



**TRANSIT COMMITTEE**

**WEDNESDAY, MAY 13, 2009**

**3:00 p.m. / Board Room  
175 Ingram Street**

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**AGENDA**

	<b>Pages</b>
<b>1. <u>APPROVAL OF AGENDA:</u></b>	1 - 2
<b>2. <u>ADOPTION OF MINUTES:</u></b>	
2M1 Adoption of Minutes of Regular Meeting of Transit Committee held March 11, 2009	3 - 6
<b>3. <u>BUSINESS ARISING FROM THE MINUTES:</u></b>	
<b>4. <u>CONVENTIONAL SERVICE:</u></b>	
<b>CORRESPONDENCE:</b>	
4C1 Letter from Johann VanSchaik, Municipal Systems Program, BC Transit Re: Cowichan Valley Conventional and Commuter 2009/10 Annual Operating Agreement	7 - 27
4C2 Letter from Johann VanSchaik, Municipal Systems Program, BC Transit Re: Youbou 2009/10 Annual Operating Agreement	28 - 42
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<b>REPORTS:</b>	
4R1 Staff Report from Corporate Secretary Re: Class Rides Free Program	48 - 51

5. **COWICHAN VALLEY COMMUTER SERVICE:**

**REPORTS:**

- |     |  |                         |
|-----|--|-------------------------|
| 5R1 | Media Release from BC Transit<br>Re: Cowichan Valley Commuter on Track with Riders         | 52 - 53                 |
| 5R2 | Report from BC Transit<br>Re: Cowichan Valley Commuter Service Review Preliminary Findings | PowerPoint Presentation |

6. **HandyDART Service:**

**CORRESPONDENCE:**

- |     |   |         |
|-----|---|---------|
| 6C1 | Letter from Johann VanSchaik, Regional Transit Manager, South Coast, BC Transit<br>Re: Cowichan Valley Paratransit 2009/10 Annual Operating Agreement | 54 - 68 |
|-----|---|---------|

7. **ADJOURNMENT:**

The next Transit Committee meeting is scheduled for Wednesday, July 8, 2009 at 3:30 p.m. in the Board Room at the CVRD, 175 Ingram Street, Duncan, BC.

**DISTRIBUTION:**

***Transit Committee***

Director G. Seymour, Chair	Director L. Iannidinaro
Director G. Giles, Vice-Chair	Director P. Kent
Director K. Cossey	Director K. Kuhn
Director L. Duncan	Director T. McGonigle
Director B. Harrison	Director I. Morrison

**Cowichan Valley Regional District**

Warren Jones, Administrator  
Joe Barry, Corporate Secretary  
Mark Kueber, General Manager, Corporate Services  
Brian Dennison, General Manager, Engineering and Environment  
Jim Wakeham, Manager, Facility Management, Fleet and Transit

**Transit Representatives**

Myrna Moore, Regional Transit Manager, BC Transit  
Bill Young, First Canada  
Georg Stratemeyer, Volunteer Cowichan

Minutes of the Regular meeting of the Transit Committee held in the Board Room, 175 Ingram Street, Duncan, BC on Wednesday, March 11, 2009, at 3:36 p.m.

**PRESENT:** Chairperson G. Seymour  
Directors K. Cossey, L. Duncan, B. Harrison, G. Giles,  
L. Iannidinaro, P. Kent, K. Kuhn, T. McGonigle and  
I. Morrison

**ALSO**

**PRESENT:** Warren Jones, Administrator  
Joe Barry, Corporate Secretary  
Brian Dennison, General Manager, Engineering &  
Environmental Services  
Jim Wakeham, Manager, Facility Management, Fleet  
and Transit  
Johann Van Schaik, BC Transit  
Myrna Moore, BC Transit  
Bill Young, Cowichan Valley Regional Transit  
System  
Bob Allen, First Canada  
Mohinder Bhoondpaul, First Canada  
Colin Oakes, First Canada  
Georg Stratemeyer, Volunteer Cowichan  
Dominique Beesley, Recording Secretary

**APPROVAL OF  
AGENDA**

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

**MOTION CARRIED**

**ADOPTION OF  
MINUTES  
2M1**

**It was moved and seconded that the minutes of the Regular meeting of Transit Committee held November 26, 2008 be adopted.**

**MOTION CARRIED**

**CONVENTIONAL SERVICE**

**Reports**

**3R1**

Verbal report from Johann Van Schaik, Transit Planner, Municipal Systems Program, BC Transit, re: Cowichan Valley Conventional Service Restructure, was considered.

Johann Van Schaik, Transit Planner, Municipal Systems Program, BC Transit provided a PowerPoint presentation that included an introduction to public transit in British Columbia and provided an overview of the proposed Cowichan Valley Transit route restructuring.

It was moved and seconded that it be recommended to the Board that the Board approve the restructured transit service proposal for the Cowichan Valley Regional Transit System; and that potential for schedule integration with Commuter service be reviewed; and further that public consultation with stakeholders for information and input prior to implementation be initiated.

**MOTION CARRIED**

It was the consensus of the Committee to vary the order of the agenda to place Item No. 3R6 after Item No. 3R1.

**3R6** Report from Bill Young, Transit Manager, Cowichan Valley Regional Transit System dated March 11, 2009, re: Transit Report, was received as information.

**3R2** Staff Report from Corporate Secretary dated February 19, 2009, re: Transit Business Plan – Service Options for 2009, was considered.

**It was moved and seconded that it be recommended to the Board:**

- 1. That the CVRD proceed with the implementation of Route 5 – Eagle Heights Cowichan Commons, effective September, 2009; subject to funding from BC Transit.**
- 2. That the CVRD proceed with the introduction of a community bus route serving Cowichan Station and other rural areas south of the Cowichan River, including Telegraph Road, Satellite Park, Arbutus Ridge and Glenora effective September, 2009; subject to funding from BC Transit.**

**MOTION CARRIED**

**3R3** Staff Report from Corporate Secretary dated February 19, 2009, re: 2009 Free Transit Days, was considered.

**It was moved and seconded that it be recommended to the Board:**

- 1. That cash fares on the local Cowichan Valley Regional Transit System be reduced to zero (no charge) on Wednesday, June 3, 2009 in support of Clean Air Day and on Friday December 18, 2009 to celebrate the holiday season.**
- 2. That free transit be offered to veterans on Remembrance Day November 11, 2009.**

**MOTION CARRIED**

**It was moved and seconded that it be recommended to the Board that free transit be offered on HandyDART Service to veterans on Remembrance Day November 11, 2009.**

**MOTION CARRIED**

- 3R4** Report from Johann Van Schaik, Transit Planner, Municipal Systems Program, BC Transit dated December 15, 2008, re: Cowichan Valley Regional Transit System: 2008/09 Annual Operating Agreement – Amendment #1, was considered.

**It was moved and seconded that it be recommended to the Board that the Chair and Corporate Secretary be authorized to sign the Cowichan Valley Regional Transit System: 2008/09 Annual Operating Agreement Amendment #1.**

**MOTION CARRIED**

- 3R5** Report from Megan Hill, Planning Manager, Municipal Systems Program, BC Transit, dated October 8, 2008, re: Amendment to the 2005 Master Operating and 2008/09 Annual Operating Agreement to Reflect Transfer of Transit System Operating Company from Greyhound Canada Corp. to Farwest handyDART Services Inc., was considered.

