 31, 2019	2	2	0	0	1	1	2	2	10	Feb 17, 2020 Family Day 2020 (Mon)
Jan 01, 2020 to Jan 04, 2020	0	0	0	1	1	1	0	1	4	
Jan 05, 2020 to Jan 31, 2020	4	4	4	4	4	3	4	0	27	
Feb 01, 2020 to Feb 29, 2020	3	4	4	4	4	5	4	1	29	
Mar 01, 2020 to Mar 31, 2020	5	5	4	4	4	4	5	0	31	
Total	45	53	50	51	51	52	52	12	366	12 Exceptions

Monthly Summary

Month	Conventional Transit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2019	10,503.92	290.85		10,794.77	255,534.15	6,107.85		261,642.00
May, 2019	11,127.63	300.57		11,428.20	275,606.93	6,311.97		281,918.90
June, 2019	10,565.25	205.63		10,770.88	261,984.75	4,318.23		266,302.98
July, 2019	9,952.37	175.00		10,127.37	252,674.55	3,675.00		256,349.55
August, 2019	9,870.30	175.00		10,045.30	250,688.77	3,675.00		254,363.77
September, 2019	10,653.38	127.22		10,780.60	253,883.64	2,671.62		256,555.26
October, 2019	11,345.98	107.22		11,453.20	270,206.29	2,251.62		272,457.91
November, 2019	10,774.31	93.22		10,867.53	257,082.28	1,957.62		259,039.90
December, 2019	10,467.51	139.94		10,607.45	253,463.83	2,938.74		256,402.57
January, 2020	11,058.64	82.22		11,140.86	264,713.78	1,726.62		266,440.40
February, 2020	10,347.09	82.22		10,429.31	246,981.30	1,726.62		248,707.92
March, 2020	11,339.12	82.22		11,421.34	269,929.91	1,726.62		271,656.53
Total	128,005.50	1,861.31	0.00	129,866.81	3,112,750.18	39,087.51	0.00	3,151,837.69

Nanaimo Custom Base Budget Official AOA 2019/2020

Schedule 'B'

Effective Apr 01, 2019

Scheduled Revenue Service

19/20 Full Year (Apr 01, 2019 to Mar 31, 2020)								
	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, 2019	May, 2019	Jun, 2019	Jul, 2019	Aug, 2019	Sep, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Jan, 2020	Feb, 2020	Mar, 2020
	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, 2019	May, 2019	Jun, 2019	Jul, 2019	Aug, 2019	Sep, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Jan, 2020	Feb, 2020	Mar, 2020

Adjusted Revenue Service

	Apr, 2019	May, 2019	Jun, 2019	Jul, 2019	Aug, 2019	Sep, 2019	Oct, 2019	Nov, 2019	Dec, 2019	Jan, 2020	Feb, 2020	Mar, 2020

2019/2020 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days	
Apr 01, 2019 to Apr 30, 2019	4	5	4	4	3	4	4	2	30	Apr 19, 2019	Good Friday 2019 (Fri)
May 01, 2019 to May 31, 2019	3	4	5	5	5	4	4	1	31	Apr 22, 2019	Easter Monday 2019 (Mon)
Jun 01, 2019 to Jun 30, 2019	4	4	4	4	4	5	5	0	30	May 20, 2019	Victoria Day 2019 (Mon)
Jul 01, 2019 to Jul 31, 2019	4	5	5	4	4	4	4	1	31	Jul 01, 2019	Canada Day 2019 (Mon)
Aug 01, 2019 to Aug 31, 2019	3	4	4	5	5	5	4	1	31	Aug 05, 2019	BC Day 2019 (Mon)
Sep 01, 2019 to Sep 30, 2019	4	4	4	4	4	4	5	1	30	Sep 02, 2019	Labour Day 2019 (Mon)
Oct 01, 2019 to Oct 31, 2019	3	5	5	5	4	4	4	1	31	Oct 14, 2019	Thanksgiving Day 2019 (Mon)
Nov 01, 2019 to Nov 30, 2019	3	4	4	4	5	5	4	1	30	Nov 11, 2019	Remembrance Day 2019 (Mon)
Dec 01, 2019 to Dec 31, 2019	5	5	3	3	4	4	5	2	31	Dec 25, 2019	Christmas Day 2019 (Wed)
Jan 01, 2020 to Jan 31, 2020	4	4	4	5	5	4	4	1	31	Dec 26, 2019	Boxing Day 2019 (Thu)
Feb 01, 2020 to Feb 29, 2020	3	4	4	4	4	5	4	1	29	Jan 01, 2020	New Years Day 2020 (Wed)
Mar 01, 2020 to Mar 31, 2020	5	5	4	4	4	4	5	0	31	Feb 17, 2020	Family Day 2020 (Mon)
Total	45	53	50	51	51	52	52	12	366	12 Exceptions	

Monthly Summary

Month	Custom Transit								
	Revenue Hours					Revenue Kilometers			
	Scheduled	Extra	Flexible	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2019	2,099.00		3.20		2,102.20	0.00			
May, 2019	2,322.00		3.20		2,325.20	0.00			
June, 2019	2,120.00		3.20		2,123.20	0.00			
July, 2019	2,299.00		3.20		2,302.20	0.00			
August, 2019	2,240.00		3.20		2,243.20	0.00			
September, 2019	2,100.00		3.20		2,103.20	0.00			
October, 2019	2,329.00		3.20		2,332.20	0.00			
November, 2019	2,130.00		3.20		2,133.20	0.00			
December, 2019	2,073.00		3.20		2,076.20	0.00			
January, 2020	2,300.00		3.20		2,303.20	0.00			
February, 2020	2,032.00		3.20		2,035.20	0.00			
March, 2020	2,285.00		3.20		2,288.20	0.00			
Total	26,329.00	0.00	38.40	0.00	26,367.40	0.00	0.00	0.00	

SCHEDULE "C" – Budget

NANAIMO CONVENTIONAL

	BASE BUDGET 2019/20
TOTAL REVENUE	$4,866,569
TOTAL OPERATING COSTS	$12,424,789
TOTAL COSTS (including Local Government Share of Lease Fees)	$14,486,027
NET LOCAL GOVERNMENT SHARE OF COSTS	**$3,756,142**

