



REGIONAL DISTRICT OF BULKLEY-NECHAKO

REGIONAL TRANSIT COMMITTEE AGENDA

THURSDAY, FEBRUARY 22, 2018

1:00 P.M.

Regional District of Bulkley-Nechako Boardroom

<u>PAGE NO.</u>		<u>ACTION</u>
	<u>AGENDA – February 22, 2018</u>	Approve
	<u>Supplementary Agenda</u>	Receive
	<u>MINUTES</u>	
3-6	Regional Transit Committee Meeting Minutes – October 12, 2017	Receive
	<u>REPORTS</u>	
7	Deneve Vanderwolf, Regional Transit Coordinator – 2018 Regional Transit Committee Meeting Schedule	Recommendation (Page 7)
8-15	Deneve Vanderwolf, Regional Transit Coordinator – 2017 Rider Survey Report	Receive
16-17	Deneve Vanderwolf, Regional Transit Coordinator – 2017 Ridership Table	Receive
18-19	Deneve Vanderwolf, Regional Transit Coordinator – Information Signage Infrastructure	Receive
	<u>CORRESPONDENCE</u>	
20-24	BC Transit – Draft Highway 16 Bus Stop Analysis Updates	Receive
25-28	News Release – Northern Residents Benefiting from Safer, More Affordable Travel on Highway 16	Receive

<u>PAGE NO.</u>	<u>CORRESPONDENCE (CONT'D)</u>	<u>ACTION</u>
29-48	BC Transit – Transit Shelter Program	Receive
49-50	Ministry of Transportation and Infrastructure – Transit Minor Betterments Program – Application Guide – Program Criteria	Receive
51-57	Town of Smithers – Minutes of the Smithers And District Transit Committee -December 1, 2017	Receive
58	Town of Spallumcheen – Letter of Support for the Adoption of a Flexible Ride-Sharing Regulation in the Province of BC	Receive

SUPPLEMENTARY AGENDA

NEW BUSINESS

ADJOURNMENT

REGIONAL DISTRICT OF BULKLEY-NECHAKO**REGIONAL TRANSIT COMMITTEE MEETING**
(Committee Of The Whole)**Thursday, October 12, 2017**

PRESENT: Acting Chair Bill Miller

Directors Chris Beach
Eileen Benedict
Shane Brien
Mark Fisher
Dwayne Lindstrom
Thomas Liversidge
Rob MacDougall
Rob Newell
Mark Parker
Jerry Petersen
Darcy Repen
Gerry Thiessen

Directors Absent Taylor Bachrach, Town of Smithers
Tom Greenaway, Electoral Area "C" (Fort St. James Rural)

Alternate Director Bob Hughes, Electoral Area "C" (Fort St. James Rural)

Staff Melany de Weerd, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
John Illes, Chief Financial Officer
Deneve Vanderwolf, Regional Transit Service Coordinator
Wendy Wainwright, Executive Assistant

Via Tele-Conference 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
Debbie Joujan, Chief Administrative Officer, Village of Telkwa
Art Kaehn, Chair, Regional District of Fraser-Fort George
Jim Martin, CAO, Regional District of Fraser-Fort George
Jillian Merrick, Councillor, City of Prince George
Dyra Pridham, Executive Assistant, City of Prince George
Tiina Schaeffer, Manager of Sustainable Community Development and Transit, City of Prince George
Barbara Tom, Lake Babine Nation

CALL TO ORDER

Acting Chair Miller called the meeting to order at 1:00 p.m.

AGENDA & SUPPLEMENTARY AGENDAMoved by Director Petersen
Seconded by Director Lindstrom**RTC. 2017-4-1**

"That the Regional Transit Committee Agenda for October 12, 2017 be adopted; and further, that the Supplementary Agenda be dealt with at this meeting."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Regional Transit Committee Meeting Minutes -September 7, 2017

Moved by Director MacDougall
Seconded by Director Petersen

RTC.2017-4-2

"That the Minutes of the Regional Transit Committee Meeting of September 7, 2017 be received."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Memorandum of Understanding to Amend the AOA Service Specifications

Moved by Director Thiessen
Seconded by Director MacDougall

RTC.2017-4-3

"That the Regional Transit Committee receive the Regional Transit Coordinator's October 3, 2017 memo titled "Memorandum of Understanding to Amend the AOA Service Specifications," and further, that the Regional Transit Committee recommend that the Regional District of Bulkley-Nechako Board of Directors approve signing the document."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Winter Schedule Change

Moved by Director Repen
Seconded by Director Beach

RTC.2017-4-4

"That the Regional Transit Committee receive the Regional Transit Coordinator's October 3, 2017 memo titled "Winter Schedule Change."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

CORRESPONDENCE

Town of Smithers/BC Transit -Service Change

Moved by Director Repen
Seconded by Director Fisher

RTC.2017-4-5

"That the Regional Transit Committee receive the correspondence from the Town of Smithers/BC Transit regarding Service Change."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Director Repen expressed his appreciation for the expansion of the commuter route between the Village of Telkwa and Town of Smithers. He noted that there is a lack of signage and communication from BC Transit in regard to the Village of Telkwa to Town of Smithers route to identify that there are two different services accessing the same pickup/drop off locations. There also needs to be clarity and promotion in regard to where residents can purchase passes and costs associated with the route.

SUPPLEMENTARY AGENDA

REPORT

Passenger Pass-ups

Moved by Director Lindstrom
Seconded by Director Parker

RTC.2017-4-6

"That the Regional Transit Committee receive the Regional Transit Coordinator's October 10, 2017 memo titled "Passenger Pass-ups."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Deneve Vanderwolf, Regional Transit Coordinator noted that BC Transit is actively researching a solution so that pass ups do not occur. BC Transit is also open to solutions that the Regional Transit Committee may have to assist in mitigating pass ups. Chris Fudge, Senior Regional Transit Manager, BC Transit has initiated the process to have a larger bus on the route as soon as possible ahead of the schedule to have a new bus for the route in summer of 2018.

Director Thiessen noted that it is unacceptable for riders to experience pass ups and that in order for the service to be sustainable it needs to be reliable. He voiced concerns in regard to impacts to rider's schedules if they are using the bus for appointments in other communities and riders coming from communities such as Fort St. James to Vanderhoof and their options if they are not able to take the bus.

Director MacDougall mentioned that the Transit Committee Advisory Committee discussed the potential for pass ups at meetings prior to the start of the service to mitigate the issue. He noted that BC Transit is aware of the issue and is working to find a solution in the interim but due to winter approaching there needs to be an immediate solution.

CORRESPONDENCE

BC Transit – Bulkley-Nechako Regional Transit – Winter Rider's Guide – Effective November 6, 2017

Moved by Director Repen
Seconded by Director Petersen

RTC.2017-4-7

"That the Regional Transit Committee receive the correspondence from BC Transit regarding the Bulkley-Nechako Regional Transit – Winter Rider's Guide – Effective November 6, 2017."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

6

NEW BUSINESS

Community Bus Funding

Director Reppen questioned if funding remained from the Community Bus Program would there be an opportunity to expand the Bulkley Nechako Regional Transit System to address Greyhound Canada Transportation Corp. request to the Passenger Transportation Board to reduce service to northern B.C. Linda Harmon, Transit Crown Agency Programs, Ministry of Transportation and Infrastructure mentioned that the Community Bus Program was fully subscribed. She mentioned that Greyhound's request is currently in front of the Passenger Transportation Board for review and a decision has yet to be made. Jillian Merrick, Councillor, City of Prince George commented that a resolution was supported at the 2017 UBCM Convention to request that the Passenger Transportation Board not allow Greyhound Canada Transportation Corp.'s request to withdraw service to central and northern B.C.

**Commuter Bus Service
Between Houston and Smithers**

Director Newell spoke of the need to have a commuter bus service between Houston and Smithers. He noted that there are 60 service jobs in Smithers that need to be filled along with 28 mill workers and 17 students travelling between the communities. He reiterated the economic need for a commuter service between the two communities.

**Additional Stops and Signage
in Houston**

BC Transit has received the requests and is reviewing them. Staff will follow up with BC Transit.

ADJOURNMENT

Moved by Director Thiessen
Seconded by Director Lindstrom

RTC.2017-4-8

"That the meeting be adjourned at 1:23 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Bill Miller, Acting Chair

Wendy Wainwright, Executive Assistant



Regional District of Bulkley-Nechako Regional Transit Committee Memo

To: Chair Bachrach and Regional Transit Committee
From: Deneve Vanderwolf, Regional Transit Coordinator
Date: January 29, 2018
Re: 2018 Regional Transit Committee Meeting Schedule

A 2018 Regional Board/Committee Meeting Schedule is below for consideration by the Regional Transit Committee. The proposed meeting schedule corresponds with the Regional District of Bulkley-Nechako Committee meetings schedule.

2018 Regional Transit Committee Meeting Schedule

- February 22 – 1:00 pm
- May 3 – 1:00 pm
- August 16 – 1:00 pm
- November 15 – 1:00 pm

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

1. That the Regional Transit Committee receive the Regional Transit Coordinators memo dated January 29, 2018 titled '2018 Regional Transit Committee Meeting Schedule.'
2. That the Regional Transit Committee recommends that the Regional District of Bulkley-Nechako Board of Directors approve the 2018 Regional Transit Committee Meeting Schedule.



Regional District of Bulkley-Nechako Regional Transit Committee Memo

To: Chair Bachrach and Regional Transit Committee
From: Deneve Vanderwolf, Regional Transit Coordinator
Date: January 25, 2018
Re: 2017 Rider Survey Report

Background

At the September 7, 2017 Rural Directors Committee meeting discussion took place in regard to further information being provided in the Ridership Breakdown. It was noted that there is a need to know where riders reside that are using the Bulkley-Nechako Transit Service.

From November 1 - 30, 2017 a rider's survey was conducted on both routes of the Bulkley-Nechako Regional Transit System.

The attached report summarizes the data collected during November 2017.

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

That the Regional Transit Committee receive the Regional Transit Coordinators memo dated January 25, 2018 titled '2017 Rider Survey Report.'

November 2017 Rider's Survey Report

Introduction

At the September 7, 2017 Rural Directors Committee meeting discussion took place in regard to further information being provided in the Ridership Breakdown. It was noted that there is a need to know where riders reside that are using the Bulkley-Nechako Transit Service.

From November 1 - 30, 2017 a rider's survey was conducted on both routes of the Bulkley-Nechako Regional Transit System. The purpose of the survey was to learn more about where transit rider's primary residence was located. Additionally, three questions were asked to provide more information on transit riders, and a space for comments was included.

1. How often do you ride the Bulkley-Nechako Transit System?
2. What best describes your transit travel?
3. What age category best describes you?

The total number of surveys collected was 115. Total ridership in November on route 161 and 162 was 365 passengers. Rider participation in the survey was 31%.

Analysis of data

Tables 1-3

- Of the 115 surveys, 75 people indicated they lived in a rural area and 39 indicated they live in a municipality.
- All electoral areas were represented in the survey responses.
- Electoral Area B had the most riders followed by Area G and F.
- All municipalities with the exception of Fort St James were represented in the survey responses
- Burns Lake had the most riders followed by Vanderhoof and Houston.

Tables 4-6

- Most participants are
 - regular riders indicating 1-2 trip a month
 - return on the same day
 - between 25-64 years of age.

Tables 7-9

- Most rural participants are
 - regular riders indicating 1-2 trip a month
 - return on the same day
 - between 25-64 years of age.

Tables 10-12

- Most municipal participants are
 - regular riders indicating 1-2 trip a month
 - return on a future day
 - between 25-64 years of age.

Table 13

- Suggestions from survey participants.

Table 14

- Selected comments from survey participants.
- All comment made were positive and encouraging. Several comments that were very similar to each other were omitted for this report.