**It was moved and seconded that it be recommended to the Board that Chair and Corporate Secretary be authorized to sign the Cowichan Valley Regional Transit System: 2008/09 Annual Operating Agreement Amendment #2.**

**MOTION CARRIED**

**Correspondence**

- 3C1** Email from Eddie Pandke dated October 29, 2008, re: Request for ‘Student’ Discounted Rate on Cowichan Valley Commuter, was considered.

**It was moved and seconded that Item No. 3C1 be referred to the next meeting of the Transit Committee when a report on possible implementation of a U Pass system for University of Victoria and Camosun College students, from BC Transit, is considered.**

**MOTION CARRIED**

- 3C2** Memorandum from the Assistant Manager, Development Services dated January 13, 2009, re: Rezoning Application – 5611 Culverton Road, was considered.

**It was moved and seconded that Item No. 3C2 be received as information.**

**MOTION CARRIED**

**3C3**

Email from Bobbie Burns dated February 22, 2009, re: Request for Additional Bus Route No. 66, 3:45 p.m. Return Time on the Cowichan Valley Commuter Service, was considered.

**It was moved and seconded that Item No. 3C3 be received as information.**

**MOTION CARRIED**

**HANDYDART SERVICE**

**Reports**

**4R1**

Report from Georg Stratemeyer, Executive Director, Volunteer Cowichan, re: Custom / Paratransit Monthly Statistical Summary and 2008 Ridership, was received as information.

**4R2**

Report from Georg Stratemeyer, Executive Director, Volunteer Cowichan, re: Custom / Paratransit Monthly Statistical Summary and 2009 Ridership, was received as information.

**ADJOURNMENT  
5:13 p.m.**

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

**MOTION CARRIED**

The meeting adjourned at 5:13 p.m.

\_\_\_\_\_  
Chairperson

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

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



RECEIVED  
APR 22 2009  
4C1

April 2, 2009  
File: COW.23

Joseph Barry  
Corporate Secretary  
Cowichan Valley Regional District  
175 Ingram Street  
Duncan, BC V9L 1N8

Dear Mr. Barry:

**SUBJECT: Cowichan Valley Conventional and Commuter  
2009/10 Annual Operating Agreement**

Please find enclosed the following for approval:

1. 2009/10 Annual Operating Agreement (AOA) for the Cowichan Valley conventional/commuter transit system
2. Amendment #3 for Cowichan Valley Master Operating Agreement reflecting the name change of the operating company from Farwest handyDART Services Inc. to FirstCanada ULC
3. Amendment #1 for the 2003 Transit Service Agreement reflecting the change to the Transit Service Area to include the Cowichan Valley Commuter Service.

This AOA, and the previously approved Master Operating Agreement, constitute the operating agreements for your transit system. The AOA also reflects the current service plan for the Cowichan Valley transit system.

Once the agreements/amendments have received signature/seal from the Regional District, please forward the 2009/10 Annual Operating Agreement and Amendment #2 of the Master Operating Agreement to FirstCanada ULC. for approval with a request to return all originals to the undersigned for execution by BC Transit. Please return Amendment #1 of the Transit Service Agreement directly to the undersigned.

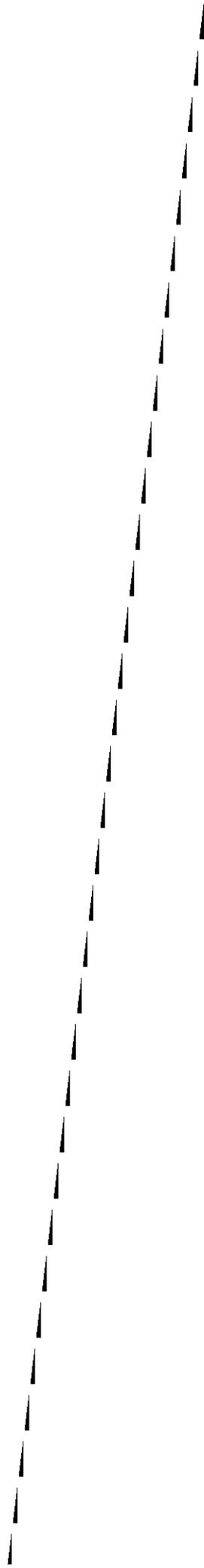
Please note that BC Transit has recently changed its capitalization accounting policy due to the anticipated adoption of International Financial Reporting Standards. The change will result in the capitalization of major repairs that would otherwise have been expensed. This policy change will have the benefit of stabilizing operating expenditures as major repairs are currently expensed whereas they will now be capitalized and recovered through the use of asset charge over the period of benefit. Further, moving major repairs into the long term capital plan facilitates long term maintenance planning and funding.

Please make every effort to have these agreements returned to BC Transit within thirty days of receipt.

Should you have any questions or concerns please do not hesitate to contact me.

Yours truly,

Johann VanSchaik  
Municipal Systems Program



## Information & Performance Summary

### Cowichan Valley Conventional and Commuter Transit

	Official AOA 2008/2009	Official AOA 2009/2010	Variance \$/ #	%
<b>ANNUAL OPERATING AGREEMENT</b>				
<hr/>				
<b>BUDGET SUMMARY</b>				
Total Costs	\$2,382,112	\$2,916,909	\$534,798	22.5%
Total Revenue	\$510,956	\$693,153	\$182,196	35.7%
BCT Share of Costs	\$1,093,206	\$1,245,018	\$151,812	13.9%
Net Municipal Share	\$760,757	\$930,270	\$169,513	22.3%
<hr/>				
<b>PERFORMANCE SUMMARY</b>				
<b>Level of Service</b>				
Population Served	37,100	38,100	1,000	2.7%
Number of Vehicles in Service	14	14	0	0.0%
Revenue Hours of Service	26,029	28,739	2,709	10.4%
<b>Effectiveness</b>				
Annual Revenue Passengers	362,438	386,000	23,562	6.5%
Total Revenue Passengers per Capita	9.8	10.1	0.4	3.7%
Total Passengers per Hour	14	13	0	-3.5%
Total Cost per Passenger	\$6.57	\$7.56	\$0.98	15.0%
Cost Recovery	21.45%	23.76%	0.02	10.8%
Total Operating Cost of Service per Revenue Hour	\$84.00	\$92.79	\$8.79	10.5%
Total Cost of Service per Revenue Hour	\$91.52	\$101.50	\$9.98	10.9%



**COWICHAN VALLEY**

**ANNUAL OPERATING AGREEMENT**

**Among**

**THE COWICHAN VALLEY REGIONAL DISTRICT**

**BRITISH COLUMBIA TRANSIT**

**And**

**FIRSTCANADA ULC**  
**(as agreed to in the MOA)**

**APRIL 1, 2009 TO MARCH 31, 2010**

**INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.**

**CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

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**ANNUAL OPERATING AGREEMENT**

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**SCHEDULES**

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## ANNUAL OPERATING AGREEMENT

BETWEEN: THE COWICHAN VALLEY REGIONAL DISTRICT  
(the "Municipality")

AND: BRITISH COLUMBIA TRANSIT  
(the "Authority")

AND: FIRSTCANADA ULC  
(the "Operating Company")

**WHEREAS** the Municipality and the Authority are authorized to contract for the provision of a Public Passenger Transportation System and share in the costs of providing same pursuant to the British Columbia Transit Act.

