

REGIONAL DISTRICT OF BULKLEY-NECHAKO

REGIONAL TRANSIT COMMITTEE MEETING
(Committee Of The Whole)

Thursday, April 20, 2017

PRESENT: Acting Chair Bill Miller

 Directors Taylor Bachrach – via-teleconference – 11:45 a.m. – 12:00 p.m.
 Eileen Benedict
 Shane Brienen
 Mark Fisher
 Tom Greenaway
 Dwayne Lindstrom
 Thomas Liversidge
 Rob MacDougall
 Bill Miller
 Rob Newell
 Mark Parker
 Jerry Petersen
 Darcy Repen
 Luke Strimbold
 Gerry Thiessen

 Staff Melany de Weerd, Chief Administrative Officer
 Cheryl Anderson, Manager of Administrative Services
 Laura O’Meara, Senior Financial Assistant – left at 11:58 a.m.,
 returned at 12:07 p.m.
 Deneve Vanderwolf, Regional Transit Service Coordinator
 Wendy Wainwright, Executive Assistant

 Others Chris Beach, Mayor, Village of Burns Lake – left at 12:16 p.m.
 Matthew Boyd, Manager, Planning, BC Transit
 Chris Fudge, Senior Regional Transit Manager, BC Transit
 Norm Hildebrandt, Audit Partner, Price Waterhouse Cooper
 Anne Marie Sam, BC New Democratic Party Candidate Nechako
 Lakes– arrived at 12:10 p.m.
 Sheryl Worthing, CAO, Village of Burns Lake – left at 12:00 p.m.

 ViaTele- Deborah Bowman, Assistant Deputy Minister, Transportation
 Conference Policy and Programs, Ministry of Transportation and
 Infrastructure
 Silas Brownsey, Executive Director, Transit & Crown Agency
 Programs, Ministry of Transportation and Infrastructure
 Tom Clement, Chief Administrative Officer, District of
 Vanderhoof
 Zoe Dhillon, Special Projects Coordinator, District of Vanderhoof
 Linda Harmon, Transit Crown Agency Programs, Ministry of
 Transportation and Infrastructure
 Tiina Schaeffer, Manager of Sustainable Community
 Development and Transit, City of Prince George
 Kathleen Soltis, City Manager, City of Prince George

 Media Flavio Nienow, Lakes District News – left at 12:19 p.m.

CALL TO ORDER Acting Chair Miller called the meeting to order at 11:30 a.m.

AGENDA

Moved by Director Petersen
Seconded by Director MacDougall

RTC. 2017-2-1

“That the Regional Transit Committee Agenda for April 20, 2017 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Regional Transit Committee Meeting Minutes
-January 26, 2017

Moved by Director Illes
Seconded by Director Benedict

RTC.2017-2-2

“That the Minutes of the Regional Transit Committee Meeting of January 26, 2017 be received.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

DISCUSSION ITEMS

BC TRANSIT – Chris Fudge Senior Regional Transit Manager, and Matthew Boyd, Manager, Planning RE: Bulkley-Nechako Regional Transit Service Implementation Plan

Acting Chair Miller welcomed Chris Fudge, Senior Regional Transit Manager and Matthew Boyd, Manager, Planning, BC Transit.

Messrs. Fudge and Boyd provided a PowerPoint Presentation.

Update

- Smithers-Moricetown service implementation (late January);
- Transit Service Agreement signed between RDBN and BC Transit (early March);
- Direct award for service provision to Pacific Western Transportation (PWT) (mid-March);
- Community Transportation Grant Program (late March).

Where are we now?

- **Completed:**
 - Service area segment meetings;
 - Revise options, engage further partners;
 - Detailed scheduling;
 - Revise route maps;
 - Confirm stop locations;
 - Assess vehicles;
 - Finalize governance & agreement strategy;
 - Begin procurement process;
 - Conduct further engagement;
 - Finalize operating details;
 - Finalize schedules, routes;
 - Confirm service hours;
 - Build infrastructure;
 - Order signage;
 - Prepare vehicles;

DISCUSSION ITEMS (CONT'D)

BC TRANSIT – Chris Fudge Senior Regional Transit Manager, and Matthew Boyd, Manager, Planning RE: Bulkley-Nechako Regional Transit Service Implementation Plan (Cont'd)

- **We are here**
 - Finalize Implementation Plan and Agreements;
 - Create marketing materials;
 - Coordinate with other providers;
 - Ramp up operating centres;
 - Deliver & prepare vehicles;
 - Train new staff;
 - Install signage, wayfinding;
 - Implement Service.

Burns Lake to Prince George

Service:

- Route 161;
- One round trip per day;
- 3 days per week (Tue., Thru. Sat.);
- 4 hour window in Prince George;
- No service on stat holidays.

Communities served:

- Wet'suwet'en;
 - Decker Lake;
 - Burns Lake*;
 - Tintagel;
 - Endako;
 - Stellaquo;
 - Fraser Lake;
 - Nautley;
 - Fort Fraser;
 - Vanderhoof*;
 - Beverly;
 - Prince George*.
- (*denotes local routing).

Burns Lake to Smithers

Service:

- Route 162;
- One round trip per day;
- 3 days per week (Mon. Wed. Fri)
- 5 hour window in Smithers;
- No service on stat holidays.

Communities served:

- Wet'suwet'en;
 - Burns Lake;
 - Decker Lake;
 - Broman/Duncan Lake;
 - Topley;
 - Houston*
 - Telkwa
 - Smithers*;
 - Additional midday round trip between Houston and Smithers.
- (*denotes local routing).