TABLE 1: Transit riders residing in Electoral Areas

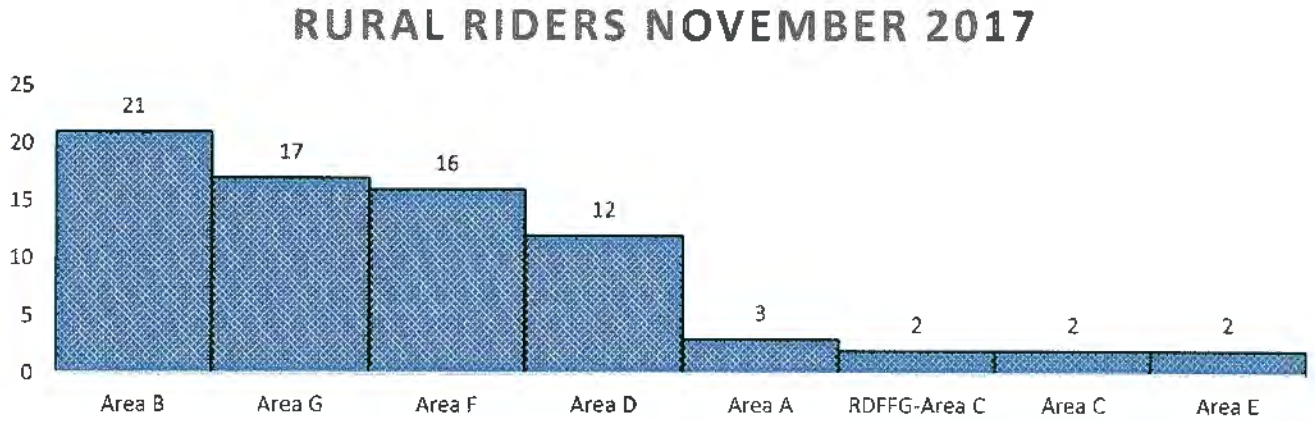


TABLE 2: Transit riders residing in Municipalities

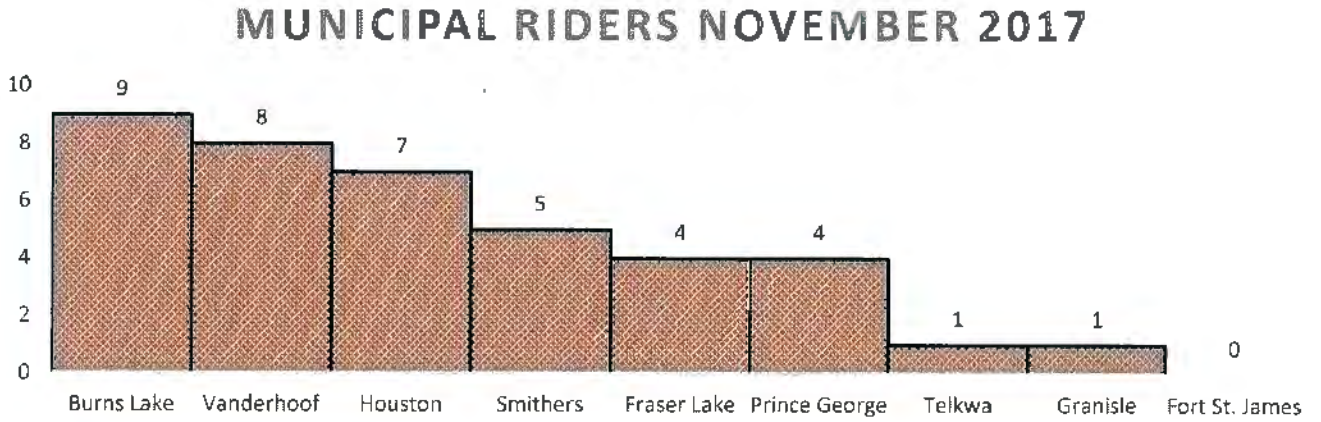


Table 3: Comparison of rural and municipal riders

November 2017 Ridership

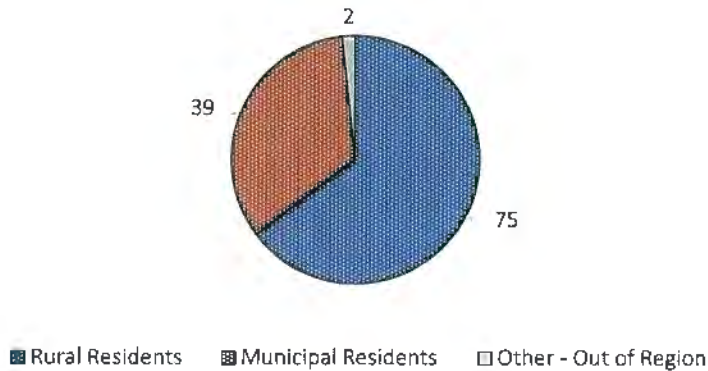


TABLE 4: Total Rider Frequency

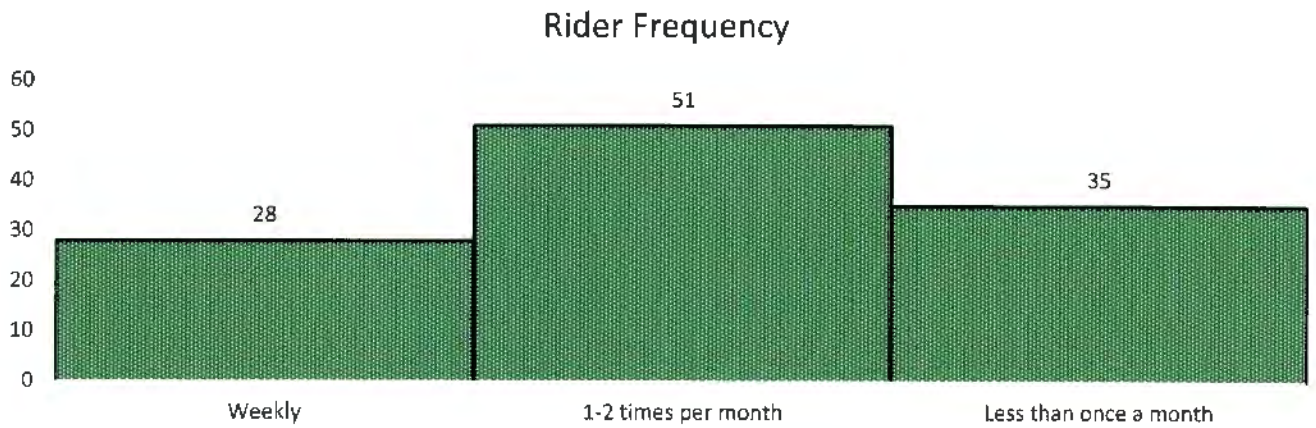


TABLE 5: Total Riding Habits

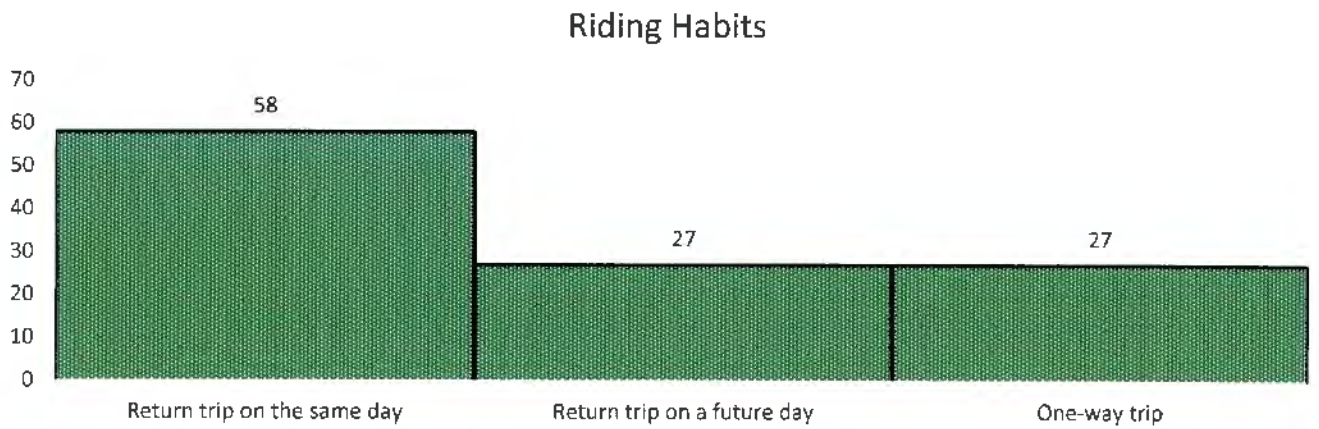


TABLE 6: Total Age Demographics

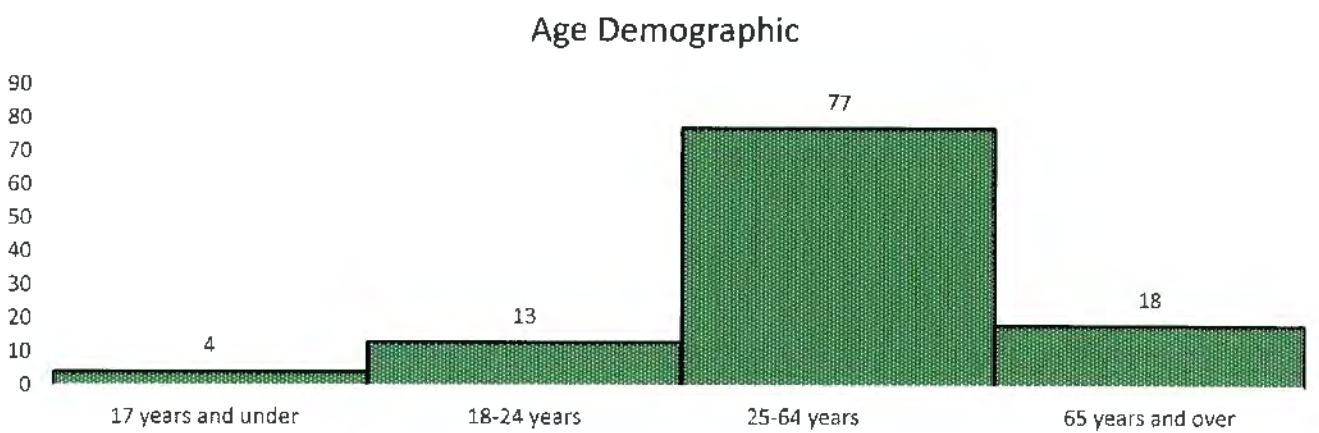


TABLE 7: Rural Rider Frequency

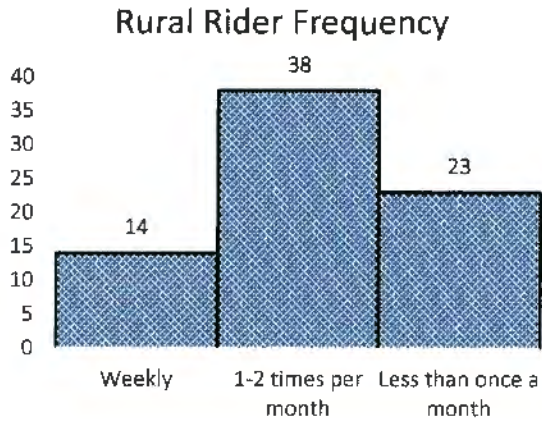


TABLE 10: Municipal Rider Frequency

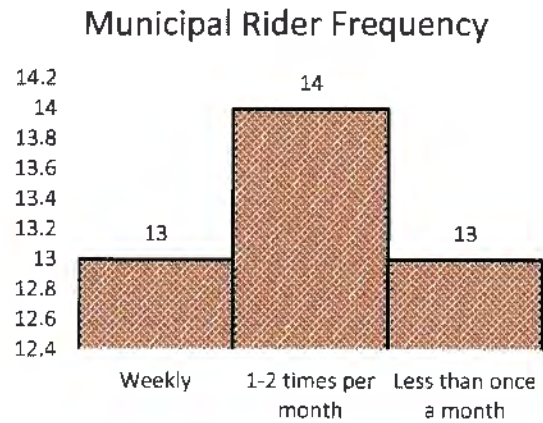


TABLE 8: Rural Riding Habits

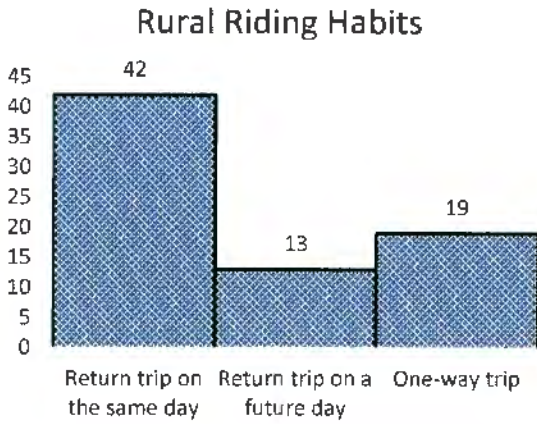


TABLE 11: Municipal Riding Habits

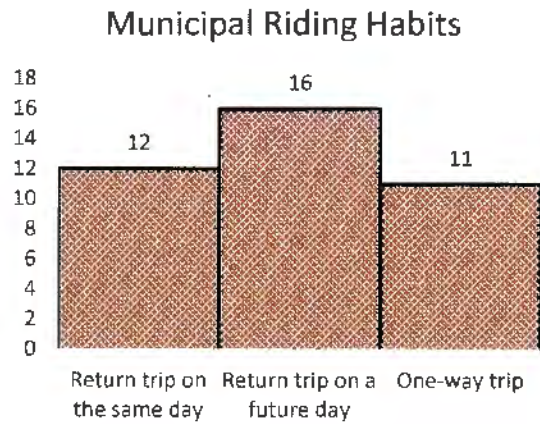


TABLE 9: Rural Age Demographics

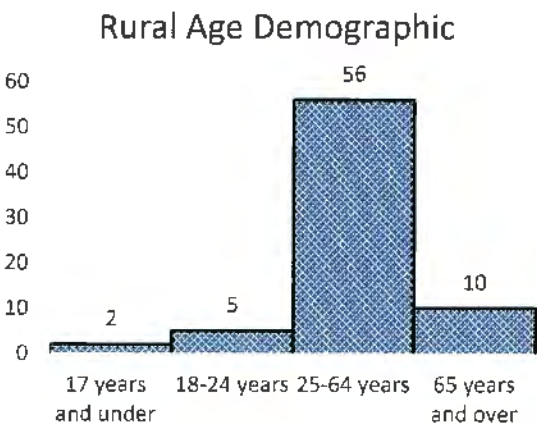


TABLE 12: Municipal Age Demographic

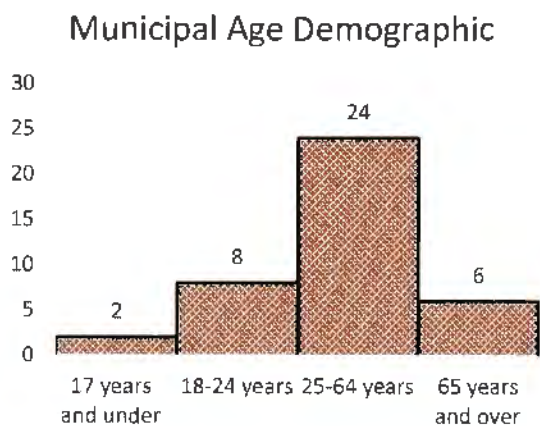


TABLE 13: Participate Suggestions

Suggestions
Burns lake to Prince George, more days please.
Need Washroom
Visiting from Vancouver, very convenient however just ran into cousin whose bus was full - to Babine and now he is stranded (sorry this isn't transit) Would be nice to travel straight from Smithers to Prince George. Lucky I have some place to stay. Also would be nice to have a bus to Babine.
Commuter service M-F would be a wonderful service to have for people who live in Houston, but work in Smithers. For some people it is more economical to live in Houston because of the high rentals and housing in Smithers. Thank you
In the near future hope it goes to Fort St James often. Sad it doesn't go to Fort St James.
I only take one way. When I can get a ride home. If there was a later ride home such as 430 or 5 I would use it more.
I think this is the best but it would be nice to see it same(?) back and later return
Need a bigger bus and shelters. No coverage at hospital stop. The weather is not nice in winter. Great service though will continue to use
It would be much better for myself and many others as well if there was a way to get from Smithers to PG and visa versa. Many of us have no where to go in Burns Lake
Wifi would be nice. Great service, great price for seniors. Thank you
It is good going to Smithers but it leaves too early. Like I had an appointment at 3 pm at he hospital and all the busses are going back already. And I still have to hitchhike back to Topley in the dark. The bus leaves too early 4 or 4:30 would be nice from Smithers
Can't wait for the bigger bus and should leave prince George later. Like 4 instead of 3

TABLE 14: Selected Participant Comments

Comments
I really appreciate this service. The customer service is great. Local professional drivers are an added bonus. Local knowledge is the best. The hours are convenient. I will use the bus again and again
Thanks to BC Transit for starting this bus route. Before we were stranded a lot. Now we are happy and we have the option to go to Smithers or PG. Special thanks to both the drivers!
I really like the bus, it's super cozy and the seats are really nice. The bus driver is really friendly. Thank you for providing great transportation!
The phone-in rural stop option was amazing and easy to use. I was able to call the day before to schedule a pick-up along the route. This service is amazing.
The driver was very helpful, kind and courteous. Very professional about their job. Top notch service, thank you for this service.
Its very helpful for me, thanks BC Transit for running this bus and thanks both the bus drivers. They are doing a very good job, very helpful
Enjoyed the ride, all kinds of people on the bus. Very friendly, fast & safe! Awesome, thank you for making it easier for people like me. I have no vehicle
With out transit I can't get to Vanderhoof or PG for health appointments. I am grateful to have the transit bus.
If I didn't have this bus ride I wouldn't be able to visit my wife in the hospital!!
The drivers are both very nice and friendly. I use the bus more than 2 times per month
As we don't drive on winter roads this will be a very convenient service for us
Thank you very much. This bus is a God send and it's very comfortable
I live close to Fraser Lake but come to PG often for visiting and Dr Appointments
So grateful for this service. I don't have to hitch hike any more. Thank you
I had two minors with me ages 4 & 3. We shared two seats. The driver was great.
I'm satisfied with the supplied service because it's convenient and affordable
Bus is all good and comfortable. The bus route is excellent

Conclusion

The Rider's Survey conducted in November primarily provided data on the primary residence of the riders using the Bulkley-Nechako Regional Transit Service. Data was also collected on rider frequency, habits, and age demographics. Results showed that of the 115 surveys returned a majority of riders live in rural areas, are between 25-64 years old, return on the same day of travel, and ride the bus regularly 1-2 times per month.

This survey will be repeated throughout 2018 in two month intervals. The next survey will be administered during the months of March and April. Consideration for the next survey will include an additional question regarding why people are traveling.



Regional District of Bulkley-Nechako Regional Transit Committee Memo

To: Chair Bachrach and Regional Transit Committee
From: Deneve Vanderwolf, Regional Transit Coordinator
Date: January 25, 2018
Re: 2017 Ridership Table

The Bulkley-Nechako Regional Transit System began service on June 19, 2017. The transit service has gained in popularity quickly with ridership numbers surpassing expectations.

The attached table organizes 2017 ridership by Municipality and Electoral Area / First Nation. Passenger counts include riders boarding the bus at stops located within their respected areas, numbers may include more than one bus stop.

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