**WHEREAS** the Operating Company is authorized to operate, manage and maintain a Public Passenger Transportation System within the Cowichan Valley Transit Service Area.

**WHEREAS** the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto.

**AND WHEREAS** the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

### SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
  - (b) "Master Agreement" shall mean the Master Operating Agreement, including any amendments made thereto;

### SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.

### SECTION 3 – TERM AND RENEWAL

- 3.1 Term and Renewal: The term of this Agreement shall be from April 1, 2009 to March 31, 2010 except as otherwise provided herein. Pursuant to successful settlement between the Operating Company, the Municipality, and the Authority this Agreement will be renewed for one (1), twelve-month period. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be so terminated or not renewed, as the case may be.

**SECTION 4 – SCHEDULES**

4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.

- a) Schedule "A" – Transit Service Area
- b) Schedule "B" - Service Specifications
- c) Schedule "C" - Budget
- d) Schedule "D" – Payment Schedule
- e) Schedule "E" – Tariff-Fares

**SECTION 5 – MISCELLANEOUS PROVISIONS**

- 5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.
- 5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.
- 5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

**SECTION 6 - Notices and Communication**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

**Cowichan Valley Regional District**  
Administrative Services Manager  
175 Ingram Street  
Duncan, BC V9L 1N8

and to:

**BC Transit**  
c/o Chief Operating Officer  
520 Gorge Road East  
Victoria, BC V8W 2P3

and to:

**FirstCanada ULC**  
c/o President  
1494 Hardy Street.  
Kelowna, BC V1Y 8H2

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this            day of

THE CORPORATE SEAL OF THE COWICHAN VALLEY REGIONAL DISTRICT has been hereto affixed in the presence of:

\_\_\_\_\_  
\_\_\_\_\_

THE COMMON SEAL OF BRITISH COLUMBIA TRANSIT has been hereto affixed in the presence of:

\_\_\_\_\_

CHIEF OPERATING OFFICER

\_\_\_\_\_

CHIEF FINANCIAL OFFICER

THE CORPORATE SEAL OF FIRSTCANADA ULC has been hereto affixed in the presence of:

\_\_\_\_\_  
\_\_\_\_\_

**SCHEDULE "A" - Transit Service Area Boundaries**

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Cowichan Valley Regional Transit System shall be the Corporate Boundaries of the Cowichan Valley Regional District.

The boundaries of the Cowichan Valley Commuter Service shall be the Corporate Boundaries of the Cowichan Valley Regional District and the major travel corridors in the Capital Regional District.

**SCHEDULE "B" – Service Specifications**

Cowichan Conventional Valley Base Budget Official AOA 2009/2010 Schedule 'B'

Effective Apr 01, 2009

**Scheduled Revenue Service**

2009 Full Year (Apr 01, 2009 to Mar 31, 2010)												
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 10, 2009	Apr 13, 2009	May 18, 2009	Jul 01, 2009	Aug 03, 2009
Kms/Day	78.77	78.77	78.77	78.77	93.50	36.30	24.80	24.80	24.80	24.80	24.80	24.80
Kms/Day	2,777.80	2,777.80	2,777.80	2,777.80	3,341.14	1,194.62	809.58	809.58	809.58	809.58	809.58	809.58

Sep 07, 2009	Oct 12, 2009	Nov 11, 2009	Dec 26, 2009	Jan 01, 2010
24.80	24.80	24.80	24.80	24.80
809.58	809.58	809.58	809.58	809.58

**Extra Revenue Service**

Apr. 2009	May 2009	Jun. 2009	Jul. 2009	Aug. 2009	Sep. 2009	Oct. 2009	Nov. 2009	Dec. 2009	Jan. 2010	Feb. 2010	Mar. 2010

**Adjusted Revenue Service**

Apr. 2009	May 2009	Jun. 2009	Jul. 2009	Aug. 2009	Sep. 2009	Oct. 2009	Nov. 2009	Dec. 2009	Jan. 2010	Feb. 2010	Mar. 2010

**2009/2010 Calendar Specification**

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2009 to Apr 30, 2009	3	4	5	5	3	4	4	2	30	Apr 10, 2009 Good Friday 2009 (Fri)
May 01, 2009 to May 31, 2009	3	4	4	4	5	5	5	1	31	Apr 13, 2009 Easter Monday 2009 (Mon)
Jun 01, 2009 to Jun 30, 2009	5	5	4	4	4	4	4	0	30	May 18, 2009 Victoria Day 2009 (Mon)
Jul 01, 2009 to Jul 31, 2009	4	4	4	5	5	4	4	1	31	Jul 01, 2009 Canada Day 2009 (Wed)
Aug 01, 2009 to Aug 31, 2009	4	4	4	4	4	5	5	1	31	Aug 03, 2009 BC Day 2009 (Mon)
Sep 01, 2009 to Sep 30, 2009	3	5	5	4	4	4	4	1	30	Sep 07, 2009 Labour Day 2009 (Mon)
Oct 01, 2009 to Oct 31, 2009	3	4	4	5	5	5	4	1	31	Oct 12, 2009 Thanksgiving Day 2009 (Mon)
Nov 01, 2009 to Nov 30, 2009	5	4	3	4	4	4	5	1	30	Nov 11, 2009 Remembrance Day 2009 (Wed)
Dec 01, 2009 to Dec 31, 2009	4	5	5	5	3	3	4	2	31	Dec 25, 2009 Christmas Day 2009 (Fri)
Jan 01, 2010 to Jan 31, 2010	4	4	4	4	4	4	5	1	31	Dec 26, 2009 Boxing Day 2009 (Sat)
Feb 01, 2010 to Feb 28, 2010	4	4	4	4	4	4	4	0	28	Jan 01, 2010 New Years Day 2010 (Fri)
Mar 01, 2010 to Mar 31, 2010	5	5	5	4	4	4	4	0	31	
<b>Total</b>	<b>47</b>	<b>52</b>	<b>51</b>	<b>52</b>	<b>49</b>	<b>51</b>	<b>52</b>	<b>11</b>	<b>365</b>	<b>11 Exceptions</b>

**Monthly Summary**

Month	Conventional Transit							
	Scheduled	Revenue Hours			Revenue Kilometers			
		Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2009	1,813.59			1,813.59	66,862.78			66,862.78
May, 2009	1,879.35			1,879.35	69,204.28			69,204.28
June, 2009	2,036.26			2,036.26	71,382.56			71,382.56
July, 2009	2,075.78			2,075.78	72,755.48			72,755.48
August, 2009	1,964.62			1,964.62	68,640.94			68,640.94
September, 2009	1,982.29			1,982.29	69,414.34			69,414.34
October, 2009	2,033.32			2,033.32	71,172.50			71,172.50
November, 2009	1,928.32			1,928.32	67,446.12			67,446.12
December, 2009	2,010.03			2,010.03	70,433.98			70,433.98
January, 2010	1,964.62			1,964.62	68,640.94			68,640.94
February, 2010	1,878.72			1,878.72	65,826.96			65,826.96
March, 2010	2,115.03			2,115.03	74,160.36			74,160.36
<b>Total</b>	<b>23,881.94</b>	<b>0.00</b>	<b>0.00</b>	<b>23,881.94</b>	<b>835,961.24</b>	<b>0.00</b>	<b>0.00</b>	<b>835,961.24</b>