NANAIMO CUSTOM

	BASE BUDGET 2019/20
TOTAL REVENUE	$175,750
TOTAL OPERATING COSTS	$1,954,351
TOTAL COSTS (including Local Government Share of Lease Fees)	$2,199,959
NET LOCAL GOVERNMENT SHARE OF COSTS	**$725,036**

SCHEDULE “D” – Payment Schedule

2019/20 Payment Schedule

Nanaimo Regional Conventional Transit and Custom Transit

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

1) Payment Schedule

a) For Specified Service in Schedule "B":
   i) $85,399.60 for Fixed Monthly Payment for conventional transit service; plus
   ii) $19,004.19 for Fixed Monthly Payment for custom transit service; plus
   iii) $55.73 per Revenue Hour for conventional transit service; plus
   iv) $42.37 per Revenue Hour for custom transit service; plus
   v) $0.0332 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) $55.73 per Revenue Hour for conventional transit service; plus
   ii) $42.37 per Revenue Hour for custom transit service; plus
   iii) $0.0332 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, the Authority agrees to pay the Operating Company upon processing an approved work order as follows:
   i) $50.16 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

		Zone 1
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.

NANAIMO CONVENTIONAL

	OFFICIAL AOA 2019/20
TRANSIT REVENUE	
FAREBOX - CASH	$1,380,000
TICKETS & PASSES	$2,560,000
BC BUS PASS REVENUE MSS PASSES	$824,897
ADVERTISING	$101,672
TOTAL REVENUE	**$4,866,569**
EXPENDITURES	
FIXED COSTS	$1,024,795
VARIABLE HOURLY COSTS - SCHEDULED	$7,133,747
VARIABLE HOURLY COSTS - EXTRA	$103,731
FUEL DIRECT	$68,854
CNG FUEL	$518,156
TIRES	$104,548
VEHICLE MAINTENANCE	$1,479,046
ICBC INSURANCE	$234,000
EXCESS INSURANCE	$114,279
INFORMATION SYSTEMS	$239,927
TOTAL DIRECT OPERATING COSTS	**$11,021,083**
FACILITY MAINTENANCE	$319,357
SAFETY & SECURITY	$49,045
TRAINING	$29,767
MARKETING	$80,843
MUNICIPAL ADMIN EXPENSE	$203,642
BCT MANAGEMENT SERVICES	$721,052
TOTAL OPERATING COSTS	**$12,424,789**
LEASE FEES - LAND & BUILDINGS	$6,258
LEASE FEES - VEHICLES	$1,901,120
LEASE FEES - EQUIPMENT	$153,860
LEASE FEES (LOCAL SHARE)	**$2,061,238**
TOTAL COSTS	**$14,486,027**
STATISTICS	
HOURS	129,867
KILOMETRES	3,151,838
RIDERSHIP	3,081,700
FUNDING	
TOTAL OPERATING COSTS	**$12,424,789**
OPERATING RESERVE REQUIRED	$503,619
FLEX FUNDING	$878,000
TOTAL SHAREABLE OPERATING COSTS	**$11,043,170**
LOCAL SHARE OPERATING COSTS	**$5,887,114**
LOCAL SHARE FLEX FUNDING	$878,000
LOCAL SHARE LEASE FEES	$2,061,238
Less: REVENUE	$4,866,569
Less: MUNICIPAL ADMINISTRATION	$203,642
NET MUNICIPAL SHARE OF COSTS	**$3,756,142**
PROVINCIAL SHARE OF OPERATING COSTS	**$5,156,056**
OPERATING RESERVES	
OPENING OPERATING RESERVE BALANCE*	$2,439,569
BUDGETED OPERATING COSTS	$12,424,789
FORECASTED OPERATING COSTS	$12,424,789
OPERATING RESERVE REQUIRED	$503,619
ENDING OPERATING RESERVE BALANCE	**$1,935,950**

** Projected March 31, 2019 balance*
Final actual balance will be provided by June 2019

NANAIMO CUSTOM

	OFFICIAL AOA 2019/20
TRANSIT REVENUE	
FAREBOX - CASH	$175,750
TOTAL REVENUE	**$175,750**
EXPENDITURES	
FIXED COSTS	$228,050
VARIABLE HOURLY COSTS - SCHEDULED	$1,117,187
FUEL DIRECT	$160,340
TIRES	$26,369
VEHICLE MAINTENANCE	$170,613
TAXI SAVER PROGRAM	$18,000
TAXI SAVER RECOVERIES	($11,000)
TAXI SUPPLEMENT	$25,000
ICBC INSURANCE	$26,000
EXCESS INSURANCE	$9,767
INFORMATION SYSTEMS	$20,241
TOTAL DIRECT OPERATING COSTS	**$1,790,567**
FACILITY MAINTENANCE	$728
TRAINING	$3,977
MARKETING	$10,000
MUNICIPAL ADMIN EXPENSE	$33,141
BCT MANAGEMENT SERVICES	$115,938
TOTAL OPERATING COSTS	**$1,954,351**
LEASE FEES - LAND & BUILDINGS	$794
LEASE FEES - VEHICLES	$230,997
LEASE FEES - EQUIPMENT	$13,817
LEASE FEES (LOCAL SHARE)	**$245,608**
TOTAL COSTS	**$2,199,959**
STATISTICS	
HOURS	26,367
RIDERSHIP	67,011
FUNDING	
TOTAL OPERATING COSTS	**$1,954,351**
OPERATING RESERVE REQUIRED	$136,175
FLEX FUNDING	$123,984
TOTAL SHAREABLE OPERATING COSTS	**$1,694,192**
LOCAL SHARE OPERATING COSTS	**$564,335**
LOCAL SHARE FLEX FUNDING	$123,984
LOCAL SHARE LEASE FEES	$245,608
Less: REVENUE	$175,750
Less: MUNICIPAL ADMINISTRATION	$33,141
NET MUNICIPAL SHARE OF COSTS	**$725,036**
PROVINCIAL SHARE OF OPERATING COSTS	**$1,129,857**
OPERATING RESERVES	
OPENING OPERATING RESERVE BALANCE*	$580,719
BUDGETED OPERATING COSTS	$1,954,351
FORECASTED OPERATING COSTS	$1,954,351
OPERATING RESERVE REQUIRED	$136,175
ENDING OPERATING RESERVE BALANCE	**$444,544**

** Projected March 31, 2019 balance*

Final actual balance will be provided by June 2019

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO: Transit Select Committee **MEETING:** July 11, 2019

FROM: Erica Beauchamp
Superintendent, Transit Planning and Scheduling **FILE:** 8500 03 CTE

Subject: January 2020 Service Expansion

RECOMMENDATIONS

1. That the 5,900 hour annual conventional transit expansion for January 2020 be approved.
2. That the 1,700 hour annual custom transit expansion for January 2020 be approved.