That the Regional Transit Committee receive the Regional Transit Coordinators memo dated January 25, 2018 titled '2017 Ridership Table'.

2017 Ridership by Area

Municipality/Electoral Area	Jul-17	Aug-17	Sep-17	Oct-17	Nov-17	Dec-18	2017 Totals
Route 161 Burns Lake - Prince George							
Electoral Area "B" Burns Lake Rural							
Wet'suwet'en First Nation	10	8	6	12	17	14	67
Burns Lake/Lake Babine Nation/Burns Lake Band	71	64	69	66	48	99	417
Electoral Area "D" Fraser Lake Rural							
Stellat'en First Nation/Nadleh Whut'en	12	25	22	24	18	26	127
Fraser Lake	18	13	7	26	25	29	118
Vanderhoof/Saik'uz First Nation	49	52	45	52	51	48	297
RDFFG - Electoral Area "C" Beverly	0	0	0	1	1	1	3
Prince George	101	154	139	158	115	145	812
Total Passengers	261	316	288	339	275	362	1841
Average per day	22	23	22	26	23	30	24
Route 162 Burns Lake - Smithers							
Electoral Area "B" Burns Lake Rural							
Wet'suwet'en First Nation	0	2	0	10	1	5	18
Burns Lake/Lake Babine Nation/Burns Lake Band	22	15	14	14	16	16	97
Electoral Area "G" Houston Rural	0	1	1	1	1	3	7
Houston	71	56	31	52	35	45	290
Electoral Area "A" Smithers Rural	1	0	4	0	0	0	5
Telkwa	5	2	2	1	6	2	18
Smithers	54	47	38	53	31	49	272
Total Passengers	153	123	90	131	90	120	707
Average passengers per day	12	10	8	11	7	10	10
162 Midday Run- Departs Smithers 11:30 am Departs Houston at 1:00 pm							
Houston	18	16	2	14	9	8	67
Electoral Area "A" Smithers Rural	0	0	0	0	0	0	0
Telkwa	0	1	0	1	0	0	2
Smithers	21	11	16	12	10	10	80
Total Passengers	39	28	18	27	19	18	149
Average passengers per day	3	2	2	2	1	2	2



Regional District of Bulkley-Nechako Regional Transit Committee Memo

To: Chair Bachrach and Regional Transit Committee
From: Deneve Vanderwolf, Regional Transit Coordinator
Date: February 6, 2018
Re: Information Signage Infrastructure

In a transit system as new as the Bulkley-Nechako Regional Transit system there is a need to provide the public information in multiple ways. This transit system is unique in regards to the geographical area the service covers. Providing information at the bus stops and shelters is an effective means of ensuring riders have access to the schedule. New information signage frames have been purchased for bus shelters and bus stops in the Regional District of Bulkley-Nechako and for the bus stop located in Electoral Area C, Regional District Fraser Fort-George.

Funding for the signage infrastructure was provided by the Ministry of Transportation and Infrastructure as part of the Highway 16 Transportation Action Plan implementation.

New signage infrastructure will be installed spring 2018. Signage will include the following: (see attached table for locations)

- 10 Shelter frames will display a modified riders guide.
- 36 Bus stop frames will display a TIPS poster.



TIPS Poster



Shelter Frame

I would be pleased to answer any questions.

Recommendation:

(all/directors/majority)

That the Regional Transit Committee receive the Regional Transit Coordinators memo dated February 6, 2018, titled 'Information Signage Infrastructure.'

TIPS Poster Locations

1	Beaverly: Petro Canada
2	Vanderhoof: NB Burrard Ave NS Victoria Ave
3	Vanderhoof: SB Burrard Ave NS Victoria Ave
4	Vanderhoof: EB Northside Rd FS Hamilton Ave
5	Vanderhoof: SB Hospital Rd FS Health Care Ave
6	Fort Fraser: Community Hall
7	Nautley: General Store
8	Fraser Lake: EB McMillan Ave NS Chilako Cres
9	Fraser Lake: WB McMillan Ave FS Chilako Cres
10	Fraser Lake: Health Centre
11	Stellaquo: Slenyah Store
12	Endako: Bar and Grill (near the Mail Boxes)
13	Tintagel: Rest Stop - 200m west of Tintagel Rd
14	Burns Lake: WB Hwy 16, Pullout immediately east of High 35 intersection
15	Burns Lake: Park St (Near the Legion and Hwy 35)
16	Burns Lake: NB Hwy 35 NS Lakeview Mall driveway
17	Burns Lake: EB 3rd Ave NS Kerr
18	Burns Lake: EB 5th Ave NS Carroll
19	Burns Lake: Lake Babine Nation Band Office (Sus Ave)
20	Burns Lake: SB Centre St FS 10th Ave
21	Burns Lake: WB McPhail Frontage Rd FS 8th Ave
22	Decker Lake: Trading Post
23	Broman/Duncan Lake: Broman Frontage Road FS Paddy Isaac Road.
24	Houston: SB Butler Ave NS 10th St
25	Houston: NB Butler Ave FS 10th St
26	Houston: Shopping Centre
27	Houston: Visitor Information Centre
28	Houston: SB Mount View Road FS 13th Ave
29	Houston: NB Mount View Road NS 13th Ave
30	Houston: EB Hagman Road NS Park Lane
31	Quick: Quick Road West
32	Smithers: WB Frontage Road FS 16th Ave
33	Smithers: EB Frontage Road NS 16th Ave
34	Smithers: EB Frontage Road at Smithers Mall
35	Smithers: NB 8th Avenue NS Columbia
36	Smithers: SB 8th Avenue FS Columbia Dr

Shelter Poster Locations

1	Vanderhoof Co-op: NB Burrard Ave
2	Fraser Lake: Fraser Lake Shopping Centre
3	Burns Lake: Government/Gilgan behind New Leaf café
4	Wet'suwet'en: SB Tom Drive NS Hwy 16
5	Topley: WB Highway 16 Rest Area (across from Grizzley Jim's)
6	Houston: Leisure Centre
7	Houston: WB Hagman Road FS Park Lane
8	Telkwa: Post Office
9	Smithers: WB Frontage Road at Smithers Mall
10	Smithers: SB 4th Avenue NS King St



February 9, 2018

Deneve Vanderwolf
Regional Transit Coordinator
Regional District of Bulkley-Nechako
37 3rd Ave, PO Box 820
Burns Lake, BC V0J 1E0

Anne Yanciw
CAO, Town of Smithers
1027 Aldous Street, Box 879
Smithers, BC Canada V0J 2N0

HIGHWAY 16 BUS STOP ANALYSIS UPDATES

1.0 PURPOSE

This letter report has been created to provide an update on the feasibility of new or expanded stops as part of the Highway 16 Inter-Community Transit Initiative along the following routes:

- Route 161 Burns Lake-Prince George
- Route 162 Burns Lake-Smithers
- Route 23 Moricetown-Smithers

A total of 28 stop locations were reviewed. Of those, eight proposed stop locations were identified for immediate consideration and seven stop locations for the medium term requiring further review by Regional staff working in tandem with the Ministry of Transportation and BC Transit. This report is the outcome of requests to review potential stop locations in order to inform RDBN and Town of Smithers considerations about new stop installation for the Highway 16 corridor.