Cowichan Valley Commuter Base Budget Official AOA 2009/2010

Schedule 'B'

Effective Apr 01, 2009

Scheduled Revenue Service

09/10 Full Year (Apr 01, 2009 to Mar 31, 2010)							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Plus/Day	19.35	19.35	19.35	19.35	19.35		
Minus/Day	761.10	761.10	761.10	761.10	761.10		

Extra Revenue Service

	Apr. 2009	May. 2009	Jun. 2009	Jul. 2009	Aug. 2009	Sep. 2009	Oct. 2009	Nov. 2009	Dec. 2009	Jan. 2010	Feb. 2010	Mar. 2010

Adjusted Revenue Service

	Apr. 2009	May. 2009	Jun. 2009	Jul. 2009	Aug. 2009	Sep. 2009	Oct. 2009	Nov. 2009	Dec. 2009	Jan. 2010	Feb. 2010	Mar. 2010

2009/2010 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2009 to Apr 30, 2009	3	4	5	5	3	4	4	2	30	Apr 10, 2009 Good Friday 2009 (Fri)
May 01, 2009 to May 31, 2009	3	4	4	4	5	5	5	1	31	Apr 13, 2009 Easter Monday 2009 (Mon)
Jun 01, 2009 to Jun 30, 2009	5	5	4	4	4	4	4	0	30	May 18, 2009 Victoria Day 2009 (Mon)
Jul 01, 2009 to Jul 31, 2009	4	4	4	4	5	4	4	1	31	Jul 01, 2009 Canada Day 2009 (Wed)
Aug 01, 2009 to Aug 31, 2009	4	4	4	4	4	5	5	1	31	Aug 03, 2009 BC Day 2009 (Mon)
Sep 01, 2009 to Sep 30, 2009	3	5	5	4	4	4	4	1	30	Sep 07, 2009 Labour Day 2009 (Mon)
Oct 01, 2009 to Oct 31, 2009	3	4	4	4	5	5	4	1	31	Oct 12, 2009 Thanksgiving Day 2009 (Mon)
Nov 01, 2009 to Nov 30, 2009	5	4	3	4	4	4	5	1	30	Nov 11, 2009 Remembrance Day 2009 (Wed)
Dec 01, 2009 to Dec 31, 2009	4	5	5	5	3	3	4	2	31	Dec 25, 2009 Christmas Day 2009 (Fri)
Jan 01, 2010 to Jan 31, 2010	4	4	4	4	4	5	5	1	31	Dec 26, 2009 Boxing Day 2009 (Sat)
Feb 01, 2010 to Feb 28, 2010	4	4	4	4	4	4	4	0	28	Jan 01, 2010 New Years Day 2010 (Fri)
Mar 01, 2010 to Mar 31, 2010	5	5	5	4	4	4	4	0	31	
<b>Total</b>	<b>47</b>	<b>52</b>	<b>51</b>	<b>52</b>	<b>49</b>	<b>51</b>	<b>52</b>	<b>11</b>	<b>365</b>	<b>11 Exceptions</b>

Monthly Summary

Month	Conventional Transit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2009	387.00			387.00	15,222.00			15,222.00
May, 2009	387.00			387.00	15,222.00			15,222.00
June, 2009	425.70			425.70	16,744.20			16,744.20
July, 2009	425.70			425.70	16,744.20			16,744.20
August, 2009	387.00			387.00	15,222.00			15,222.00
September, 2009	406.35			406.35	15,983.10			15,983.10
October, 2009	406.35			406.35	15,983.10			15,983.10
November, 2009	387.00			387.00	15,222.00			15,222.00
December, 2009	425.70			425.70	16,744.20			16,744.20
January, 2010	387.00			387.00	15,222.00			15,222.00
February, 2010	387.00			387.00	15,222.00			15,222.00
March, 2010	445.05			445.05	17,505.30			17,505.30
<b>Total</b>	<b>4,856.85</b>	<b>0.00</b>	<b>0.00</b>	<b>4,856.85</b>	<b>191,036.10</b>	<b>0.00</b>	<b>0.00</b>	<b>191,036.10</b>

## Schedule C

### Cowichan Valley & Commuter Conventional Transit

Official (combined) AOA  
2009/2010

<b>TRANSIT REVENUE</b>	
Farebox Cash	\$322,427
Tickets & Passes	\$296,766
BC Bus Pass	\$67,467
Advertising	\$6,493
<b>TOTAL REVENUE</b>	<b>\$693,153</b>
<b>EXPENDITURES</b>	
Fixed Costs	
Variable Hourly Costs - Scheduled Service	
Variable Distance Costs - Scheduled Service	
Maintenance - Running Repairs	
Maintenance - Accident Repairs	
ICBC Insurance	\$27,898
Licences	\$389
Captive Insurance	\$9,709
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$2,434,802</b>
Marketing	\$24,000
Municipal Administration	\$48,469
BCT Management Services	\$170,666
<b>TOTAL OPERATING COSTS</b>	<b>\$2,678,164</b>
Debt Service - Vehicles (Local Share)	\$239,002
Debt Service - Equipment (Local Share)	\$7,537
Debt Service - Component (Local Share)	\$3,809
<b>TOTAL DEBT SERVICE - LOCAL SHARE</b>	<b>\$250,347</b>
<b>TOTAL COSTS</b>	<b>\$2,928,511</b>
<b>COST SHARING</b>	
Municipal Share of Costs	\$1,678,076
Less: Total Revenue	\$693,153
Less: Municipal Administration	\$48,696
Net Municipal Share of Costs	\$936,227
Authority Share of Costs	\$1,250,435
<b>STATISTICS</b>	
Scheduled Revenue Hours	28,738.79
Scheduled Revenue Kilometres	1,026,997.34
Total Passengers	386,000
Conventional Passengers	386,000

## Schedule "D" - Payment Schedule

### Cowichan Valley Conventional & Commuter Transit 2009/2010 AOA BUDGET

#### 1) Payment Schedule

The Authority agrees to pay the Operating Company a monthly payment on the following basis:

##### a) for Specified Service in Schedule "B":

- i) for Fixed Monthly Payment; plus
- ii) per Revenue Hour for conventional transit service; plus
- iii) per Revenue Hour for commuter bus service; plus
- iv) per Revenue Kilometre for conventional transit service; plus
- v) per Revenue Kilometre for commuter bus service.

##### b) for Deleted Fixed Costs as outlined in Section 6 (2), an amount equal to 1/365 of the Fixed Monthly Costs amount contained in Schedule "C" shall be deducted for each day or part day.

##### c) for Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":

- i) per Revenue Hour for conventional transit service; plus
  - ii) per Revenue Hour for commuter bus service; plus
  - iii) per Revenue Kilometre for conventional transit service
  - iv) per Revenue Kilometre for commuter bus service
- with allowance for wage premium payments (up to 1.5 times the regular Revenue Hour payment), if applicable, when service is added beyond the regular hours of operation.

##### d) for Maintenance:

- i) per hour for labour by a licensed mechanic for the maintenance of transit vehicles.