SUMMARY

A 5,900 hour annual conventional transit expansion and a 1,700 hour annual custom transit expansion in January 2020 will enable ridership growth and continued transit improvements, taking a step towards the mode share target of 5% by 2039. Recommended expansion initiatives for January 2020 include:

- Route adjustment to Route 7, to downtown with no routing to Cedar;
- Creation of Route 8 from Cedar to VIU;
- Creation of Route 78 to Cassidy/Nanaimo Airport;
- Extension of Route 11 Lantzville to include Westwind Dr;
- Restructuring of Route 30 (Phase 1)

The net Regional District of Nanaimo (RDN) cost of the 5,900 hour annual conventional transit expansion is $470,450 and requires two additional CNG buses to be leased from BC Transit. The cost for the 1,700 hour custom transit expansion is $67,900 and requires the lease of one additional handyDART light duty vehicle from BC Transit. These are the net costs to the RDN given the cost-sharing model with BC Transit where RDN pays 53.31% of conventional transit and 33.31% of custom transit. The costs for both transit expansions are included in the RDN Financial Plans.

BACKGROUND

One of RDN Transit's goals, identified within the Board endorsed Transit Future Plan (2014), is to enhance the current transit system to better connect the region's urban and rural communities with their downtowns and neighbourhood centres, thus offering an attractive alternative to driving and increasing the environmental sustainability of the region and its municipal partners. The Transit Future Plan also sets a transit mode share target of 5% for all trips by 2039, requiring the RDN Transit system to grow from 2.7 million to 13.5 million trips per year. Such a goal is achievable through regular, annual expansions to the transit system. Each expansion helps to accomplish goals outlined in the Transit Expansion Priorities List (Attachment 1), including enhanced transit frequency, increased span of service, route restructures and establishing of routes to other transportation hubs.

The proposed 5,900 hour annual conventional transit expansion and the 1,700 hour annual custom transit expansion for January 2020 will increase ridership and provide better transit service. In the 2019/2020 Annual Operating Agreement with BC Transit, the RDN transit system operated 128,005 service hours, with a fleet of 52 conventional Compressed Natural Gas (CNG) buses. In this operational period, there were 3,387,000 passenger trips, representing a mode share of approximately 2%.

Conventional Transit Expansion

Recommendations for the January 2020, 5,900 hour annual conventional transit expansion involves three main initiatives, the first of which is the board approved allocation of 510 hours towards Sunday/Holiday-level service during the current three non-operational days (Christmas Eve, New Years Day and Good Friday). The remaining 5,390 hours are recommended to be implemented across several transit priorities, with hour allocation breakdowns in Table 1.

Table 1. 5,900 hr Expansion allocation breakdown

Affected Service	Suggested Modification	Hours Required
Holiday	added 3 days of service	510
Route7	separate into 2 routes	-1300
Route 8	creation of new route	6180
Route 11	extension to Westwind	110
Route 30	route adjustment	-700
Route 78	creation of new route	1100
	Total	5900

Route 11 Lantzville is proposed to be extended in the Eastwind/Northwind area to continue on Southwind to Westwind to Northwind (Attachment 2), using 110 hours. Extension of the route provides transit to approximately 300 residents and provides better transit to the community.

The remaining 5,280 hours for the January 2020 expansion includes the implementation of some priorities from the South Nanaimo Local Area Transit Plan (SNLATP). Separating Route 7 (Cinnabar/Cedar) into two routes: Route 7 Cinnabar to Downtown (Attachment 3) and Route 8 Cedar to VIU (Attachment 4). This was widely supported during public engagement and provides more efficient transit service to residents of Cinnabar, decreasing ride times by up to 40 minutes on the runs that currently travel through Cedar before going downtown.

Creation of Route 8 from Cedar to VIU includes the addition of several trips, providing better service to the Cedar community and introduces transit service to Tenth St, a previously unserviced corridor. Transit service along Tenth St. was a common request during public engagement for the SNLATP. Hours required for this route implementation are partially offset by hours from the Cedar portion of the Route 7.

During public consultation, some feedback centered around the need for service to the South Wellington, Cassidy and Nanaimo Airport areas. Creation of Route 78 Cassidy/Airport is the recommended solution for transit service to this currently unserviced area. Proposed frequency for Route 78 is 3 days per week (Monday, Wednesday and Friday), every two hours from 8:00am to 6:00pm. Route 78 (Attachment 5) travels from Downtown Nanaimo to South Parkway Plaza to Cassidy & Nanaimo Airport, with a stop in South Wellington.

The final recommended priority for the January 2020 expansion is a restructuring of Route 30 (Attachment 6) for routing efficiency, streamlining service from under utilized route segments. Analysis of ridership data in the current Northfield Rd/Dorman Rd segment yields less than one ride per day. In the Boundary Rd area, streamlining the route creates efficiencies and is less convoluted for riders. The suggested streamlining off Rosstown Rd. remains a possibility to coincide with the construction of the Boxwood Connector and closing of Rosstown Rd at Bowen Rd.

Custom Transit Expansion

A 1,700 hour annual custom transit expansion within the City of Nanaimo, aids to decrease the wait list for subscription trips and to lower unmet trips. A subscription trip means a regularly scheduled trip on one or more days per week at the same time each day, for which a client does not need to continuously call in to book them and an unmet trip is when a client attempts to book at their desired day/time and is unable to secure a custom transit seat for their specified request. This expansion, coupled with the upcoming Custom Transit cancellation policy, will serve together to decrease the number of unmet custom transit trips and shorten the subscription trip waitlist, a backlog of clients needing/wishing to be on a subscription to eliminate the need to continually book needed trips. This expansion makes custom transit more available to those members of the public that truly require these custom services.