2.0 BACKGROUND

Throughout late 2016 and 2017, in partnership with the Ministry of Transportation and Infrastructure (TRAN) and Local Governments, 63 new transit stops were installed between Prince George and Terrace to enable access to the new Inter-Community transit service along Highway 16. In addition to this, numerous stops in communities with pre-existing transit service (Smithers and the Hazeltons) have been improved with new shelter facilities or signs.

During the abbreviated timeline leading towards implementation of the new transit services, new stop installations were focused on communities with larger populations or situated in strategic locations. Since the onset of transit service, local officials in the electoral areas have been proactive advocates to improve transit accessibility for residents in their respective communities.

BC Transit works with local government and operating partners to assist in the identification and review of potential stop locations to ensure that operational requirements are met. **BC Transit provides information and recommendations, but decisions regarding installation as well as ongoing maintenance of bus stops are the responsibility of the Local Government partners.**

2.1 BUS STOP ANALYSIS PROCESS

To support this analysis, field work in the area was conducted over several visits to the Highway 16 corridor in 2017, and included site visits to a number of locations with a local Area Director, a representative from Ministry of Transportation and the local operating company.

A total of 28 possible locations were considered in this review. In some cases locations within close proximity to one another were reviewed as a bundle to determine if one location showed higher suitability than the others around it.

2.2 BUS STOP DESIGN CONSIDERATIONS

Considerations in determining the suitability of new stops are based on BC Transit's Infrastructure Design Guidelines¹. They key criteria that are considered are as follows:

- Safety for passengers accessing and alighting from the bus
 - Off of high-speed traffic zones
 - Road crossings needed to access the bus stop or return home
- Safety for the bus to access and exit from the stop and back onto its route
 - Deceleration and turning lanes
 - Clear sightlines for oncoming vehicles.
- Efficiency – routes are already long, stops should be kept well-spaced and be located with minimal travel time from the highway
- Visibility and Lighting - transit stops should be in visible locations with clear sight lines and have lighting.
- Accessibility for the designated vehicle type.

3.0 IMMEDIATE TERM BUS STOP PROPOSALS

Based on the analysis and design considerations, Table 1 on the following page summarizes the eight bus stop locations that could be introduced in the immediate term. Upon approval and confirmation of installation and maintenance agreements by the RDBN or the Town of Smithers, all stop locations, with the exception of Cluculz Lake², may proceed to implementation. It is also recommended that the Operating Company provide a final review to confirm any potential safety issues.

¹ <https://bctransit.com/servlet/documents/1403640670226>

² This stop should not be installed until higher capacity vehicles are introduced in summer 2018

Table 1

Proposed Stop Location	Area	Route(s)	Capital Infrastructure changes	Suggested Stop Type*	Schedule Impact**	Route Capacity Impact***
Cluculz Lake	Area F	161	none	By Request	minimal	Yes
Kanata Road at Hamblin	Area G	162	none	Standard stop pair	none	No
Alix Frontage Road	Area G	162	none	By Request	minimal	No
Eastbound on Hwy, just east of Tyhee Lake Park turn-off.	Area A	162; 22	none	Standard stop	none	No
West Smithers; Hwy 16 near Toronto street	Town of Smithers	23; 163	none	Standard stop pair	none	No
Former Lake Kathlyn Elementary School	Area A	23; 163	none	By-Request	minimal	No
Smithers Airport	Town of Smithers	23; 163	none	By-Request	moderate	No
Engman Road (Evelyn Hall)	Area A	23; 163	none	By-Request	minimal	No

*By Request stops are locations where the bus would serve only upon request from the customer. If not requested, the bus will bypass the stop.

**Schedule Impact means that the introduction of the new stop may have an impact on the scheduled times, therefore requiring a new schedule to be designed.

***Route Capacity Impact means that the introduction of the new stop may result in capacity demand challenges on the service by opening the service to new customers. The route 161 Burns Lake-Prince George has already demonstrated higher demand than anticipated, and the introduction of new stops should be contingent on the provision of greater passenger capacity. A larger bus is expected to arrive in summer 2018.

Consideration of these locations should also take into account maintenance and snow-clearing of stops. It is recommended that agreements for maintenance be secured prior to installation.

3.1 MEDIUM TERM BUS STOP PROPOSALS

Seven other locations have been identified for further review by Regional District of Bulkley Nechako staff and the Ministry of Transportation. These locations meet most criteria, but require a new treatment or other changes to meet all criteria. Examples of these include treatments such as additional lighting, or adjustment of speed zone boundaries. Table 2 on the following page summarizes these stops.

Table 2

Proposed Stop Location	Area	Route(s)	Summary
Bye Frontage Road	Area G	162	Located within 1.2 kilometres of one another, the areas of Perow and Bye Road were examined together. Due to the off-corridor nature and time required the Perow Road routing poses more difficulties in serving than a potential stop location along Bye Frontage Road which offers clear visibility from the highway and short through-road routing. Neither street offers lighting.
Hungry Hill Rest Area	Area G	162	The absence of suitable turning locations for buses make Walcott Road impossible to serve at this time, however the Hungry Hill Rest area may offer a viable alternative in the broader vicinity.
Pottinger Frontage Road	Area A	162	Wakefield Road, Quick School Road, and Cocks Road were examined together. The absence of suitable turning locations for buses makes Wakefield and Cocks Roads impossible to serve at this time, and while Quick School Road may offer a viable alternative in the area, the length of the routing could impact schedules. Another consideration would be Pottinger Frontage Road – the advantage of Pottinger is clear visibility from the Highway and also a shorter deviation from the Highway than Quick School Road.
Van Horne Frontage Road	Area A	162	Rainbow Trailer Park, Tyhee Lake Road and Van Horne Frontage Road were examined together due to close proximity to one another. The absence of suitable turning locations for buses make Tyhee Lake Road and Rainbow Trailer Park impossible to serve at this time, however Van Horne Frontage Road is located within 800 metres of these and with improved lighting can offer a viable alternative.
Slack Road	Area A	23; 163	This area along Highway 16 is formed by a convergence of smaller streets, and includes a mixture of residential and commercial land uses. The location has good sightlines and shoulder space however highway speeds of 70 km per hour make shoulder transit stops unsafe.
Nouch Frontage Road	Area A	23; 163	Nouch Frontage Road and the Adams Igloo Rest Area were considered together. Based on recommendations from the operating company during a site visit the Rest Area was struck from consideration owing to its small size for safe bus access and egress. Nouch Frontage Road offers through road routing and may be a possible alternative; however additional investments in lighting would be required.
Kitsequecla Loop Road	Area A	23; 163	Although the through-road access to Kitsequecla Lake Road would likely require amendments to the schedule (even as a By-Request stop), the valley area is populated and warrants further consideration. An adequate turning space near the eastern access off of Highway 16 would make a stop in this location more feasible. Lighting improvements in this area would also be required.

4.0 CONCLUSION

In summary, this review included the analysis of 28 proposed stop locations. Of those, eight proposed stop locations were identified for immediate consideration and seven stop locations for the medium term requiring further review by Regional staff working in tandem with the Ministry of Transportation and BC Transit.

These stop locations, particularly those in areas covered by Route 162 and Route 23, represent an excellent opportunity to improve transit accessibility and mobility choices for residents of electoral area communities along the Highway 16 corridor. Additionally, it would be anticipated that the introduction of new stops would lead to modest increases in ridership - improving the overall efficiency of the transit systems.

It is recommended that the Regional District and the Town of Smithers accept this information for consideration.

5.0 NEXT STEPS

The next steps in this process are as follows:

1. Direct staff to examine installation requirements and maintenance agreements for the eight stop locations identified for immediate consideration
2. If agreeable, proceed towards stop installation of the eight identified stops in spring or summer of 2018
3. Direct staff to undertake further examination of the other seven stop locations identified in partnership with BC Transit and Ministry of Transportation to assess viability of treatments to enable these locations to be considered as stop locations.



NEWS RELEASE

For Immediate Release
 2018TRAN0014-000143
 Feb. 2, 2018

Ministry of Transportation and Infrastructure

Northern residents benefiting from safer, more affordable travel on Highway 16

PRINCE GEORGE – One year into the Highway 16 Transportation Action Plan implementation, approximately 5,000 people have used BC Transit’s new, expanded transit service to travel between northern communities safely, reliably and affordably.

“People in northern B.C. - in particular, women and teenaged girls – are benefiting from these new transportation services, knowing there is a safe link to get between communities,” said Transportation and Infrastructure Minister Claire Trevena. “As minister, I’m proud to see how the increase in bus service, community vehicles and other aspects of the plan have come together and provided a significant boost to safe and reliable travel for people in northern B.C.”

The first inter-community transit service for the Highway 16 routes started on Jan. 30, 2017, connecting Smithers and Moricetown in 30 minutes. Since then, several other new inter-community routes have launched, connecting Burns Lake and Prince George, Burns Lake and Smithers, and Terrace and the Hazeltons. In addition, enhancements have been made to the existing Hazelton-to-Smithers route.

The new bus services provide an affordable way to travel between communities. The one-way fare is \$2.75 for the Smithers-Moricetown route, and the one-way fare is \$5 per segment for the other routes. Regional District Kitimat-Stikine offers discounts for youth and seniors on the new Hazeltons-Terrace route.

“Thousands of people are benefiting from the Highway 16 Transportation Action Plan, which was developed in close consultation with First Nations and local governments,” said Doug Donaldson, MLA for Stikine. “The implementation of the plan gives safe and affordable transportation options for B.C.’s northern communities located along the Highway 16 corridor. This is meaningful transportation service to the people in the North.”

“The success of the new and enhanced transit services along Highway 16 would not have been possible without the support and hard work of the Province of B.C., First Nations, our local government partners and community groups,” said Manuel Achadinha, BC Transit president and chief executive officer. “I look forward to continuing to work with our partners to connect people and communities along Highway 16.”

The new community-vehicle program has also been successful with high ridership numbers. Since the summer, more than 9,000 passengers have used the new community-vehicle services. Over 7,000 of these are from the shuttle service between Vanderhoof and the Saik’uz community, which carries on average 43 passengers a day.

“The community-vehicle program has had a very positive impact in both Vanderhoof and Saik’uz,” said Reg Mueller, Deputy Tribal Chief, Carrier Sekani Tribal Council and Advisory

Council member. "With the community vehicles providing reliable transport, this is providing valuable access to employment and education opportunities."

"The community-vehicle program is a great partnership and has changed our communities for the better," said Gerry Thiessen, mayor of the District of Vanderhoof. "The program has made quick and reliable access between Saik'uz and Vanderhoof for medical appointments, shopping and recreation, and it is also a great asset for our seniors who require transportation that they know they can count on."

The First Nations driver education program has been successfully implemented, with driver education and training being offered in communities throughout the corridor. Approximately 100 people have received training from the program so far, and the ministry anticipates another 200-plus students will be trained in 2018.

For the highway infrastructure component of the plan, seven new webcams have been installed and activated so far, with more webcams to be installed and activated in the near future. The webcams help to increase the safety and visibility of pedestrians and motorists along Highway 16. To support the new transit services, the ministry has installed 15 new all-weather bus shelters, and to support the community vehicle program, five traveller shelters have been installed.

A backgrounder follows.

Contact:

Media Relations
Government Communications and Public
Engagement
Ministry of Transportation and Infrastructure
250 356-8241

Connect with the Province of B.C. at: news.gov.bc.ca/connect



BACKGROUND

For Immediate Release
2018TRAN0014-000143
Feb. 2, 2018

Ministry of Transportation and Infrastructure

Updates on the Highway 16 Transportation Action Plan

Expanded transit:

- On the BC Transit route connecting Smithers and Moricetown, which started on Jan. 30, 2017, approximately 90 people use this service each month.
- On the BC Transit route connecting Burns Lake and Prince George, which started on June 19, 2017, approximately 300 people use this service each month.
- On the BC Transit route connecting Burns Lake and Smithers, which started on June 19, 2017, approximately 100 people use this service each month.
- On the BC Transit route connecting Terrace and the Hazeltons, which started on Nov. 20, 2017, approximately 240 people used this service in its first full month.
- On the BC Transit route connecting Smithers and the Hazeltons, which increased service on Nov. 20, 2017, approximately 355 people used this service in its first full month.
- Canada's Public Transit Infrastructure Fund has helped with the purchase of new buses for the Highway 16 routes. The vehicles will be arriving and put into service later this year.

