

Minutes of the regular meeting of the Transit Committee held in the CVRD Boardroom, 175 Ingram Street, Duncan, on February 8, 2012 at 3:30 p.m.

**PRESENT:** Director Morrison, Chair  
Director Kent, Vice-Chair  
Directors, Duncan. Fraser, Giles, Hutchins, McGonigle,  
Walker, Weaver

**ABSENT:** Directors Iannidinardo, Lefebure, Lines

**ALSO**

**PRESENT:** Jim Wakeham, Manager, Facilities, Transit & Fleet  
Brian Dennison, GM, Engineering & Environment  
Warren Jones, CAO, CVRD  
Mark Kueber, Manager, Corporate Services  
James Wadsworth, Senior planner, BC Transit  
Joanne Bath, Recording Secretary

**APPROVAL  
OF AGENDA**

The following item was added under New Business:  
NB1 – Electoral Area B Service petition

**It was moved and seconded that the agenda be approved as amended.**

**MOTION CARRIED**

**ADOPTION  
OF MINUTES**

**It was moved and seconded that the minutes of the October 12, 2011 regular Transit Committee meeting be adopted.**

**MOTION CARRIED**

**BUSINESS ARISING  
OUT OF MINUTES**

No business arising

**REPORTS**

**R1**

The February 6, 2012 edition of Cowichan Valley Regional Transit Rider's Guide was distributed for information.

Staff were requested to provide future publications to the Transit Committee for review prior to going to print.

**It was moved and seconded that the staff report and rider's guide be received and filed.**

**MOTION CARRIED**

**R2**

A staff report was considered in regard to a revision to the Cowichan Valley Commuter On Board Pet Policy.

It was moved and seconded that, as recommended by BC Transit, the CVRD Board agree to revise the Cowichan Valley Commuter "On-board Pet Policy", to read:

*"Other than Assistance Animals, pets are not permitted on board the Cowichan Valley Commuter Service. The service is not deemed appropriate for pets to travel on due to the longer duration trips and the large distances the vehicle travels between stops. This policy applies to all pets regardless of whether they are contained in secure cages or not. Assistance animals are allowed on public transit at all times. Passengers may be asked to produce their Guide Animal Certificate."*

**MOTION CARRIED**

**R3**

A staff report, including a draft map, was considered regarding a custom Transit (handyDART) Service Area proposal.

It was moved and seconded that the Transit Committee provide feedback to staff regarding the Custom Transit Service Area proposal from BC Transit, prior to March 23, 2012 in order for staff to develop a formal response to BC Transit by March 31, 2012.

**MOTION CARRIED**

Staff will send the Committee members a revised map showing more details.

**R4**

A staff report was considered regarding the Conventional Transit Service Expansion for the period 2012 – 2014.

Staff were asked to revise the staff recommendation to include Electoral Area G in the notification of opportunity to receive expansion hours.

Director Giles asked if staff had received a response from the Ministry of Transportation and Infrastructure following the meeting she and Director Kent had with them regarding addition of a commuter bus?

Mr. Jones responded that, as there has been no response, a letter is being sent as follow up.

**It was moved and seconded:**

- 1. That staff advise the Town of Ladysmith and Electoral Area G of the opportunity to receive expansion hours to integrate Ladysmith and Saltair into the Regional Transit Service, to commence March 2013; and further that the Town and Electoral Area Director be advised that, if interested in joining the CVRD transit service, formal notification must be received in time for the CVRD to provide confirmation to BC Transit before May 31, 2012.**

2. That it be recommended that staff notify BC Transit that the CVRD is interested in receiving the proposed additional expansion hours outlined in their letter of January 26, 2012, as well as other additional hours should they be made available.

**MOTION CARRIED**

**R5**

A staff report was considered regarding installation of transit benches in 2012.

**It was moved and seconded that staff include \$50,000 in the 2012 Transit Budget 107 - minor capital account for the installation of approximately twenty-five stand-alone transit benches at identified priority transit stops within the CVRD.**

**MOTION CARRIED**

**R6**

A staff report was considered regarding expanding CVRD Transit Marketing initiatives for the Conventional Service System.

**It was moved and seconded that an increase be included in the 2012 Transit budget 107 - advertising account from \$1,000 to \$4,000; and the promotions account from \$1,500 to \$10,500, for a total increase of \$12,000 in order to implement additional CVRD transit marketing initiatives.**

**MOTION CARRIED**

**R7**

2012 Budget discussion for Functions 106 and 107.

**It was moved and seconded that the Committee approve Budget 106 as presented and Budget 107 as amended to include the three supplemental items; CVRD marketing initiatives for \$12,000, transit benches for \$50,000, and handyDART's 1,600 expansion hours for Sept 2012 for \$16,667, all of which impact the 2012 tax requisition by an increase of \$31,000 or 2%.**

**MOTION CARRIED**

**INFORMATION  
IN1**

The CVRD Future Transit Plan Draft Executive Summary was distributed.

**It was moved and seconded that the CVRD Future Transit Plan Draft Executive Summary be received for information.**

**MOTION CARRIED**

Staff advised that BC Transit will be giving a presentation on the CVRD Future Transit Plan at a special meeting of the Transit Committee to be held on March 14, 2012 at 2:00 p.m.

**NEW BUSINESS**

**NB1** "Director Fraser provided a petition entitled, "Bring the Bus back to Shawnigan Lake" with 53 names supporting the request that transit be provided on the west and south side of the lake area.

**NB2** Director Kent asked for feedback from BC Transit on the fleet and the infrastructure to allow wheelchair accessibility at bus stops within the City of Duncan.

**ADJOURNMENT**

**It was moved and seconded that the meeting be adjourned.**

**MOTION CARRIED**

The meeting adjourned at 5:08 p.m.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Recording Secretary

Dated: \_\_\_\_\_