##### e) for fuel costs, in the event diesel fuel costs should exceed                    litre a payment will be made in accordance with Section 6 (3) of this agreement to compensate the Operating Company for the actual cost of all diesel fuel consumed to a maximum of 405,105.70 litres for Scheduled Revenue Kilometres in Schedule "B". This maximum number of litres will be adjusted in proportion to Extra or Deleted Revenue Service Kilometres.

##### f) Special Group Trips cost recovery shall be credited to the Authority on the monthly contractors invoice.

Information contained in Schedule "C" - Budget and Schedule "D" - Payment Schedule is subject to the Freedom of Information and Protection of Privacy Act.

Consult with BC Transit prior to releasing information in these Schedules to individuals or companies other than those who are party to the Agreement.

## Schedule "E" – Tariff-Fares

### Fare Zones:

### Cowichan Conventional Transit:

#### Fares:

- a) Single Cash Fares:
- |                           |                                    |
|---------------------------|------------------------------------|
| i) Adult                  | \$1.75                             |
| ii) Senior                | \$1.50                             |
| iii) Student              | \$1.50                             |
| iv) Child (under 5 years) | Free when accompanied by an adult. |
- b) Tickets: BOOK OF 10
- |              |         |
|--------------|---------|
| i) Adult     | \$14.00 |
| ii) Senior   | \$11.50 |
| iii) Student | \$11.50 |
- c) Day Pass:
- |              |        |
|--------------|--------|
| i) Adult     | \$4.00 |
| ii) Senior   | \$3.25 |
| iii) Student | \$3.25 |
- d) Monthly Pass
- |              |         |
|--------------|---------|
| i) Adult     | \$43.00 |
| ii) Senior   | \$32.50 |
| iii) Student | \$32.50 |
- e) Semester Pass (4 months) \$100.00
- f) BC Bus Pass valid for the current calendar year.
- g) CNIB Pass available from the local office of the CNIB.
- h) BC Transit Employee Bus Pass

### Cowichan Valley Commuter Service

One Zone- all stops south of Valleyview Centre (Cobble Hill, Shawnigan Lake, Mill Bay)

Two Zone- all stops north of Valleyview Centre (Duncan, North Cowichan)

#### a) Fares

	Cash (one way)	Tickets (book of 10)	Monthly Pass*	South Island Pass**
One Zone	\$6.00	\$54.00	\$150.00	\$185.00
Two Zones	\$8.00	\$72.00	\$200.00	\$235.00

\* Valid on Cowichan Valley Commuter Service and Cowichan Valley Regional Transit System.

\*\* Valid on Cowichan Valley Commuter Service, Cowichan Valley Regional Transit and Victoria Regional Transit Systems.

- b) BC Bus Pass valid for the current calendar year.
- c) CNIB Pass available from the local office of the CNIB.
- d) BC Transit Employee Bus Pass

**Amendment #3  
Cowichan Valley Master Operating Agreement**

This will confirm our agreement to amend the Master Operating to reflect the name change of Operating Company from Farwest handyDART Services Inc. to FirstCanada ULC.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this        day of        , 20    .

THE CORPORATE SEAL OF THE  
**COWICHAN VALLEY REGIONAL DISTRICT**  
has been hereto affixed in the presence of:

\_\_\_\_\_  
  
\_\_\_\_\_

THE COMMON SEAL OF **BRITISH  
COLUMBIA TRANSIT** has been hereto affixed  
in the presence of:

\_\_\_\_\_  
CHIEF OPERATING OFFICER

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

THE CORPORATE SEAL OF **FIRSTCANADA  
ULC** has been hereto affixed in the presence  
of:

\_\_\_\_\_  
  
\_\_\_\_\_

# **MASTER OPERATING AGREEMENT**

Among

**THE COWICHAN VALLEY REGIONAL DISTRICT**

**BRITISH COLUMBIA TRANSIT**

And

**FIRSTCANADA ULC**  
(as agreed to in the AOA)

**EFFECTIVE: APRIL 1, 2000**  
(amended May 19, 2005  
Amended September 1, 2008  
Amended April 1, 2009)

**INFORMATION CONTAINED IN THIS AGREEMENT IS SUBJECT TO THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT. CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

## MASTER OPERATING AGREEMENT

BETWEEN: THE COWICHAN VALLEY REGIONAL DISTRICT  
(the "Municipality")

AND: BRITISH COLUMBIA TRANSIT  
(the "Authority")

AND: FIRSTCANADA ULC  
(the "Operating Company")

**WHEREAS** the Municipality and the Authority are authorized to contract for the provision of a Public Passenger Transportation System and share in the costs of providing same pursuant to the British Columbia Transit Act.

**WHEREAS** the Operating Company is authorized to operate, manage and maintain a Public Passenger Transportation System within the Cowichan Valley Transit Service Area.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

### SECTION 1 – DEFINITION OF TERMS

1.1 The following definitions shall apply to this Master Operating Agreement and any Annual Operating Agreements entered into among the parties hereto in accordance with this Master Operating Agreement and as approved pursuant to the BC Transit Act and Regulations:

- a) **"ATTENDANT"** means a person whose presence is essential to the Registered User to enable the Registered User to physically use the service and whose origin and destination are the same as the Registered User;
- b) **"ANNUAL OPERATING AGREEMENT"** means that certain Annual Operating Agreement negotiated and entered into on an annual basis among the parties hereto in accordance with this Master Agreement;
- c) **"CONTRACTED SERVICES"** shall mean the transit services provided by the Operating Company as contracted pursuant to this Master Agreement;
- d) **"CONVENTIONAL TRANSIT SERVICES"** shall mean services and facilities operated by or for a public passenger transportation system to transport persons on specified routes at scheduled times using public streets or thoroughfares, but does not include custom transit services;
- e) **"CUSTOM TRANSIT SERVICES"** shall mean services and facilities operated or provided by a public passenger transportation system to transport any person designated under Section 11 of the BC Transit Act and Regulations by prearrangement between the operating company of the service and such person without limitation by route or scheduled time;
- f) **"DIRECT OPERATING COSTS"** shall mean the sum of the Fixed Costs and Variable Costs of service, maintenance and other costs of service, where:
  - i) **"FIXED COSTS"** shall mean items of cost that may be reasonably and conveniently identified with the overall service but which cannot be directly assigned to a unit of service such as hours or kilometres of service. Items of cost will exclude the cost of items which are normally capitalized but may include appropriate charges for depreciation of capital assets.
  - ii) **"VARIABLE COSTS"** shall mean items of cost which may be reasonably and conveniently identified and allocated to a specific unit of service such as hours or kilometres of service.
  - iii) **"MAINTENANCE COSTS"** shall mean parts and materials, sublet and labour costs of a qualified licensed mechanic for the maintenance of the transit vehicles, but shall not include costs associated with interior and exterior transit advertising signs and non-mechanical servicing of vehicles such as fuelling, clearing fareboxes, cleaning and painting wheel rims, vehicle washing, etc. and work performed by a serviceman;
  - iv) **"OTHER COSTS"** shall include but not be limited to vehicle insurance costs incurred by the Authority and Operating Company, contingency costs, taxi program costs (if applicable).