Community-vehicle program:

- There are 12 communities and organizations, which have received grants for community vehicles since March 2017.
- These grants are primarily for First Nations communities and are worth \$2 million for the purchase (\$750,000) and three years of operation (\$1.2 million).
- Of these grant recipients:
 - four are up and running with vehicles (such as a van, mini-van, SUV, or a small bus) being used to transport people to jobs, school, appointments, shopping, and connecting with family and friends;
 - three are planning to start services in the coming weeks; and
 - the remaining five plan to start services in the coming months.

First Nations Driver Education Program:

- The First Nations Driver Education Program is being delivered by Carrier Sekani Family Services (CSFS). CSFS was awarded this contract in October 2016, after an RFP process.
- Driving instructors provide training to First Nations community members to boost the number of Class 4 and Class 5 drivers. This includes initial training for Class 7 (learners and new drivers) to place students into the Graduated Licensing Program.
- This training is supporting the community vehicle program by enabling First Nations community members to operate the community transportation service, and can lead to other good-paying jobs in the transportation sector, such as bus drivers, taxi drivers and

ambulance drivers.

Webcams and transit shelters:

- The ministry has installed seven new web cameras to date: Highway 27 at Hill Street/Greenview Street, Fort St. James, Highway 16 in Burns Lake at North Francois Highway, Highway 16 in Telkwa at Hankin Road, Highway 16 at Nautley Road in Fort George - Nechako, Highway 16 at Highway 27 in Fort George, Highway 16 at Main Street in Smithers, Highway 16 at Stella Road in Fraser Lake.
- In the next few months, five more new web cameras will be installed: Highway 16 at Sob Lake Road, near Vanderhoof, Highway 16 at Butler Avenue, Houston, Highway 16 at North Nadina Avenue, Houston, Highway 16 at Toronto Street, Smithers, Highway 16 at Beaver Road, Moricetown.
- The ministry has installed 15 all-weather bus shelters to date (Vanderhoof, Fraser Lake, Burns Lake, Wet'suwet'en First Nation, Topley, Houston (two), Smithers, Moricetown, Hagwilget, Kispiox, Gitwangak, Gitaus, Kitsumkalum and Kitimat). Shelters are to be installed in Terrace and Prince George this spring.
- In addition, five traveller shelters have been installed to support the community-vehicle grant program (Vanderhoof, Saik'uz First Nation, Binche, Granisle and Kitwanga). Fraser Lake will receive a traveller shelter this spring.

Collaboration to increase interconnectivity:

- The collaboration working group is continuing to review existing schedules against new transportation services being offered, including the new community vehicles, to maximize transportation access and opportunities.
- The ministry, Northern Health Authority (NHA) and First Nations Health Authority are using integrated GIS mapping looking at medical transportation needs and patterns, to better co-ordinate and maximize medical transport services for people in First Nations communities.
- NHA has confirmed that 100% of its drivers for the Northern Health Connections bus have completed the Indigenous cultural competency training offered by the Provincial Health Services Authority.

Learn More:

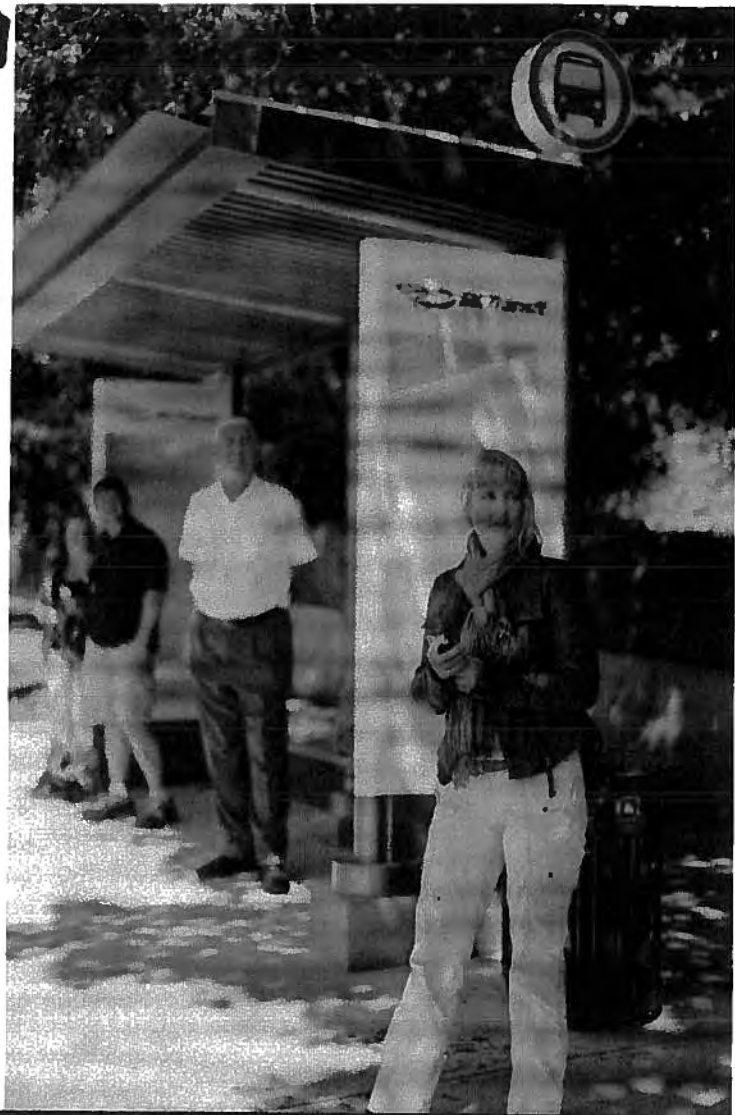
To learn more about the Highway 16 Transportation Action Plan, go to:

www.gov.bc.ca/highway16actionplan

Contact:

Media Relations
Government Communications and Public
Engagement
Ministry of Transportation and Infrastructure
250 356-8241

Connect with the Province of B.C. at: news.gov.bc.ca/connect



Transit Shelter Program

TABLE OF CONTENTS: BC Transit Shelter Program

Preface.....	3
Background.....	3
The New Standards – BC Transit Shelter Designs.....	4
Future Developments.....	4
BC Transit Shelters – Overview of Costs	5
Shelter Purchase Options.....	6
1. Shared Provincial Funding.....	6
2. Direct Purchase.....	6
Application Process – Provincial Funding	7
Selection Criteria.....	8
Order Quantities.....	8
Provincial Funding Share	9
Spare Parts – All Purchase Types	9
Infrastructure and Maintenance	10
Points of Contact.....	10
Appendix A: Application & Approval Process.....	12
Sample Bus Shelter Request Form.....	13
Appendix B: Detailed Schedule of Costs	14
Shelter Series Overview – Lighting & Ad Panel Options.....	15
Shelter Base Pricing – Excluded and Included.....	16
Add-ons, Options and Additional Costs.....	18

Preface

BC Transit is pleased to provide an updated overview of bus stop shelter designs for use around the province. The design concepts were created to standardize the look, feel and functionality of bus stop amenities while improving the transit experience for customers.

Simultaneous with the implementation of shelter design standardization, BC Transit introduced a capital upgrade funding program to assist municipalities in acquiring these shelter. This funding program has been instrumental in facilitating the installation of more than 300 standardized shelters since 2011.

Background

Bus stops are the access point for every customer using BC Transit service. While they can be a positive feature of transit travel, they are often cited as a barrier to transit use due to poor quality shelters, inadequate lighting or other design and infrastructure characteristics. In recent market analysis, shelters and improvements at bus stops were among the top five enhancements needed to encourage new riders to transit who are currently using other modes of travel.

During the 2008 Annual Transit Conference, feedback from municipalities across BC indicated a desire for a standardized design and provincial procurement strategy. BC Transit embarked on an initiative to examine the existing bus stop infrastructure and shelter configurations around the province. Historically the selection of shelter design and functionality has been led by the municipality for which the service is being provided. As such, a broad variety of manufacturers and designs have been utilized, and no set standardization methodology or procurement strategy employed (Figure 1).



Figure 1: Examples of existing shelter diversity

BC Transit identified an opportunity to develop a standardized approach to bus shelter design selection through the establishment of a provincial procurement strategy and a capital upgrade program. The program provides municipalities with access to provincial capital funding in order to purchase standardized shelter designs for use in their communities. The objectives are to provide improved amenities to customers, reduce procurement and ongoing maintenance costs incurred by municipalities, and improve overall ridership levels. These objectives support the directives of BC on the Move.



Figure 2: BC Transit Type based shelters in the field

The New Standards

BC TRANSIT SHELTER DESIGNS

As the bus stop shelter program has grown, feedback received from the participating municipalities, installation crews and manufacturers has resulted in further shelter design improvements such as more vandal resistant perforated mesh and harsh weather shelter designs.

Shelter designs feature modularity for future expansion and energy efficient LED grid and solar powered lighting options for all shelter designs.

Shelter designs are classified by "Type" based on the expected number of users and application:

- **Type 2** – low to medium passenger boardings per weekday (10-20)
- **Type 3** – moderate to high passenger boardings per weekday (21-200)
- **Type 4** – park and rides (less than 100 stalls), small transit exchanges, stops with high levels of passenger boardings per weekday (400+)
- **Type 5** – large transit exchanges, park and rides with 100+ parking stalls

E-Series Transit Shelters

In support of previous years' rural shelter product model, BC Transit has developed a new "E-Series" shelter design which is similar in look and pricing to previously offered alternatives.

- **E2** – low to medium passenger boardings per weekday (no higher than 40-50)
- **E3** – moderate to high passenger boardings per weekday (no higher than 100-200)
- **E4** – park and rides (less than 100 stalls), small transit exchanges, stops with high levels of passenger boardings per weekday (400+)

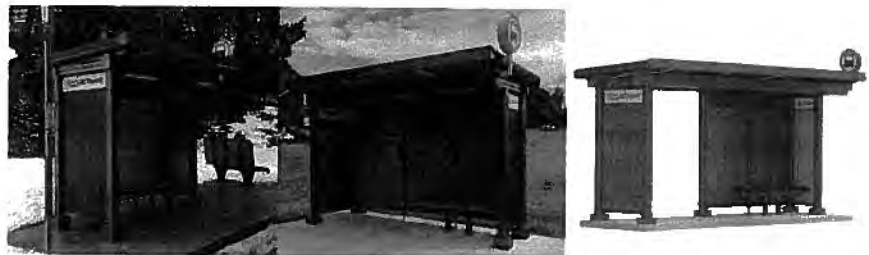









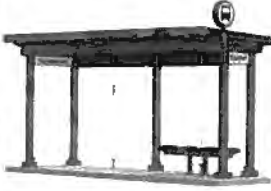
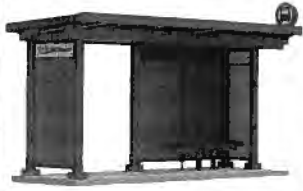


Figure 3: BC Transit E-series shelters in the field

BC Transit Shelters – Overview of Costs

Typical BASE costs* for each type of shelter (not including taxes):

Shelter Type	Woodland T-Series Shelter Designs		
Type 2 (T2) Series Cantilevered, single back wall, single bench seat			
	\$13,025		
Type 3 (T3) Series Cantilevered or side wall design, 1 bench seat, optional extra rear panel, harsh weather design with tempered glass panels also available (see E Series, below)			
	\$18,175	\$17,090	
Type 4 (T4) Series Cantilevered or side wall design, 2 bench seats, optional extra rear panel, harsh weather design also available			
	\$27,160	\$25,823	\$28,218
	Type 5 (T5) Series Price quote on request, based on customized design and site requirements		
E Series Cantilevered or side wall design, 2 bench seats, optional extra rear panel, harsh weather design also available			
			
\$12,200	\$17,068	\$21,435	\$22,480

*Prices referenced are for the basic model with no lighting but include onsite installation costs. Prices do not include any applicable taxes, crating or additional travel or living out allowance charges that will be incurred due to installation.

*Refer to Appendix B – Detailed Schedule of Costs for further details.

Shelter Purchase Options

Municipalities interested in purchasing one of the BC Transit standard shelter designs can do so in one of the following ways:

SHARED PROVINCIAL FUNDING

1. Lump Sum Contribution

Municipalities can choose to purchase via a lump sum payment to BC Transit upon completion of installation. As per the provincial funding model, municipalities are responsible for a percentage of the total cost of the shelter(s) as per the standard cost splitting model for their conventional service.