ALTERNATIVES

1. That the 5,900 hour annual conventional transit expansion for January 2020 be approved.
2. That the 1,700 hour annual custom transit expansion for January 2020 be approved and implemented within the City of Nanaimo.
3. That alternate direction be provided.

FINANCIAL IMPLICATIONS

The net RDN cost of the 5,900 hour annual conventional transit expansion is $470,450 and requires two additional CNG buses to be leased from BC Transit. The cost for the 1,700 hour custom transit expansion is $67,900 and requires the lease of one additional handyDART light duty vehicle from BC Transit. These are the net costs to the RDN given the cost-sharing model with BC Transit where RDN pays 53.31% of conventional transit and 33.31% of custom transit. The costs for both transit expansions are included in the RDN financial plans.

Transit expansion costs would be allocated among the areas receiving expansion services in accordance with the “Southern Community Transit Service Area Conversion Bylaw No. 1230, 2001”. The distribution of costs among those areas receiving improved/expanded transit services is allocated as follows:

Table 2. Estimated cost breakdown for conventional and custom transit expansions for January 2020

	Estimated net cost of 5,900 hour conventional expansion	Conventional Estimated cost per $100k	Estimated net cost of 1,700 hour custom expansion	Custom Estimated cost per $100k
Nanaimo	$401,216.07	$1.60	$57,836.26	$0.20
Lantzville	$10,517.47	$3.30	$1,516.12	$0.50
Electoral Area 'A'	$58,717.00	$0.80	$8,464.20	$0.10
Electoral Area 'C'**	$536.00	$0	$77.37	$0.00
Total	**$470,450.53**		**67,893.94**	

**Estimated Cost for Area C in conventional expansion are due to allocation bylaw and overall combined split
NOTES: Costs are estimated based on current budgeted cost; Inflation is estimated at 2%; Allocation to Electoral Areas/ Municipalities will remain at the same %

The 5,900 hour annual conventional transit expansion and the 1,700 hour annual custom transit expansion are both included in the financial plan. At this time, if the 5,900 hour annual conventional transit expansion and the 1,700 hour annual custom transit expansions are not approved, BC Transit will offer the hours to another community.

STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Work with BC Transit to expand transit service (e.g. transit hours) to connect important community hubs.



Erica Beauchamp
ebeauchamp@rdn.bc.ca
June 18, 2019

Reviewed by:

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

Attachments:

1. Transit Expansion Priorities Matrix
2. Map of Route 11 Lantzville Extension
3. Map of Route 7 Cinnabar to Downtown changes
4. Map of Route 8 Cedar to VIU
5. Map of Route 78 Cassidy/Airport
6. Map of Route 30 NRGH restructure (Phase I)

Regional District of Nanaimo Transit Expansion Priorities

This working list of priorities is developed in alignment with the goals and vision of the Transit Future Plan (2014). It provides a service description and an associated high level hour estimate and vehicle estimate. The scoring system below acts as an assessment tool for ranking priorities to help guide decision making. The highest score indicates the highest priority. The metrics were applied to the service improvement in order to identify priorities.

Scoring Matrix

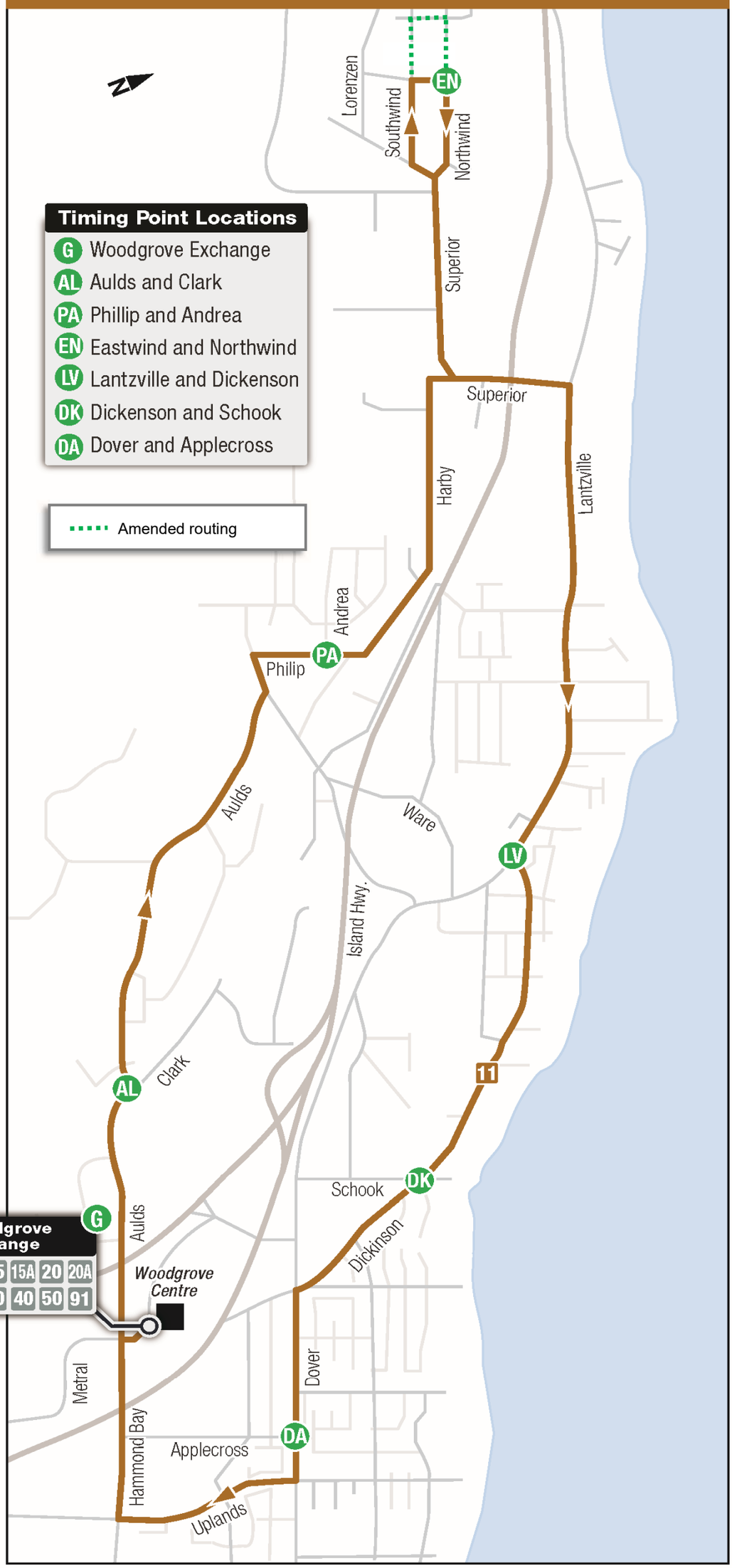
Metric	Weight
Population and Employment Access[1]	15%
Route Productivity [2]	15%
Route Directness and Legibility [3]	15%
On-Time Performance [4]	50%
Coverage to Unserved Areas [5]	5%