**Amendment #1  
Cowichan Valley  
Transit Service Agreement**

This will confirm our agreement to amend Schedule "A"-Transit Service Area of the Cowichan Valley Transit Service Agreement to reflect the addition of the Cowichan Valley Commuter Transit System.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the corporate seal of such party has been affixed hereto in the presence of its duly authorized office this day of \_\_\_\_\_, 20\_\_ .

THE CORPORATE SEAL OF **Cowichan Valley Regional District** has been hereto affixed in the presence of:

\_\_\_\_\_  
  
\_\_\_\_\_

THE COMMON SEAL OF **BRITISH COLUMBIA TRANSIT** has been hereto affixed in the presence of:

\_\_\_\_\_  
CHIEF OPERATING OFFICER

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

**SCHEDULE "A"**  
**TRANSIT SERVICE AREA**

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Cowichan Valley Regional Transit System shall be the Corporate Boundaries of the Cowichan Valley Regional District.

The boundaries of the Cowichan Valley Commuter Service shall be the Corporate Boundaries of the Cowichan Valley Regional District and the major travel corridors in the Capital Regional District.

APR 22 2009

4C2

April 6, 2009  
File: COW.23

Joseph Barry  
Corporate Secretary  
Cowichan Valley Regional District  
175 Ingram Street  
Duncan, BC V9L 1N8

Dear Mr. Barry:

**SUBJECT: Youbou 2009/10 Annual Operating Agreement**

Please find enclosed the 2009/10 Annual Operating Agreement (AOA) for the Youbou transit system for approval. This AOA, and the previously approved Master Operating Agreement, constitute the operating agreements for your transit system. The AOA also reflects the current service plan for the Youbou transit system.

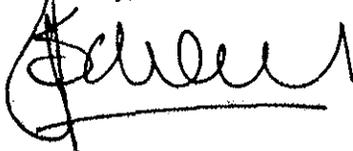
Once the agreements have received signature/seal from the Regional District, please forward to Cowichan Lake Community Services Society for approval with a request to return all originals to the undersigned for execution by BC Transit.

Please note that BC Transit has recently changed its capitalization accounting policy due to the anticipated adoption of International Financial Reporting Standards. The change will result in the capitalization of major repairs that would otherwise have been expensed. This policy change will have the benefit of stabilizing operating expenditures as major repairs are currently expensed whereas they will now be capitalized and recovered through the use of asset charge over the period of benefit. Further, moving major repairs into the long term capital plan facilitates long term maintenance planning and funding.

Please make every effort to have these agreements returned to BC Transit within thirty days of receipt.

Should you have any questions or concerns please do not hesitate to contact me.

Yours truly,



Johann VanSchaik  
Municipal Systems Program

Copy: Cowichan Lake Community Services Society



## Information & Performance Summary

### Youbou Conventional Transit

	Official AOA 2008/2009	Official AOA 2009/2010	\$ / #	Variance %
<b>ANNUAL OPERATING AGREEMENT</b>				
<hr/>				
<b>BUDGET SUMMARY</b>				
Total Costs	\$114,377	\$137,432	\$23,055	20.2%
Total Revenue	\$10,560	\$9,425	-\$1,135	-10.7%
BCT Share of Costs	\$48,918	\$53,225	\$4,307	8.8%
Net Municipal Share	\$52,910	\$72,703	\$19,793	37.4%
<hr/>				
<b>PERFORMANCE SUMMARY</b>				
<b>Level of Service</b>				
Population Served	800	800	0	0.0%
Number of Vehicles in Service	1	1	0	0.0%
Revenue Hours of Service	1,744	1,753	9	0.5%
<b>Effectiveness</b>				
Annual Revenue Passengers	8,000	6,500	-1,500	-18.8%
Total Revenue Passengers per Capita	10.0	8.1	-1.9	-18.8%
Total Passengers per Hour	5	4	-1	-19.2%
Total Cost per Passenger	\$14.30	\$21.14	\$6.85	47.9%
Cost Recovery	9.23%	6.86%	-0.02	-25.7%
Total Operating Cost of Service per Revenue Hour	\$60.07	\$65.03	\$4.96	8.3%
Total Cost of Service per Revenue Hour	\$65.57	\$78.40	\$12.83	19.6%



**YUBOU**

**ANNUAL OPERATING AGREEMENT**

Among

**THE COWICHAN VALLEY REGIONAL DISTRICT**

**BRITISH COLUMBIA TRANSIT**

And

**COWICHAN LAKE COMMUNITY SERVICES SOCIETY**  
(as agreed to in the MOA)

**APRIL 1, 2009 TO MARCH 31, 2010**

**INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.**

**CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

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**ANNUAL OPERATING AGREEMENT**

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## ANNUAL OPERATING AGREEMENT

BETWEEN: THE COWICHAN VALLEY REGIONAL DISTRICT  
(the "Municipality")

AND: BRITISH COLUMBIA TRANSIT  
(the "Authority")

AND: COWICHAN LAKE COMMUNITY SERVICES SOCIETY  
(the "Operating Company")

**WHEREAS** the Municipality and the Authority are authorized to contract for the provision of a Public Passenger Transportation System and share in the costs of providing same pursuant to the British Columbia Transit Act.

**WHEREAS** the Operating Company is authorized to operate, manage and maintain a Public Passenger Transportation System within the Cowichan Valley (Youbou) Transit Service Area

**AND WHEREAS** the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

### SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement amendment negotiated and entered into by the parties subsequent hereto;
  - (b) "Master Agreement" shall mean the Master Operating Agreement, including any amendments made thereto;

### SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.

### SECTION 3 – TERM AND RENEWAL

- 3.1 Term and Renewal: The term of this Annual Operating Agreement shall be for the period April 1, 2009 until and including March 31, 2010, except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be so terminated or not renewed, as the case may be.

**SECTION 4 – SCHEDULES**

4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.

- a) Schedule "A" – Transit Service Area
- b) Schedule "B" - Service Specifications
- c) Schedule "C" - Budget
- d) Schedule "D" – Payment Schedule
- e) Schedule "E" – Tariff-Fares

**SECTION 5 – MISCELLANEOUS PROVISIONS**

- 5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.
- 5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.
- 5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

**SECTION 6 - Notices and Communication**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

**Cowichan Valley Regional District** and to:  
c/o Administrative Services Manager  
175 Ingram Street  
Duncan, BC V9L 1N8

**BC Transit**  
c/o Chief Operating Officer  
520 Gorge Road East  
Victoria, BC V8W 2P3

and to:

**Cowichan Lake Community Services Society**  
c/o Executive Director  
121 Point Ideal Road  
Lake Cowichan, BC V0R 2G0

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this            day of            .

**THE CORPORATE SEAL OF THE COWICHAN VALLEY REGIONAL DISTRICT** has been hereto affixed in the presence of:

\_\_\_\_\_

\_\_\_\_\_

**THE COMMON SEAL OF BRITISH COLUMBIA TRANSIT** has been hereto affixed in the presence of:

\_\_\_\_\_

CHIEF OPERATING OFFICER

\_\_\_\_\_

CHIEF FINANCIAL OFFICER

**THE CORPORATE SEAL OF COWICHAN LAKE COMMUNITY SERVICES SOCIETY** has been hereto affixed in the presence of:

\_\_\_\_\_

\_\_\_\_\_

**SCHEDULE "A" - Transit Service Area Boundaries**

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Cowichan Valley Regional District Transit Service Area shall be the Corporate Boundaries of the Cowichan Valley Regional District.