If the shelter request has been approved, the municipality will receive a letter from BC Transit confirming the locations, responsibilities of each party and the lump sum total, exclusive of: taxes, additional packaging and freight charges to their location, allowances for installation crews, shelter storage fees, or BC Transit internal PM time and interest. Upon return of a signed copy of this letter, BC Transit will place the orders.

Following completion of all shelter installations in the requesting municipality, BC Transit will invoice for the agreed portion of the costs. For any costs in addition to the standard shelter costs, these costs will be billed directly to the municipality by the shelter manufacturer and are to be covered 100% by the municipality.

2. Financing through Addendum to AOA

If the municipality requests to access provincial funding via an addendum to their Annual Operating Agreement (AOA), BC Transit will recover the municipal portion of the capital funding through an annual charge back of the debt service costs over the useful life of the asset. Debt service charges will begin in the month that the asset is placed in active service.

The estimated financing costs will be outlined to the municipality in the letter confirming approval of shelter request. The estimate will be exclusive of taxes, additional packaging and freight charges to your location, allowances for installation crews, shelter storage fees, or BC Transit internal PM time and interest. These additional fees are not cost shared by BC Transit.

MUNICIPALITY FUNDED PURCHASE

1. Direct Purchase

Municipalities that would prefer to purchase any of the standardized shelter designs directly without provincial cost sharing, can access BC Transit's negotiated standing offer pricing via direct purchase orders with the manufacturer. The municipality assumes responsibility for 100% of all coordinating and costs including but not limited to, purchase price, shipping, installation, spare parts and maintenance. Payments shall be submitted directly from the municipality to the manufacturer.

Municipalities are strongly urged to consult with BC Transit prior to engaging in the planned installation of any new transit infrastructure in their communities, to ensure that there are no conflicts with possible service changes, scheduling, route changes or operational and safety concerns. BC Transit recommends that the bus shelter approval process be followed in the same manner as for shelters being purchased under the provincial cost sharing program.

Application Process for Provincial Funding

Provincial funding for the BC Transit Bus Stop Shelter Program is limited and funds will be allocated based on a first come first serve basis, while taking into account service priorities. All requests for shared funding purchases will be reviewed by BC Transit based on internal selection criteria prior to approval and prioritization of locations may be required if demand exceeds the annual budgeted provincial funding amount for any given year.

Municipalities are requested to follow the application process as indicated in Appendix A –Application Process.

A quick link to the online application form can be located on each municipality web page which is then submitted to BC Transit via the online portal. Using Fort St John as an example:

<http://bctransit.com/fort-st-john/transit-future/corporate-infrastructure-initiatives>



Selection Criteria

BC Transit will place all applications through a series of selection criteria to ensure that the best utilization of the shelter is achieved by the municipality, and the local transit network. The selection criteria used to assess any proposed shelter installation location includes:

- Number of passenger boardings per weekday (where data is available)
- Operational planning network plans
- Long term strategic planning network plans
- Safety of location in terms of passengers, operators, and general traffic
- Historical or present operation concerns
- Provincial funding available (if cost shared)*
- Initial site survey details

BC Transit encourages the participation from all municipalities in integrating the BC Transit standardized designs into the local networks wherever possible. In the rare instance where a municipality has an application reviewed and subsequently denied by BC Transit based on the selection criteria, the municipality is invited to discuss the decision with BC Transit directly. The intent is to determine if any unique circumstances exist which would warrant the approval of the location.

Order Quantities

Any approved orders that meet or exceed the selected manufacturer's minimum order quantities (MOQ) will be processed under normal stated manufacturer lead times. If shelter MOQ's are not met by one individual order, this order will be held for consolidation with additional orders from across the province until such time as the MOQ quantity is reached. Once orders are submitted and finalized with the manufacturer(s), delivery dates will be determined and installation schedules will be negotiated.

Detailed Costs

Detailed breakdown of costs, including what accessories are included or available for purchase, are outlined in Appendix B – “Detailed Schedule of Costs”

BC TRANSIT OWNED ASSETS

Under the capital upgrade program, the bus shelters are owned by BC Transit as assets in order to facilitate the capitalization of costs and allow for cost sharing with participants.

Provincial cost sharing for shelter purchases under the Bus Stop Program will follow the standard contribution agreement for capital projects.

Location/Service	Provincial Share	Municipal Share
Victoria Area Only	31.7%	68.3%
Province of BC (excluding Victoria)	46.7%	53.3%

Table 1: Provincial Funding Share

BC Transit will offer any assistance required in the form of technical clarification, costing estimates, presentation materials or personnel to municipalities if specific Council approvals are required to proceed with purchase and implementation.

Spare Parts – All Purchase Types

As part of the capital program, BC Transit has negotiated fixed pricing with the manufacturer on spare parts and an agreement for them to hold limited stock of replacement parts at the manufacturer's location for a maximum of five years after installation. These are available for purchase by any municipality utilizing the standard shelter designs, regardless of purchase method.

Any municipality requiring spare parts for maintenance work must request these directly from the supplier. BC Transit will not be stocking replacement parts for the shelter designs at any of BC Transit's facilities.

Infrastructure & Maintenance

The municipality is responsible for any civil work required to prepare a site for shelter installation. This includes the funding and construction of any civil infrastructure such as, but not limited to, bus pads or engineered foundations, pullouts, sidewalk construction, or electrical grid connections where required.

Municipalities, through their acceptance and willing participation in this program, agree to maintain the BC Transit shelters in accordance with standard industry practice. Solar powered shelters require the roof solar panels be regularly cleaned to ensure full system functionality and maintain the solar powered lighting warranty. Failure to properly maintain the solar panels will lead to premature lighting failure and greatly reduced battery life. This maintenance, funded 100% by the municipality includes (but is not limited to) the following regular maintenance items:

- Removal of snow and ice when required
- Removal of garbage
- Prompt removal of graffiti
- General cleaning (power washing) of structure on a regular basis
- Soft clean solar roof panels and remove debris monthly
- Monitoring and replacement of damaged components in a timely manner

POINTS OF CONTACT

For any inquiries that are related to the BC Transit Bus Shelters, or access to provincial capital funding, please contact:

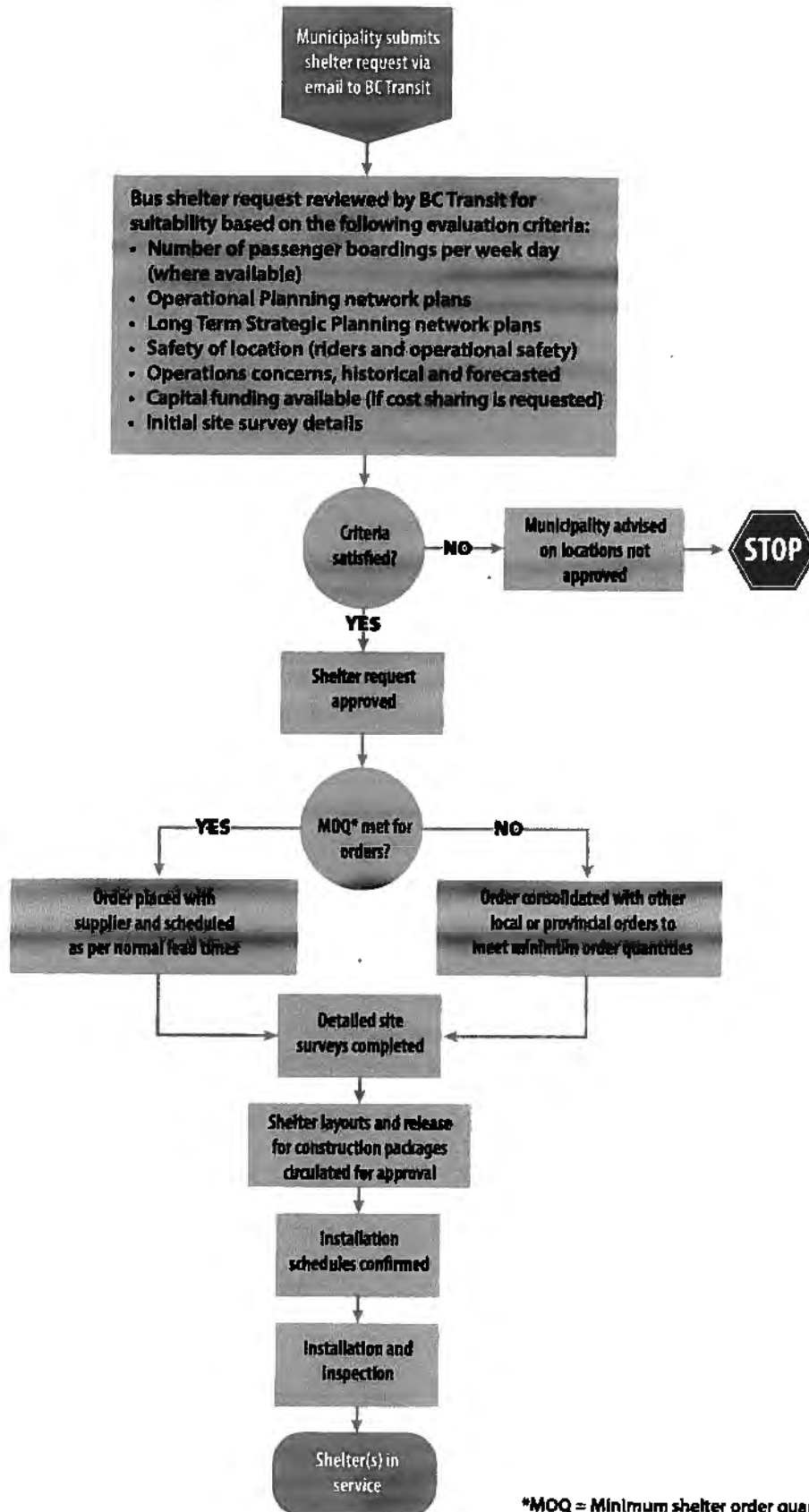
Kristen McKeracher (Kristen_McKeracher@bctransit.com)
Project Manager, Capital Projects
BC Transit
250-995-5847

General inquiries can be also be submitted to:
newshelterprogram@bctransit.com

Appendix A

Application Process

BC Transit Shelter Application and Approval Process



*MOQ = Minimum shelter order quantity from supplier

Bus Shelter Request Form ⁴¹

Reset Form



Request Submitted By: Municipality: Date:

Contact Information: Name: Phone: Email:

Proposed Location for Shelter Placement Details

BC Transit Stop ID# (if known): Bus Route(s) Served (if known):

Street Name: Nearest Cross Street:

Intersection Location: **Unknown** Site CAD Drawing available? YES NO

Direction of Travel: **North** Replacement for existing shelter? YES NO

Shelter Construction Options Choose your preferred shelter type, then specify lighting option.

T2 Series **T3 Series – Moderate to high levels of passenger boardings per weekday (21-200)**



T2 Cantilever



T3 Cantilever



T3 Side Walls



T3 Extra Wall Panel

T Series Harsh Weather available upon request

T4 Series – High levels of passenger boardings per weekday (200+), Park & Rides, Small exchanges



T4 Cantilever



T4 Side Walls



T4 Extra Wall Panel

E2 Series – Low to medium levels of passenger boardings per weekday (up to 50)



E2 Cantilever

E3 Series – High levels of passenger boardings per weekday (100-200)



E3 Cantilever

E4 Series – High levels of passenger boardings per weekday (200+) Park & Rides, small exchanges




E4 Cantilever
Extra Panel


OPTION: E Series Harsh Weather glass




E Series Harsh Weather

Lighting Options (All Shelters)


 Non-Illuminated


 Grid LED Illuminated


 Solar LED Illuminated

For more information, contact:

Kristen McKeracher, Project Manager Phone: 250-995-5847 Email: Kristen_McKeracher@bctransit.com

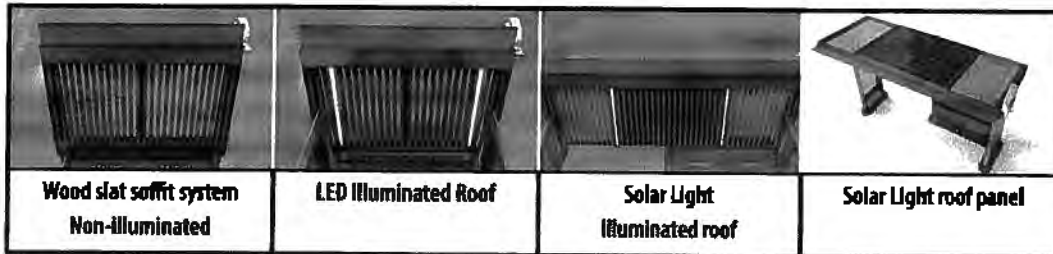
Email Form

Appendix B

Detailed Schedule of Costs

SHELTER LIGHTING OPTIONS

All shelters have the option for non-illuminated, illuminated with LED lighting or solar lighting.



