

Minutes of the Transit Committee Meeting held on Wednesday, September 13, 2017 in the Regional District Board Room, 175 Ingram Street, Duncan BC at 1:00 PM.

**PRESENT:** Chair, K. Davis  
Director S. Acton  
Director M. Clement <after 1:11 PM>  
Director B. Day  
Director S. Jackson  
Director K. Kuhn  
Director L. Iannidinardo  
Director J. Lefebure  
Director M. Marcotte  
Director I. Morrison  
Director A. Nicholson <after 1:27 PM>  
Director A. Stone

**ALSO PRESENT:** Jim Wakeham, Manager, Facilities and Transit Management  
Erin Annis, Transit Analyst, Facilities and Transit Management  
Michelle Lewers, Recording Secretary

**GUESTS:** Myrna Moore, Regional Transit Manager, BC Transit  
Colin Oakes, Manager, First Canada  
Bruce Pesowsky, General Manager, Oak Transit  
Carol Blatchford, Cowichan Community Services

**ABSENT:** Director K. Marsh  
Director T. Walker

#### **APPROVAL OF AGENDA**

**It was moved and seconded that the agenda be amended with the addition of one New Business item:**

**NB1 Verbal Report from the Manager, Facilities and Transit Management Division Re: Update on New Route 44 Saturday Service from Duncan to Victoria; and**

**that the agenda, as amended, be approved.**

**MOTION CARRIED**

#### **ADOPTION OF MINUTES**

**M1** [Regular Transit Committee meeting of July 12, 2017](#)

**It was moved and seconded that the minutes of the Regular Transit Committee meeting of July 12, 2017 be adopted.**

**MOTION CARRIED**

**CORRESPONDENCE**

- C1 [Tofino Bus Service Incorporated Letter Re: Application to Add More Route Locations](#)

It was moved and seconded that it be recommended to the Board, that a letter be sent to the Passenger Transportation Board of British Columbia in response to the Tofino Bus Service Incorporated's application number 233-17 specific to route 2, advising that the Cowichan Valley Regional District supports the application, and requests the applicant to respond to the questions outlined in the response letter dated September 14, 2017.

**MOTION CARRIED**

1:11 PM Director Clements entered the meeting at 1:11 PM.

**REPORTS**

- R1 [Report from the Manager, Facilities and Transit Management Division Re: 2016/17 BC Transit Annual Performance Summary \(APS\) Report of Cowichan Valley Transit Systems and Comparative to Peer Systems](#)

The Manager, Facilities and Transit Management Division, provided an overview of the BC Transit Annual Performance Summary data for the Cowichan Valley and detailed information of BC Transit's Information and Performance Summary outlining a comparison of Cowichan and peer transit systems.

- R2 [Report from the Manager, Facilities and Transit Management Division Re: Update on 2018 Conventional Service Expansion \(1,500 hours\)](#)

An update on service change priorities and timing for the 1,500 hour conventional transit service expansion, along with the associated fare review, was provided. Public consultation about proposed service changes to occur in late October and early November through online and onboard surveys as well as at open houses. The new service start date is scheduled for July 2, 2018.

**NEW BUSINESS**

- NB1 Verbal Report from the Manager, Facilities and Transit Management Division Re: Update on New Route 44 Saturday Service from Duncan to Victoria

An update on the service launch of Saturday, October 14, 2017, and advertising for the new Route 44 was presented.

1:27 PM Director Nicholson entered the meeting at 1:27 PM.

**CLOSED SESSION**

- 1:28 PM It was moved and seconded that the meeting be closed to the public, in accordance with the *Community Charter* Part 4, Division 3, Section 90, (1)(e) Land Acquisition; and the Closed Session minutes of May 10, 2017.

**MOTION CARRIED**

**RISE FROM CLOSED SESSION**

**1:45 PM** It was moved and seconded that the Transit Committee rise with report on CSR1 and return to the Open portion of the meeting.

**MOTION CARRIED**

It was moved and seconded that the Board approve an amendment to the 2017 Function 106 (Commuter) budget to include \$30,000 in Provincial grant funding and to increase the bus stop maintenance expense account by \$30,000.

**MOTION CARRIED**

**ADJOURNMENT**

**1:45 PM** It was moved and seconded that the meeting be adjourned.

**MOTION CARRIED**

The meeting adjourned at 1:45 PM.

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Chair

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

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