DISCUSSION ITEMS (CONT'D)

BC TRANSIT – Chris Fudge Senior Regional Transit Manager, and Matthew Boyd, Manager, Planning RE: Bulkley-Nechako Regional Transit Service Implementation Plan (Cont'd)

Infrastructure

- New transit shelters and bus stop signage being installed.

Special Consideration and Contingency Strategies

- Vehicle breakdowns;
- Service overloads;
- Cell reception?
- Inclement weather;
- Washroom access;
- Bicycle racks;
- Luggage and parcel storage;
- Flagging the bus:
 - Recommend using designated bus stops;
 - Safety concerns.

Fare Structure

- Single \$5.00 cash fare – one way;
- Sheet of 10 TICKETS: \$45;
- Children five and under travel free if with paying guardian;
- BC Bus Pass
 - Universal bus pass for low income seniors, people with a disability;
- Transfer policies;
- Vendors.

Marketing/Communication Action Plan

- Riders Guide;
- Web-site;
- Interior Bus Cards-Prince George & Smithers;
- Print advertising;
- Radio advertising;
- Social media (Facebook/Twitter)
- Promotional items;
- Additional material?

Riders Guide*

- Still in development.

Website

- In development;
- Mobile version:
 - Trip alerts;
 - Subscribe to those alerts;
- Report a concern:
 - Provide suggestions, complaints, and comments.

Regional Transit System

- BC Transit staff provide operational support to operating partners and focus on enhancing stakeholder relations;
- Annual partner communications calendar;
- Quarterly Performance Report to BC Transit senior leadership;
- Annual Performance Summary;
- The Hub – Partner Site;
- Marketing & Communication.

DISCUSSION ITEMS (CONT'D)

BC TRANSIT – Chris Fudge Senior Regional Transit Manager, and Matthew Boyd, Manager, Planning RE: Bulkley-Nechako Regional Transit Service Implementation Plan (Cont'd)

Vehicles

Ford Polar

- Passenger Capacity – 20;
- Wheelchair positions – 4 or 6;
- Length – 7.46m;
- Width 2.44m;
- GVW – 6.373-6,577kg.

Aero Elite 320

“International”

- Passenger Capacity – 30;
- Wheelchair positions – 4 or 6;
- Length – 9.83m;
- Width – 2.4m;
- GVW – 10,659kg.

Post Implementation

- Service will be monitored closely by BC Transit and the local partners to ensure the schedules and route alignments are meeting the customer needs;
- Include ridership analysis, on-time performance analysis, operator feedback and customer feedback;
- If required, adjustments will be made to the service within a reasonable timeframe;
- Full thorough service review after three years.

Discussion took place in regard to ensuring the transit service provider is fully engaged with the local communities and the region. BC Transit will forward the request to PWT, the service provider for the Regional Transit, to ensure full engagement.

Director Fisher voiced concerns in regard to the recommendation from BC Transit to use designated bus stops and discouraging flagging the bus. Discussion took place to the safety concerns in regard to flagging the bus and finding a balance in regard to creating and developing safe stop locations. Mr. Boyd spoke of ensuring dialogue continues in regard to flagging the bus and bus stops along the Bulkley-Nechako Regional Transit route. Director Fisher and Newell emphasized the need to provide service to the rural residents of the region. Deborah Bowman, Assistant Deputy Minister, Transportation Policy and Programs, Ministry of Transportation and Infrastructure (MoTI) commented that the maintenance, snow removal and safety considerations are a main consideration of MoTI and its regional highways departments. The safety action funding of \$1.5M of the five point Highway 16 Action Plan was to specifically support the safety of bus stops in providing transit shelters with wifi access for the Regional Transit Service and the Community Vehicle Programs. Ms. Bowman noted that the MoTI will be working with BC Transit and the organizations that were granted the Community Vehicle Programs to develop the links between the Bulkley-Nechako Regional Transit and the Community Vehicle Programs.

Chair Miller thanked Messrs. Fudge and Boyd for attending the meeting.

REPORT

Implementation Memorandum of Understanding Moved by Director MacDougall
Seconded by Director Lindstrom

RTC.2017-2-3 “That the Regional Transit Committee recommend that the Regional District of Bulkley-Nechako Board of Directors that it approve and execute the Implementation Memorandum of Understanding between BC Transit and the Regional District of Bulkley-Nechako.”

Opposed: Director Fisher CARRIED

(All/Directors/Majority)

Director Fisher voiced concerns in regard to bus stop locations and the need to find solutions and for constant communication. Director MacDougall mentioned that the Regional Transit System is a work in progress and may need adjustments as it develops.

Regional Transit Service Coordinator & Correspondence Moved by Director Illes
Seconded by Director Petersen

RTC.2017-2-4 “That the Regional Transit Committee receive the following:

Report

Chief Administrative Officer’s April 11, 2017 memo titled “Regional Transit Service Coordinator”;

CORRESPONDENCE

- from the Village of Telkwa RE: Regional District of Bulkley-Nechako Regional Public Transit and Para – Transit (Highway 16) Service Establishment Bylaw No. 1790, 2016”;
- from the Ministry of Transportation and Infrastructure RE: Highway 16 Transportation Action Plan Enables \$2 Million for Community Grants”;
- from the Ministry of Transportation and Infrastructure RE: Highway 16 Transportation Action Plan Enables Enhance Transit Service in Kitimat-Stikine”;
- from BC Transit RE: #ExploreBCbyBus-Spring Province-wide Campaign.”

(All/Directors/Majority) CARRIED UNANIMOUSLY

ADJOURNMENT

Moved by Director Newell
Seconded by Director Repen

RTC.2017-2-5 “That the meeting be adjourned at 12:22 p.m.”

(All/Directors/Majority) CARRIED UNANIMOUSLY