SHELTER AD PANEL OPTIONS

All non-cantilever shelters have the option for illuminated or non-illuminated Ad Panels and Directory displays.

All advertising revenue and contract management resides with the Municipality.



THE BC TRANSIT SHELTER SERIES OVERVIEW

All BC Transit shelters are modular and expandable for ease of future growth. This modular design features a cantilevered structural roof design, allowing you to choose if side panels or additional back panels.

Standard Design Highlights

- Perforated back & side walls
- Mechanically sealed roof system
- Cantilevered structural design
- Corrosion and vandal resistant design
- Wood and timber architectural accents
- Designed and engineered to exceed wind, snow, and seismic loads throughout BC



Additional Options

- Tempered glass back, partial front & side walls (optional for harsh weather shelters)
- Impact resistant LED light bars for bright and efficient LED illumination
- Self-sustainable solar kit, which integrates into the roof system
- Lit system Icons (standard if you purchase LED/Solar lighting – optional for unlit shelters)
- Add or remove wall panels to suit needs
- Add or remove wooden cantilever benches to suit needs
- Illuminated or non-illuminated Ad or directory Display panels

Shelter Type: BC Transit Type 2 (T2)



Cantilever Base Shelter
\$13,025

Where to use:

- Bus stops with low to medium levels of daily passenger boardings, not higher than 10-20 per weekday
- Bus stops with restricted space due to property lines, or obstructions which cannot be relocated

Included: The Cantilevered roof system with wood slat inserts, support columns; vandal resistant perforated aluminum back panels; 2 upper back panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs or add-on's such as lighting and crating charges (refer to page 18 for details)

Shelter Type: BC Transit Type 3 (T3)



Cantilever Base Shelter
\$18,175



Standard Base Shelter
\$17,090

Where to use:

- Bus stops with average daily ridership of 21-200 passengers

Included: The Cantilevered roof system or side wall options; wood slat inserts in roof; support columns; vandal resistant perforated aluminum panels glass harsh weather option available upon request; 2 upper side panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting.

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs and add-on's such as lighting and crating charges (refer to page 18 for details)

Shelter Type: BC Transit Type 4 (T4)



Cantilever Base Shelter
\$27,160



Standard Base Shelter
\$25,823



Standard Base Shelter, extra panel
\$28,218

Where to use:

- Bus stops with high daily ridership (400+), or for park and ride facilities (less than 100 stalls) and small transit exchanges

Included: The Cantilevered roof system or optional side panels; wood slat roof inserts; support columns; vandal resistant perforated aluminum panels or tempered glass walls for the harsh weather shelter; 2 side panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting.

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs, additional add-on's such as lighting and crating charges (*refer to page 18 for details*)

Shelter Type: BC Transit Type 5 (T5)



Type 5 Shelters are customized per application for large transit exchanges, park and rides with 100+ parking stalls. Pricing is quoted separately specific to needs assessment.

Shelter Type: BC Transit E2



E2 Base Shelter
\$12,200

Where to use:

- Bus stops with low to medium levels of daily passenger boardings, not higher than 40-50 passenger boardings per week.
- Bus stops with restricted space due to property lines, or obstructions which cannot be relocated

Included: The Cantilevered roof system with wood slat inserts, support columns; vandal resistant perforated aluminum back panels; 2 upper back panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs or add-on's such as lighting and crating charges (*refer to page 18 for details*)

Shelter Type: BC Transit E3



E3 Base Shelter
\$17,068

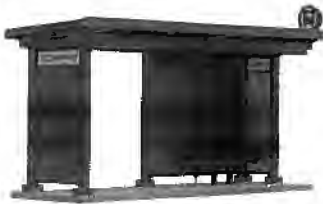
Where to use:

- Bus stops with average daily ridership of 21-200 passengers

Included: The Cantilevered roof system or side wall options; wood slat inserts in roof; support columns; vandal resistant perforated aluminum panels or tempered glass walls for the harsh weather shelter; 2 upper side panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting.

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs and add-on's such as lighting and crating charges (refer to page 18 for details)

Shelter Type: BC Transit E4



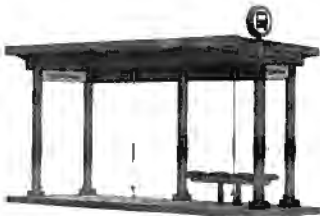
Cantilever Base Shelter
\$22,480

Where to use:

- Bus stops with high daily ridership (400+), or for park and ride facilities (less than 100 stalls) and small transit exchanges

Included: The Cantilevered roof system or optional side panels; wood slat roof inserts; support columns; vandal resistant perforated aluminum panels or tempered glass walls for the harsh weather shelter; 2 side panel inserts with BC Transit logo, two person wooden bench and an unlit system icon. Prices referenced are for installation of the basic model with no lighting.

Excluded: Price excludes taxes, additional costs incurred for installation such as ferry and travel costs, additional add-on's such as lighting and crating charges (refer to page 18 for details)



Cantilever Base Shelter (Glass)
\$21,435

OPTIONAL ADD-ON'S

These costs listed below are cost shared with the municipality if requested on the initial shelter order

Optional Add-On's	T2-T4	E Series
Extra Back wall Panel	2,350	N/A
LED Lighting Kit (includes 2 LED Light Strips) wired	675	755
LED Lighting Kit (includes 3 LED Light Strips) wired	815	935
Solar Lighting kit (includes roof top panel)	4,640	4,640
Additional waterproof illuminated system icon (One Included with LED and Solar Light package)	220	220
Ad Displays Non-Lit (assumes replacement of Perforated side wall)	1,730	
Ad Displays Lit (assumes replacement of Perforated side wall)	2,750	3,710
Directory displays (includes installation cost)	935	935

ADDITIONAL COSTS (T2-T4)

There are additional ferry, travel and Living Out Allowance (LOA) charges that will apply to all locations. These costs listed below are not cost shared and are the sole responsibility of the municipality.

T2, T3 & T4 Series Shelters	Order Quantity 1-5 Shelters (includes E series)	Order Quantity 4-5 Shelters
Travel/Crane truck & trailer (per/KM- round trip)	2.15/km	2.90/km
LOA (per night per worker)	150	150
Ferry Charge/Crane truck & trailer + labour, waiting and travel (round trip)	1,400	1,400
Ferry Charge/Support Vehicle + labour, waiting and travel (round trip)		700
Flagging Crew required when installing on two lane roads	Two flaggers @ \$85/hour	Two flaggers @ \$85/hour
Crating + Freight Charges	T2-T4	E Series
Crating One shelter	940	750
Crating Two shelters	1,290	1,035
Crating Three shelters	1,640	1,315
Crating Four shelters	N/A	1,550
Freight and Insurance charges	TBD	TBD

*T5 Shelters to be quoted separately

** Solar grounding regulations are changing, and there may be additional costs determined by site conditions

Points of Contact

Please contact BC Transit for further information if you are interested in shelter infrastructure of this type or for more information on access to provincial capital funding.

Kristen McKeracher (Kristen_McKeracher@bctransit.com)

Project Manager, Capital Projects

BC Transit

250-995-5847

General inquiries can be also be submitted to

newshelterprogram@bctransit.com



520 Gorge Road East, Victoria, BC V8W 2P3
www.bctransit.com



TRANSIT MAKES GOOD SENSE

Transit has an economic role in allowing people to access jobs and to participate in the economic activities of the community, as well as an environmental role in reducing the emission of Greenhouse gas (GHG). It also has a social role in transporting people who may not be able to transport themselves due to distance, medical, financial or physical limitations.

Transit is a transportation mode that Ministry staff is being increasingly encouraged to consider both in terms of supporting infrastructure and during the planning and development approvals process. The Transit Minor Betterments Program seeks to foster stronger relationships with our transportation partners, TransLink and BC Transit specifically.

Goals of the Program

For a project to be eligible it must support or address one or more of the following goals, as highlighted in the Provincial Transit Plan:

- **Safety:** addresses or improves safety conditions related to transit operations
- **Customer Service:** responds to public and local government requests for improvements
- **Ridership:** enhances transit ridership for instance by targeting high ridership corridors
- **Accessibility:** expands transit services for seniors and those with mobility challenges
- **Reduced GHG Emissions:** minimizes the impact of transportation on GHG emissions and energy consumption by supporting sustainable mode choice such as transit, cycling, and walking

Did you know ICBC provides up to \$100k annually in additional funding for the Betterments Program.

Eligibility Conditions

A project proposal will be considered eligible if it complies with the following conditions:

- The project application form must be duly filled in and submitted by the program application deadline (November 17th).
- Only projects submitted by the District Manager (or delegate) will be considered for funding.
- The project submission clearly supports one or more of the goals of the program.
- Project applications must clearly show that the appropriate local government and transit agency (BCT or TransLink) representative have endorsed the project. A formal endorsement is not required.
- Program funds are only available for projects delivered on MoTI owned properties or right-of-way.

Use our interactive map to find out who are your appropriate local government and transit agency representatives!

TIP: Projects submissions that include site photos, plans or drawings are more likely to be approved. Make sure the completed application form and additional documents are saved using the following naming convention so they are easier to be reviewed:

H1286-District_Municipality.pdf

- Each project is limited to a maximum funding request of \$100k per fiscal year. Projects exceeding this limit will not be considered.
- Approved project works must be completed in the fiscal year approved (accruals are permitted).

NOTE: Projects are encouraged to be cost shared with local government or other partners. Design assignments for projects are also eligible for receiving a grant. The cost is not to exceed \$100k.

How to apply

District Managers (or delegate) must submit their completed application(s) form to Chelsea.Patrick@gov.bc.ca by November 17th. Please note that an application does not ensure approval, as the number of projects typically exceeds available program funding. Applicants will be notified by the Partnerships Dept. whether their project(s) is approved December 18th, 2017.



TRANSIT MINOR BETTERMENTS FUNDING REQUEST APPLICATION

Priority ranking for this funding request: Ranking #:

DISTRICT MANAGER OR DELEGATE

Name: _____
 Title: _____ Phone: _____
 Email: _____

PROJECT MANAGER (if different from left)

Name: _____
 Title: _____ Phone: _____
 Email: _____

PROJECT INFORMATION

BCMoTI Region: Choose a BCMoTI Region: _____ BCMoTI District: Choose a BCMoTI District: _____
 Location: _____
 Brief Project Description: (one sentence) _____

PROJECT DELIVERABLES: Bus Shelter Bus Pullout Bus Pad Signage Park & Ride Facility
 Pedestrian Facility / Pad Other _____

TRANSIT GOALS ACHIEVED:

- Safety**
 • Addresses or improves safety conditions related to transit operations
- Customer Service**
 • Responds to public and local government requests for improvements
- Ridership**
 • Enhances transit ridership, for instance by targeting high ridership corridors
- Accessibility**
 • Expands transit services for seniors and those with mobility challenges
- Reduced GHG Emissions**
 • Supports sustainable mode choices such as transit, cycling and walking

Explain how the project will support the above transit goals:

COSTS, FUNDING & TIMELINE

	Cost	Financial contribution from other partners or programs	Name	Funding being requested	Comments
Fiscal Year 1: Fiscal Year: _____			Part/Prog Name	\$0.00	Costs/Funding Explan.
Fiscal Year 2: Fiscal Year: _____			Part/Prog Name	\$0.00	Costs/Funding Explan.
Fiscal year 3: Fiscal Year: _____			Part/Prog Name	\$0.00	Costs/Funding Explan.

Transit Agency Rep. Title: Choose the appropriate title: _____ Project Endorsed? Yes No Date: _____

Designated Local Rep. Title: _____ Project Endorsed? Yes No Date: _____

UBCM Commitment: Yes No

Responsible party for maintenance upon completion: Ministry Local Government Transit Agency

Outstanding issues/key risks: _____

Any additional information: _____

Section Reserved for Transit Branch		
<input type="checkbox"/> Approved	RC: _____	Project: _____
<input type="checkbox"/> Rejected	Service Line: _____	Product Info 1: _____
		Work Activity Info 2: _____
		Cost Type Info 3: _____

TOWN OF SMITHERS

MINUTES OF THE SMITHERS AND DISTRICT TRANSIT COMMITTEE HELD IN THE WEST FRASER ROOM, 1027 ALDOUS STREET, SMITHERS, B.C. ON FRIDAY, DECEMBER 1, 2017, AT 12:00 P.M.