Service Type	Service Improvement	Additional Buses	Additional Hour Estimates	Scoring /50
Frequent Transit Network	Route 40: Route restructure to provide more residents with access to frequent transit.	2 (heavy-duty)	5000	45
Local Transit Network	Routes 5,6, and 7 restructures: Simplify routes, separate Cinnabar/Cedar into 2, provide service along Tenth St and to College Heights	2 (heavy-duty)	6000	35
	System wide weekend frequency improvements	TBD	TBD	35
	Route 30 Restructure in accordance with construction of Boxwood connector	(200)	N/A	
	Create service to Linley Valley/Rutherford Rd areas	3 (heavy-duty)	6500	30
	Routes 1, 15, 20 & 25 restructures	TBD	TBD	30
	System extended morning and evening hours on Weekdays & Weekends	TBD	TBD	30
	Parksville and Qualicum: General service increases	2 (light-duty)	3000	25
	Cassidy/ South Wellington/Airport service	2 (light-duty)	2500	10
	Service to Area F	2 (light duty)	3000	10
	Service to Duke Point	2 (heavy-duty)	5000	10
Regional Connection	Service to Ladysmith: peak hour weekday service that connects the downtown core, VIU, airport, and Ladysmith	2 (heavy-duty)	2500	10
HandyDART	Increased service based on Transit Future Plan	1 (light-duty)	2000	-

[1] Population and employment density within a 400m walk distance
[2] Rides per revenue hour
[3] Direct and consistent to improve travel times
[4] The degree to which the bus meets scheduled times
[5] Coverage to areas currently not serviced by transit