**SCHEDULE "B" – Service Specifications**

**Youbou Base Budget Official AOA 2009/2010**

**Schedule 'B'**  
Effective Apr 01, 2009

**Scheduled Revenue Service**

2010 Full Year (Apr 01, 2009 to Mar 31, 2010)												
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Apr 10, 2009	Apr 13, 2009	May 18, 2009	Jul 01, 2009	Aug 03, 2009
Kms/Day	4.50	4.50	4.50	4.50	4.76	2.25	8.00	8.00	8.00	8.00	8.00	8.00
Kms/Day	207.00	207.00	207.00	207.00	218.96	103.50	368.00	368.00	368.00	368.00	368.00	368.00

Sep 07, 2009	Oct 12, 2009	Nov 11, 2009	Dec 26, 2009	Jan 01, 2010
8.00	8.00	8.00	8.00	8.00
368.00	368.00	368.00	368.00	368.00

**Extra Revenue Service**

Apr. 2009	May 2009	Jun 2009	Jul 2009	Aug 2009	Sep 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010

**Adjusted Revenue Service**

Apr. 2009	May 2009	Jun 2009	Jul 2009	Aug 2009	Sep 2009	Oct 2009	Nov 2009	Dec 2009	Jan 2010	Feb 2010	Mar 2010

**2009/2010 Calendar Specification**

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2009 to Apr 30, 2009	3	4	5	5	3	4	4	2	30	Apr 10, 2009 Good Friday 2009 (Fri)
May 01, 2009 to May 31, 2009	3	4	4	4	5	5	5	1	31	Apr 13, 2009 Easter Monday 2009 (Mon)
Jun 01, 2009 to Jun 30, 2009	5	5	4	4	4	4	4	0	30	May 18, 2009 Victoria Day 2009 (Mon)
Jul 01, 2009 to Jul 31, 2009	4	4	4	5	5	4	4	1	31	Jul 01, 2009 Canada Day 2009 (Wed)
Aug 01, 2009 to Aug 31, 2009	4	4	4	4	4	5	5	1	31	Aug 03, 2009 BC Day 2009 (Mon)
Sep 01, 2009 to Sep 30, 2009	3	5	5	4	4	4	4	1	30	Sep 07, 2009 Labour Day 2009 (Mon)
Oct 01, 2009 to Oct 31, 2009	3	4	4	5	5	5	4	1	31	Oct 12, 2009 Thanksgiving Day 2009 (Mon)
Nov 01, 2009 to Nov 30, 2009	5	4	3	4	4	4	5	1	30	Nov 11, 2009 Remembrance Day 2009 (Wed)
Dec 01, 2009 to Dec 31, 2009	4	5	5	5	3	3	4	2	31	Dec 25, 2009 Christmas Day 2009 (Fri)
Jan 01, 2010 to Jan 31, 2010	4	4	4	4	4	5	5	1	31	Dec 28, 2009 Boxing Day 2009 (Sat)
Feb 01, 2010 to Feb 28, 2010	4	4	4	4	4	4	4	0	28	Jan 01, 2010 New Years Day 2010 (Fri)
Mar 01, 2010 to Mar 31, 2010	5	5	5	4	4	4	4	0	31	
<b>Total</b>	<b>47</b>	<b>52</b>	<b>51</b>	<b>52</b>	<b>49</b>	<b>51</b>	<b>52</b>	<b>11</b>	<b>365</b>	<b>11 Exceptions</b>

**Monthly Summary**

Month	Conventional Transit							
	Revenue Hours				Revenue Kilometers			
	Scheduled	Extra	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2009	147.78			147.78	6,797.88			6,797.88
May, 2009	150.55			150.55	6,925.30			6,925.30
June, 2009	141.04			141.04	6,487.84			6,487.84
July, 2009	149.30			149.30	6,867.60			6,867.60
August, 2009	150.29			150.29	6,913.34			6,913.34
September, 2009	144.54			144.54	6,648.84			6,648.84
October, 2009	147.05			147.05	6,764.30			6,764.30
November, 2009	148.04			148.04	6,809.84			6,809.84
December, 2009	146.53			146.53	6,740.38			6,740.38
January, 2010	150.29			150.29	6,913.34			6,913.34
February, 2010	132.04			132.04	6,073.84			6,073.84
March, 2010	145.54			145.54	6,694.84			6,694.84
<b>Total</b>	<b>1,752.99</b>	<b>0.00</b>	<b>0.00</b>	<b>1,752.99</b>	<b>80,637.54</b>	<b>0.00</b>	<b>0.00</b>	<b>80,637.54</b>

## SCHEDULE "C" - Budget

## Schedule C

## Youbou Conventional Transit

Official AOA  
2009/2010

<b>TRANSIT REVENUE</b>	
Farebox Cash	\$7,634
Tickets & Passes	\$1,791
<b>TOTAL REVENUE</b>	<b>\$9,425</b>
<b>EXPENDITURES</b>	
Fixed Costs	
Variable Hourly Costs - Scheduled Service	
Variable Distance Costs - Scheduled Service	
Maintenance - Running Repairs	
Maintenance - Accident Repairs	
ICBC Insurance	\$2,868
Captive Insurance	\$1,353
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$103,994</b>
Municipal Administration	\$2,080
BCT Management Services	\$7,922
<b>TOTAL OPERATING COSTS</b>	<b>\$113,996</b>
Debt Service - Vehicles (Local Share)	\$23,110
Debt Service - Equipment (Local Share)	\$326
<b>TOTAL DEBT SERVICE - LOCAL SHARE</b>	<b>\$23,436</b>
<b>TOTAL COSTS</b>	<b>\$137,432</b>
<b>COST SHARING</b>	
Municipal Share of Costs	\$84,208
Less: Total Revenue	\$9,425
Less: Municipal Administration	\$2,080
Net Municipal Share of Costs	\$72,703
Authority Share of Costs	\$53,225
<b>STATISTICS</b>	
Scheduled Revenue Hours	1,752.99
Scheduled Revenue Kilometres	80,637.54
Total Passengers	6,500
Conventional Passengers	6,500

**Schedule "D" - Payment Schedule****Youbou Conventional Transit  
2009/2010 AOA BUDGET****1) Payment Schedule**

The Authority agrees to pay the Operating Company a monthly payment on the following basis:

- a) for Specified Service in Schedule "B":
- i) for Fixed Monthly Payment; plus
  - ii) per Revenue Hour; plus
  - iii) Variable distance costs for fuel and tires as billed, with satisfactory supporting documentation.
- b) for Deleted Fixed Costs as outlined in Section 6 (2), an amount equal to 1/365 of the Fixed Monthly Costs amount contained in Schedule "C" shall be deducted for each day or part day.
- c) for Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":
- i) per Revenue Hour; plus
  - ii) Variable distance costs for fuel and tires as billed, with satisfactory supporting documentation.
- d) for Maintenance:
- i) per hour for labour by a licensed mechanic for the maintenance of transit vehicles.
- e) for fuel costs, in the event diesel fuel costs should exceed : / litre a payment will be made in accordance with Section 6 (3) of this agreement to compensate the Operating Company for the actual cost of ~~at~~ diesel fuel consumed to a maximum of 17,740.18 litres for Scheduled Revenue Kilometres in Schedule "B". This maximum number of litres will be adjusted in proportion to Extra or Deleted Revenue Service Kilometres.
- f) Special Group Trips cost recovery shall be credited to the Authority on the monthly contractors invoice.