Town of Smithers:

Mayor Bachrach, Chair
 Councillor Gladys Atrill
 Councillor Phil Briennesse
 Leslie Ford, Director of Finance
 Anne Yanciw, Chief Administrative Officer
 Janice McKay, Recording Secretary.

Regional District of Bulkley-Nechako:

Mark Fisher, Director, Rural Area 'A'
 Deneve Vanderwolf, Regional Transit Coordinator.

Village of Telkwa:

Darcy Repen, Mayor
 Debbie Joujan, Chief Administrative Officer.

Smithers Community Services Association:

Cathryn Olmstead, Executive Director
 Mike Wyllie, Smithers Transit.

BC Transit:

Chris Fudge, Regional Transit Manager.

Moricetown Band:

Lucy Gagnon, Executive Director.

1. SELECTION OF CHAIR/CALL TO ORDER

1.1 SELECTION OF CHAIR/CALL TO ORDER

Mayor Bachrach chaired the meeting. The meeting was called to order (12:05 p.m.).

Briennesse/
 THAT the agenda be approved.

CARRIED.

2. APPROVAL OF MINUTES

2.1 MINUTES FEB 17

Repen/

THAT the minutes of the Smithers and District Transit Committee meeting held February 17, 2017, be adopted.

CARRIED.

3. BUSINESS ARISING

3.1 EXCERPTS - FEB 28 REGULAR MEETING OF COUNCIL

The following were presented: a) Excerpts from the February 28, 2017, Regular Meeting of Council; b) Terms of Reference; and c) Funding Partners' Agreement.

L. Ford handed out copies of the Funding Partners' Agreement for signing. Once the Agreement is signed by all parties, copies will be sent out to the funding partners.

4. NEW BUSINESS

4.1 MIKE WYLLIE (Smithers Community Services Association)

M. Wyllie reported on the following:

1. 2016/17 Statistics
2. Separate statistics showing To/From Telkwa and To/From Moricetown:
3. Flyer to go to Telkwa residents.

M. Wyllie reported that the statistics show a general downward trend in the ridership totals and that more advertising is needed to make people aware of the extended evening hours to Telkwa, the Monday to Friday service to Tower Road, and the new Moricetown service, in order to increase ridership. M. Wyllie advised that the annual promotions include: a) the 'Stuff the Bus' event on December 2nd in front of Safeway from 1:00 p.m. to 5:00 p.m., where food is collected for the Smithers Community Services Association's Christmas hamper program; b) a tour of Christmas lights for Seniors during the second week of December; c) Music on the Bus; d) extra stops along the Highway for the Fall Fair; and e) the Bus Rodeo. M. Wyllie noted that the flyer to go out to Telkwa residents targets commuters and that once it is finalized, a similar flyer could be developed for the Smithers area.

There was a discussion on ways to get transit information out to the public, including website, social media, and through transit alerts. M. Fisher suggested that a Northern Development Initiative Trust Marketing Initiatives grant, or other grant(s), could be applied for to update information promoting transit services and special bus events. Mayor Repen wondered if there is collaborative funding available from NDI. D. Joujan agreed to flag the matter for Telkwa Council's consideration. Councillor Briennesse offered to post information on the Smithers Events website for M. Wyllie. Mayor Bachrach asked if BC Transit has coupons that could be distributed at events or door-to-door to people wanting to take the bus for the first time. C. Fudge explained some of the variations available which can be customized to best serve the community's needs. He advised that: a) the marketing budget for Smithers is \$2,700 and is used mainly to produce Riders' Guides; b) BC Transit is reliant on grassroots' communication efforts, in which BC Transit's role is to provide advice; and c) he would be happy to talk to BC Transit's Marketing Department about a contribution from BC Transit towards a marketing campaign for Smithers.

Regarding Moricetown services, L. Gagnon advised that there is potential to expand ridership and that she has heard that the hours do not work for commuters. C. Fudge advised that if the schedule is not working, it can be adjusted to meet demands.

Fisher/

THAT the Smithers and District Transit Committee recommend to Smithers' Council that the Town of Smithers apply for Northern Development Initiative Trust (NDIT) Marketing Initiatives funding, in partnership with the other funding partners and BC Transit.

CARRIED.

4.2

CHRIS FUDGE (BC Transit)

C. Fudge gave a verbal report regarding the following:

1. Moricetown Service Expansion
2. Highway 16 Bulkley-Nechako Service
3. October 2017 Service Changes.

The Moricetown Service Expansion: a) created complications behind the scenes due to the different funding pots and cost-sharing ratios; b) presented challenges around scheduling and assigning a driver; c) has experienced low ridership to date; and d) achieved extended service to Telkwa. There was some revised routing through Moricetown to provide more visibility and accessibility.

Highway 16 Bulkley-Nechako Service, launched in June, with service from Burns Lake to Prince George and Burns Lake to Smithers (70/30 split) saw a smooth implementation. Highway construction delays near Vanderhoof created a challenge. Schedules were adjusted to accommodate winter driving conditions and bathroom break. For the Burns Lake to Prince George run, there are occasions when there are 'pass-ups' (when the bus is filled to capacity). Where service frequency exceeds 90 minutes, buses may take on additional standees. The acquisition of new buses this summer will add capacity.

October 2017 Service Changes included expansion of the Hazelton Regional system, by including trips from Hazelton to Terrace. An additional day of service between Hazelton and Smithers was implemented on November 20. Some preliminary work was done regarding service between Terrace and Prince Rupert, but that is not proceeding at this time.

C. Fudge reported that Smithers is unique in the province for having three intersecting transit systems in one community. With the overlapping transit systems, it means that signage will require reformatting to show the different services, route numbers, and different operating companies. There are also different fee structures. BC Transit has tried to weave the different systems together, by meshing schedules, and this should continue to evolve over time. Currently the Riders' Guide is system specific, but there is a section in the Guide called 'Connections' which makes reference to the other transit systems and where riders may obtain further information. It was suggested by the Committee that a 'one-pager' be produced which could provide transit schedules and other information, pertaining to services for the Moricetown to Smithers/Smithers to Moricetown segment, offered by both systems, as people may wish to travel from Moricetown to Smithers on one system, and travel back to Moricetown on the other system. Mayor Repen thought that it would be easy to do something similar for Telkwa. C. Fudge advised that the new 3-day per week Hazelton to Smithers route picks up passengers in Moricetown three times during the day.

4.3

HOUSTON TO SMITHERS COMMUTER SERVICE

The email dated October 15, 2017, from R. Newell, Director, Area 'G', Regional District of Bulkley-Nechako, regarding a commuter service between Houston and Smithers, was presented.

It was agreed that a commuter service from Houston to Smithers would have a lot of potential and could answer the needs of Smithers' businesses in recruiting employees. However, if the intent is to transport workers from Smithers to Houston, i.e. teachers and mill workers, the bus would be running too late to serve commuters going

in the other direction. C. Fudge advised that BC Transit completed a high-level cost analysis for such a service a couple of years ago and that it was discussed again when planning the Highway 16 Action Plan services. If the request were to be entertained, BC Transit's planners would do a more complete study to determine demand and costs, and it would be added into BC Transit's expansion cycle.

It was suggested that the Committee: a) revisit the request after the annual review of Highway 16 services has taken place; and b) respond to the email from R. Newell regarding today's discussion.

4.4 M. FISHER - VIA RAIL

The email dated October 16, 2017, from M. Fisher, Area 'A' Director, Regional District of Bulkley-Nechako, presenting an article from the Toronto Star: "*Via Rail may offer \$5 fares for 'Highway of Tears' route*", was presented.

M. Fisher advised that he would be happy to follow up with Via Rail regarding where they're at with the idea presented in the article. C. Fudge reported that, in February 2017, a group of individuals (including RCMP, Ministry Staff, and the Regional District of Kitimat-Stikine) took the train to do an initial assessment regarding potential passenger train opportunities, but he did not receive the results of that assessment.

M. Fisher advised that he will be a speaker at the Greyhound Hearings on December 13, 2017, and will suggest that energy be focused on alternative travel services.

5. STAFF REPORTS ("B" REPORTS)

5.1 REPORT FIN 17-050 - DRAFT BUDGETS

Report FIN 17-050 dated November 20, 2017, from L. Ford, Director of Finance, regarding the 2018, 2019 and 2020 Draft Budgets for the Smithers and District Transit Service, was presented.

L. Ford advised that the report is mainly for the information of the funding partners. The report shows the draft 2018 funding allocations to Telkwa and Moricetown. If these should change, L. Ford will contact Telkwa and Moricetown. Smithers will also see a substantial increase, due to revenues not increasing and the increased cost of the commuter service. She thanked the Regional District for their increased contributions for 2017 and 2018.

6. CORRESPONDENCE

6.1 BULKLEY-NECHAKO TRANSIT SERVICE

D. Vanderwolf presented a 3-page, at-a-glance overview from the Regional District of Bulkley-Nechako regarding the Bulkley-Nechako Transit Service, which includes information on the BC Bus Pass program and general marketing information. She advised that she would be happy to provide a more formal report moving forward.

6.2 2016/17 ANNUAL PERFORMANCE SUMMARY

The *2016/2017 Annual Performance Summary* from BC Transit, was presented.

M. Wylie advised that in-town service is holding its own and that there is still a lot of time available for curb-to-curb service available to all abilities and ages, but more promotion is needed to get the word out. Once the Telkwa flyer is finalized, work can begin on a Smithers flyer.

L. Ford asked that, given that there is extra paratransit time and the regular route to Telkwa House in the Tower Road area is not well utilized, could some of that extra time be applied somewhere else? C. Olmstead advised that these changes were fairly new. It was suggested that the Committee not make any further changes to that service until there has been more promotion. M. Wylie believes that service in the Tower Road area will build up.

D. Joujan asked about curb-to curb service for a Telkwa individual attending the High Roads Services' program and will speak with M. Wylie and C. Olmstead following adjournment of the meeting.

7. ADJOURNMENT

Fisher/

THAT the meeting be adjourned (1:20 p.m.).

CARRIED.

Taylor Bachrach
Mayor

Leslie Ford
Director of Finance

Minutes of the Smithers and District Transit Committee
held on Friday, December 1, 2017 at 12:00 p.m.

Certified a True and Correct Copy of the minutes of the Smithers and District Transit Committee meeting held Friday, December 1, 2017, at 12:00 p.m. in the West Fraser Room, 1027 Aldous Street, Smithers B.C.

Dianna Plouffe
Corporate Officer

58
THE CORPORATION OF THE
TOWNSHIP OF SPALLUMCHEEN

TEL. (250) 546-3013
FAX. (250) 546-8878
OUR FILE NO.



4144 Spallumcheen Way
Spallumcheen, B.C. V0E 1B6

Email: mayor@spallumcheentwp.bc.ca

www.spallumcheentwp.bc.ca

January 16th, 2018

Mayor Greg McCune
City of Enderby
PO Box 400
Enderby, BC V0E 1V0

OFFICE OF THE MAYOR

RECEIVED
JAN 18 2018
REGIONAL DISTRICT OF
BULKLEY NECHAKO

Dear Mayor McCune:

Re: Letter of Support for the Adoption of a Flexible Ride-Sharing Regulation in the Province of BC

At the Monday, January 15th, 2018 Regular meeting of Spallumcheen Council the following resolution of Council was passed:

"...THAT the Township of Spallumcheen Council direct staff to provide a letter of support to the City of Enderby regarding their initiatives introduced at the 2017 UBCM for the province to implement legislation for a regulatory framework that provides flexibility for programs such as ride-sharing programs to support small, rural and remote communities where public transportation is limited."

The Township of Spallumcheen Council agrees there is a need for solving passenger transportation challenges in rural communities where public transit cannot accommodate the needs of residents within our rural communities. There is a great opportunity for increasing jobs related to casual part-time transportation services, like Uber as an example. These types of services allow job expansion for our residents, while supporting transportation for our residents.

As you have noted, ride-sharing programs could enhance our communities so long as there is a provincial regulatory regime that is attainable. Providing regulations and licensing for a safe and reliable service that promotes licensed individuals within the community supporting the community could vastly improve our transportation limitations. Residents could have much needed access for rides to medical and other related appointments as well as reduce impaired driving. This is a great opportunity to also reduce alcohol related impaired driving potential and with the planned legalization of cannabis provides support for better decision making for all British Columbians when operating a motor vehicle.

Thank you for your leadership with regards to bringing this matter forward to the provincial level. Please accept this letter of support for these proactive initiatives that have great potential to improve lives within our area. If you have any questions in this regard please contact the undersigned.

Respectfully,

Janice Brown
Mayor

cc. UBCM Member Municipalities