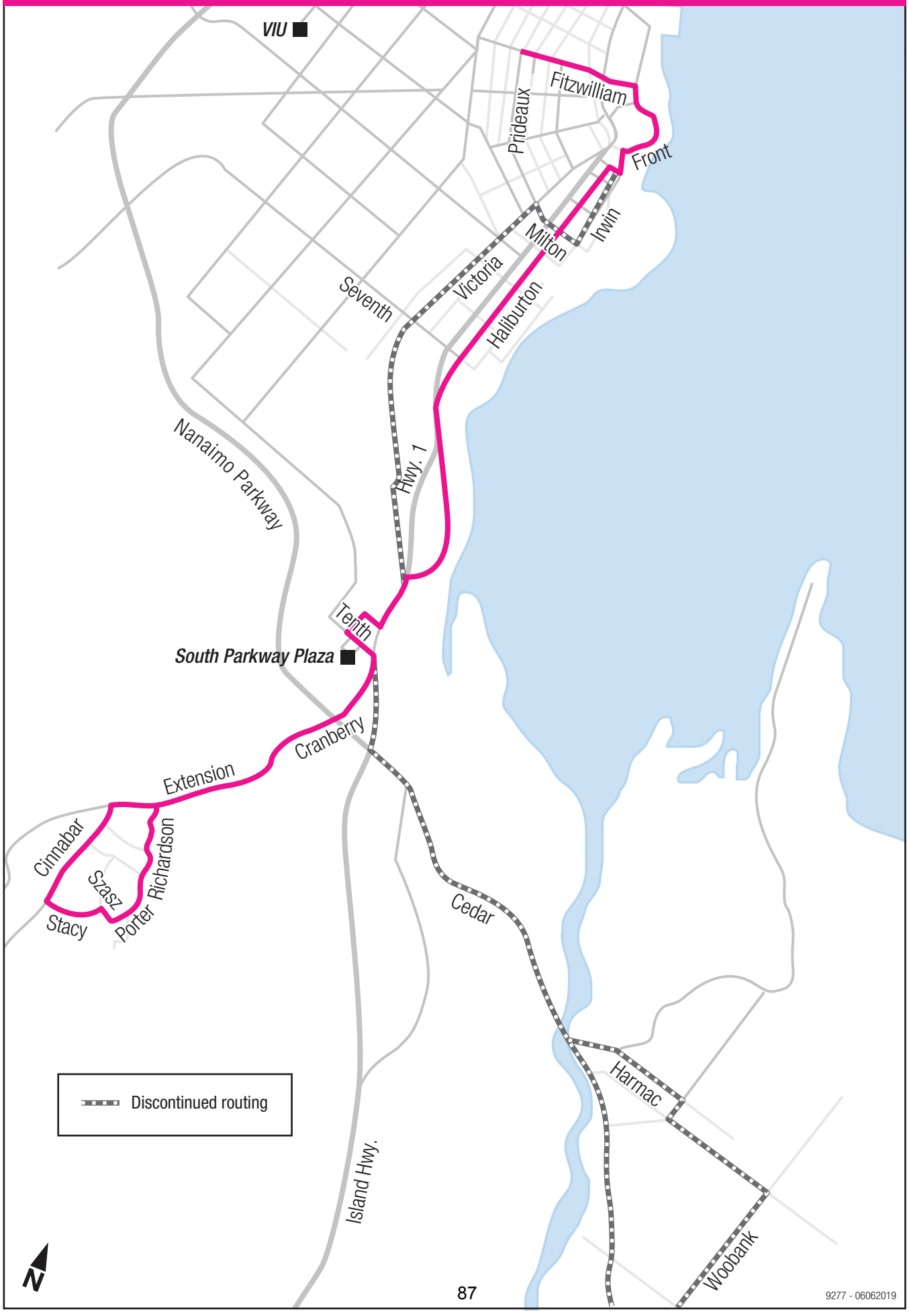
11 Lantzville

Local



7 Cinnabar/Cedar/ 7 Downtown

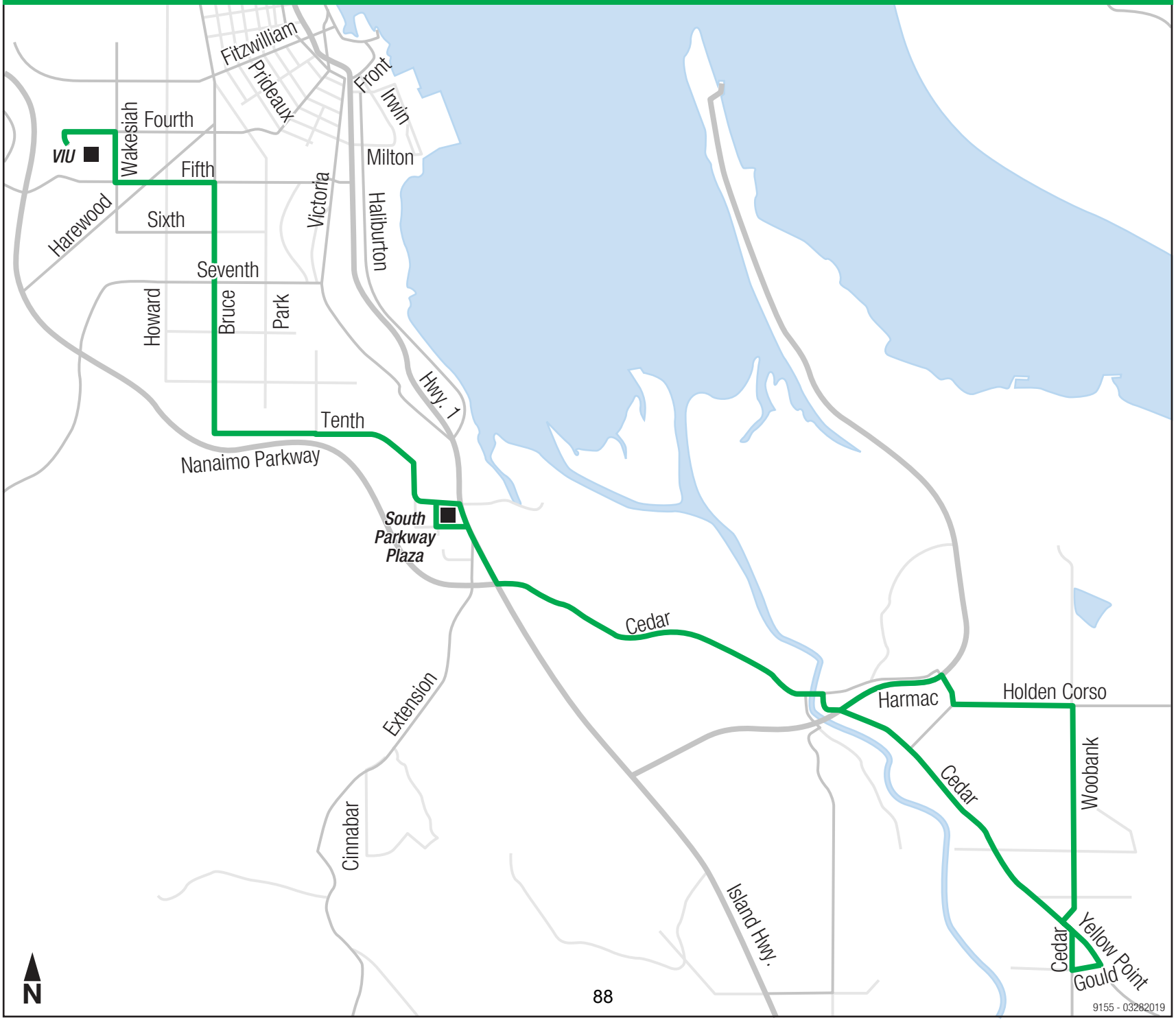
Local



9277 - 06062019

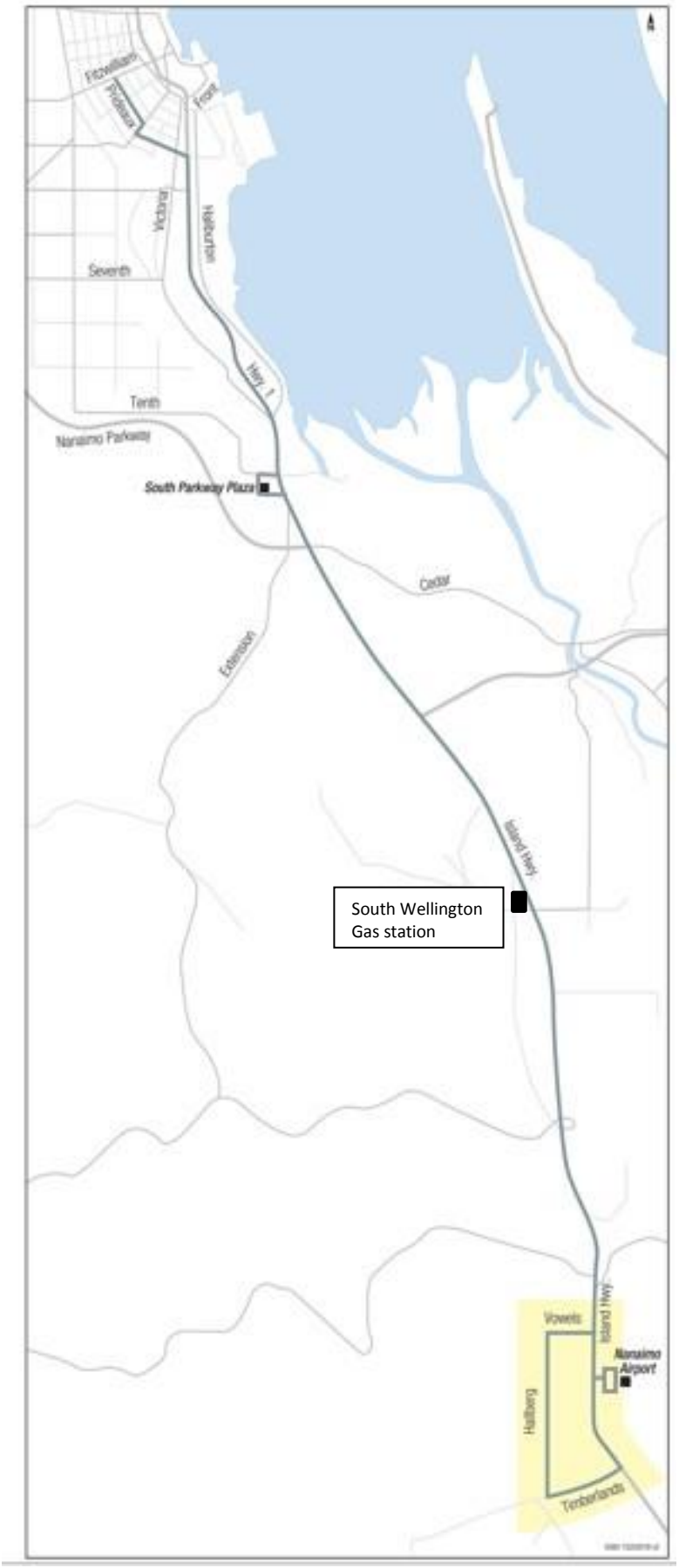
8 Cedar

Local



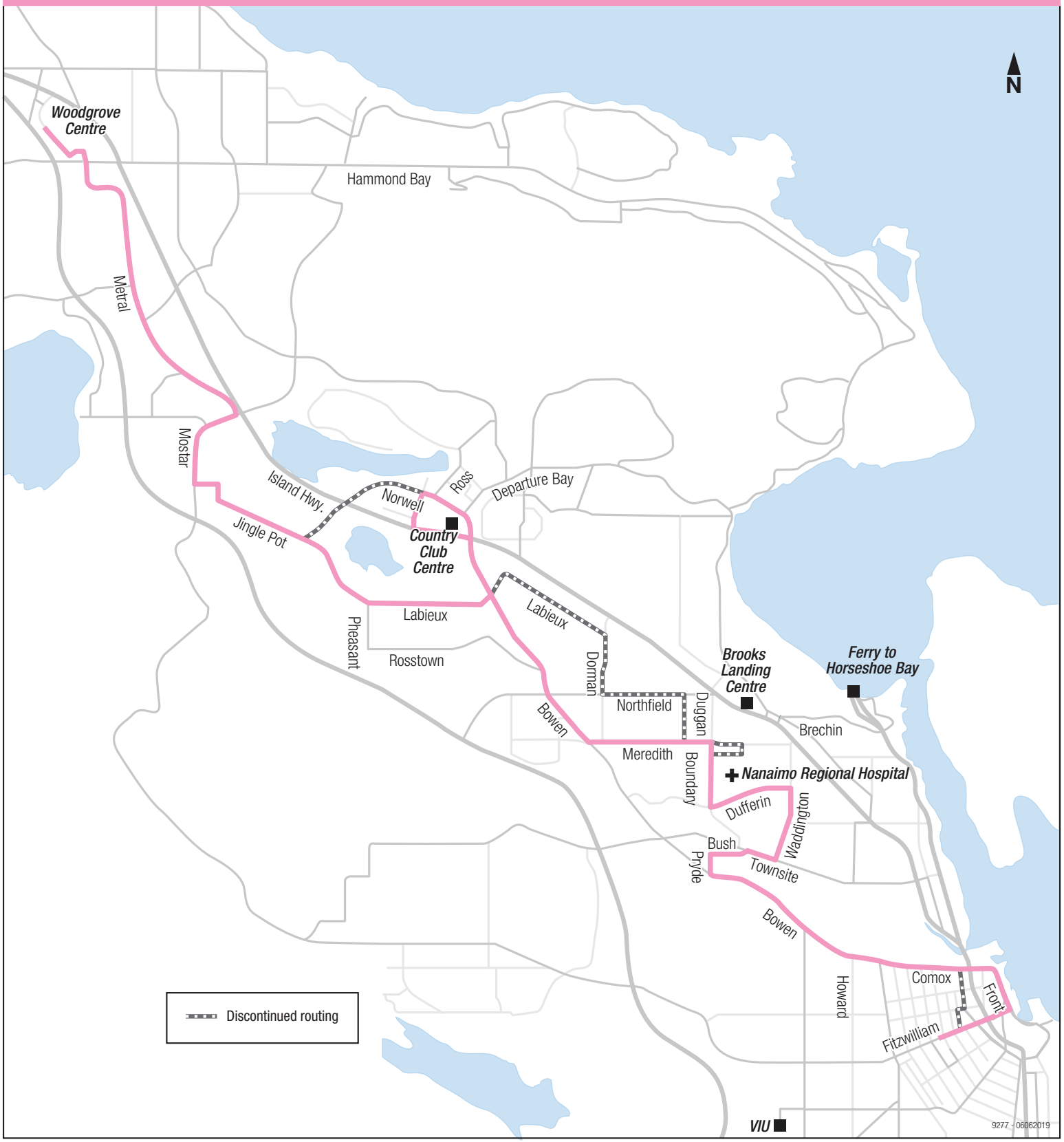
9155 - 03282019

Route 78 Cassidy



30 NRGH to Woodgrove/Downtown

Local



REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Transit Select Committee	**MEETING:**	July 11, 2019
FROM:	Daniel Pearce Director, Transportation and Emergency Services	**FILE:**	8500 01 TSE
Subject:	3 Year Transit Service Expansion Plan		

RECOMMENDATIONS

1. That the BC Transit 3-year budget from April 1, 2020 to March 31, 2023 be included in the Regional District of Nanaimo's 5-year Financial Plan.
2. That $130,000 be added to the 2020 Financial Plan to begin a transit network review.

SUMMARY

BC Transit works off of a 3-year budget from April 1 to March 31 annually. The 3-year term starts in April 2020 and concludes in March 2023.

Included in the Financial Plan are the last BC Transit 3 provincial funding markers. These budget markers are reviewed annually and presented for approval once BC Transit has received Provincial approval.

BACKGROUND

BC Transit has provided a 3-year budget beginning on April 1, 2020 and concluding in March 2023.

This budget includes 2,500 annual hours for 2020/2021; 5000 annual hours in 2021/2022 and 20,000 annual hours in 2022/2023.

The City of Nanaimo sent a letter on May 2, 2019 (Attachment 1) outlining the motion below that was unanimously passed:

> *"That Council direct staff to send a correspondence to the Regional District of Nanaimo requesting the addition of 20,000 annual public transit hours to improve public transit service delivery within the City of Nanaimo and to develop transit routes that connect our local system with inter-regional connections."*

The proposed expansions over the next 3-years, include a total of 27,500 annual hours. This would be an increase of 21% from the 2019/2020 Annual Operating Agreements of 128,005 annual hours. Due to the increase and opportunity to positively impact the transit system and community it is recommended that a service network review be undertaken. This review would

take place in 2020 and would include a fare review/strategy, bus right sizing for future expansions and a transit network review.

The Transit Future Plan established a transit mode share of 5% and a goal of 400,000 annual service hours by 2039. The transit mode share is currently at 2% of all trips. The 3-year BC Transit budget would assist towards increasing the transit mode share.

ALTERNATIVES

1. That the BC Transit 3-year budget from April 1 2020, to March 31, 2023 be included in the Regional District of Nanaimo's 5-year Financial Plan.
2. That $130,000 be added to the 2020 Financial Plan to begin a transit service review.

FINANCIAL IMPLICATIONS

Below is the proposed BC Transit 3-year plan included information on potential fleet requirements.

PROPOSED CONVENTIONAL EXPANSION INITIATIVES					
AOA Period	**In Service Date**	**Annual Hours**	**Vehicle Requirements**	**Estimated Annual Revenue**	**Estimated Annual Net Municipal Share**
2020/2021	Jan 2021	**2,500**	**1 heavy duty**	TBD	$201,000
		Description	Restructure Routes 5, 6, 7 (in the Haliburton/Victoria Rd area), and 30 (Rosstown area);		
2021/2022	Jan 2022	**5,000**	**3 medium duty**	TBD	$402,000
		Description	2020 Transit system review recommendations:		
2022/2030	Jan 2023	**20,000**	**10 medium duty**	TBD	$1,608,000
		Description	2020 Transit system review recommendations: Possible implementation of interregional service, improvements to Route 40 and 30 (weekend and evening service) and establishment of Rapid Transit.		

Revenues offset the local share of transit costs (53.31%). To date, the RDN receives $4,866,569 in revenue.

Expansions are brought forward on annual basis for approval. Included in the annual budget will be a breakdown of costs for additional buses, operators, mechanic, trainers or other staff.

Approving the BC Transit 3-year budget will ensure that BC Transit can include these expansions on their Service Plan to the Province and the financial plan will be added.

STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Work with BC Transit to expand transit service (e.g. transit hours) to connect important community hubs.



Daniel Pearce
dpearce@rdn.bc.ca
June 19, 2019

Reviewed by:
- P. Carlyle, Chief Administrative Officer

Attachment
1. 2019 Letter of Motion

CITY OF NANAIMO
THE HARBOUR CITY
CITY COUNCIL

2019-MAY-02

Via email: PCarlyle@rdn.bc.ca

CAO Phyllis Carlyle
Regional District of Nanaimo
6300 Hammond Bay Road
Nanaimo, BC V9T 6N2

Dear Phyllis Carlyle,

Re: CLIMATE EMERGENCY

At the 2019-APR-29 Regular Council meeting, the Council of the City of Nanaimo unanimously passed the following motion:

"That Council direct staff to send a correspondence to the Regional District of Nanaimo requesting the addition of 20,000 annual public transit hours to improve public transit service delivery within the City of Nanaimo and to develop transit routes that connect our local system with inter-regional connections."

We look forward to working with the Regional District of Nanaimo in the development of additional public transit hours as the City of Nanaimo has officially declared a climate emergency for the purposes of identifying and deepening our commitment to protecting our economy, our eco systems, and our community from global warming.

Sincerely,

Leonard Krog
MAYOR

455 Wallace Street, Nanaimo, British Columbia, Canada V9R 5J6 • Phone: (250) 755-4400 Fax: (250) 754-8263 • www.nanaimo.ca

REGIONAL DISTRICT OF NANAIMO

STAFF REPORT

TO:	Transit Select Committee	**MEETING:**	July 11, 2019
FROM:	Erica Beauchamp Superintendent Transit Planning and Scheduling	**FILE:**	8500-01-DOL

Subject: District of Lantzville Request for Free Transit for Minetown Day - 2019

RECOMMENDATION

That Lantzville's request for free transit services on the Route 11 Lantzville for 'Minetown Day' event held on Saturday September 7, 2019 be approved.

SUMMARY

The District of Lantzville has requested that RDN Transit provide free transit services on the 11 Lantzville route for the annual 'Minetown Day' event on Saturday, September 7, 2019.

The event is supported by a team of volunteers. By offering free transit for this event, it may encourage additional volunteers, and help reduce traffic congestion.

BACKGROUND

The District of Lantzville holds an annual 'Minetown Day' event and has requested transit services provide free travel along the 11 Lantzville route for this day. Providing an incentive for event goers and volunteers to utilize transit for travel to and from the event would help alleviate congestion within the District of Lantzville on the day of event, as well it will make the event more accessible to the residents of Lantzville.

The event is located in the District of Lantzville's Huddlestone Park, on Saturday, September 7, 2019, and includes events such as a pancake breakfast, parade and kids activities/rides.

The 11 Lantzville transit route, Attachement 1, operates from 6:39 am to 7:03 pm, a service span of approximately 12.5 hours. Average ridership per hour on the 11 Lantzville route is 18 rides/hour.

ALTERNATIVES

1. That Lantzville's request for free transit services on the Route 11 Lantzville for 'Minetown Day' event held on Saturday September 7, 2019 be approved.

2. That alternate direction be provided.

FINANCIAL IMPLICATIONS

Providing free transit on the 11 Lantzville route for its regular span of service of 12.5 hours, given an average hourly ridership of 15 rides/hour, would result in a cash revenue loss of approximately $500.

STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.



Erica Beauchamp
ebeauchamp@rdn.bc.ca
June 10, 2019

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

Attachment
1. 11 Lantzville and Event Bus Map

11 Lantzville

Local