Information contained in Schedule "C" - Budget and Schedule "D" - Payment Schedule is subject to the Freedom of Information and Protection of Privacy Act

Consult with BC Transit prior to releasing information in these Schedules to individuals or companies other than those who are party to the Agreement.

**Schedule "E" – Tariff-Fares****Fare Zones:**

The boundaries of fare zones for this Tariff are described as follows:

Zone 1 – Cowichan Valley Transit Service Area

This Zone encompasses those areas within the Cowichan Valley Regional District that are included in the Transit Service Area (Schedule A).

a)	Single Cash Fares:	
	i) Adult	\$1.75
	ii) Senior	\$1.50
	iii) Student	\$1.50
	iv) Child under 5 years	Free when accompanied by an adult.

b)	Tickets: BOOK OF 10	
	i) Adult	\$14.00
	ii) Senior	\$11.50
	iii) Student	\$11.50

c)	Day Pass:	
	i) Adult	\$4.00
	ii) Senior	\$3.25
	iii) Student	\$3.25

d)	Monthly Pass	
	i) Adult	\$43.00
	ii) Senior	\$32.50
	iii) Student	\$32.50

e)	Semester Pass (4 months)	\$100.00
f)	BC Bus Pass valid for the current calendar year.	
g)	CNIB Pass available from the local office of the CNIB.	
h)	BC Transit Employee Pass	

**Note:** Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

May 4, 2009

Warren Jones  
 Chief Administrative Officer  
 Cowichan Valley Regional District  
 175 Ingram Street  
 Duncan, BC V9L 1N8

Dear Mr. Jones:

**Re: BC Transit's Corporate Strategic Plan**

In January 2008, the Provincial Government set a very ambitious goal for BC Transit: double transit ridership by 2020. This goal brings tremendous potential to contribute to stronger, more sustainable communities. It also requires that BC Transit assess how we plan, invest in, and promote public transportation throughout the province. In order to prioritize and set a vision for the future, BC Transit is conducting a province-wide strategic planning process. This Corporate Strategic Plan will guide BC Transit's long-term direction and will provide the framework for more detailed capital plans, service plans, and budget development.

Over the next month, we will be gathering information from our partners, stakeholders, staff, and customers on what they perceive to be future challenges and opportunities for transit and the strengths and weaknesses of our current organization's structure and services.

It is critical that we hear from local governments during this stage of the strategic planning process.

We request that senior local government staff review the attached discussion paper and direct its response and circulation as required by **June 9, 2009**. There are four ways to provide input:

- By providing information to your staff or elected officials scheduled to attend the BC Transit conference in Comox, BC May 6-8, 2009;
- By joining the conversation online at [www.bctransit.com/2030](http://www.bctransit.com/2030);
- By written response;
- By teleconference with one or more participants from your senior staff or elected officials. Teleconferences will be facilitated and arranged by BC Transit staff and can be initiated by contacting Tania Wegwitz, Corporate Business Development Manager, at 250-995-5632 or [tania\\_wegwitz@bctransit.com](mailto:tania_wegwitz@bctransit.com).

A further phase of consultation is planned for early fall 2009 upon completion and approval of the draft plan by BC Transit's Board of Directors.

If you would like to discuss this initiative personally, please contact me at 250-995-5617 [mike\\_davis@bctransit.com](mailto:mike_davis@bctransit.com) or Manuel Achadinha, President and CEO.

Yours sincerely,



Mike Davis  
 Vice-President and CIO  
 Business Development

Original:	Copies to:
Board:	
Committee(s):	
Directed by:	Date:
File #	

Handwritten entries in the form:  
 Committee(s): TRANSIT 5/13/09  
 Directed by: JB  
 Date: 5/4/09

Copy: Local government contact if different from above  
 RTM  
 Attachment: BC Transit Strategic Plan Backgrounder



# Help Shape the Future: BC Transit's Corporate Strategic Plan

## Why a Strategic Plan?

Last year the Provincial Government set a very ambitious goal for BC Transit: double transit ridership by 2020. In order to achieve this goal and integrate transit into stronger, and more sustainable communities, we must reassess how we plan, invest in, and promote public transportation throughout the province.

At the same time, we know that our world is in transition.

The changes around us bring many opportunities. Emerging technologies have the potential to better inform and engage our customers. New partnerships and public awareness make the creation of world class green transportation networks even more possible.

We also know that achieving our goal over the next decade and beyond will bring some real challenges. Among them we need to think about how we will address a shifting climate and an aging population, while adjusting to a less predictable energy and economic situation.

A strategic plan enables us to take a detailed look at these trends and their influence on our organization so that we can prepare and strategize for the future. This work also builds skills and knowledge that will allow us to better adapt to other unforeseen challenges and opportunities as they occur.

Even more importantly, by taking the time to create a positive vision of the future that we want for our families, our communities, and our organization we have taken the first important step in making that future happen.

## Our Plan

In April 2009 BC Transit will launch a province-wide strategic planning process to look at these challenges and opportunities and set a vision for the future. This Corporate Strategic Plan will guide the long-term direction of BC Transit and will provide the framework for more detailed capital plans, service plans, and budgets to follow. Fully supported by our Senior Leadership Team and open to all ideas, it will be an unprecedented opportunity to re-imagine our organization and set a course for its continued evolution.

At its core, the BC Transit strategic plan seeks to answer some very key questions:

- **Who are we now?** How well has BC Transit been performing and what are the strengths and weaknesses of our current organization and services?
- **What does the future hold?** What are the emerging trends, opportunities, and challenges that we face now and in the years ahead?
- **Who do we want to be?** What is our vision for the future and how do we see our mission and our place within it? What are the values that we collectively support and which are crucial that we retain for our success?
- **How do we make it happen?** What are the priority objectives and strategies to realize the vision, meet challenges, and develop opportunities? How will we adapt and update these strategies over time. How do we ensure that ideas manifest into responsiveness and action?



## We Need Your Voice

A key part of our plan's success will be involving many people in its development and implementation. We will be asking our co-workers, customers, transit partners, and community leaders from around the province to provide input and feedback.

There are a number of ways to get involved:

### BC Transit Employees

- An employee steering committee drawn from departments throughout BC Transit will help guide the process.
- Facilitated workshops will be held in the vicinity of both the Victoria Transit Centre (VTC) and Langford Transit Centre (LTC). Follow up workshops may also be held to refine specific ideas and areas.
- Interactive open houses will be held at VTC and LTC and will be available to all employees and their families.
- An on-line survey will be available for those unable to participate via the other methods.

### Local Governments

- A facilitated workshop and interactive open house will be available to those elected officials and local government staff attending the BC Transit Conference in Comox, BC on May 6-8, 2009.
- A discussion paper and invitation to participate will be sent to elected officials and senior local government staff.
- An on-line survey will be available for local government elected officials and staff unable to participate via the other methods.

### Transit System Operating Companies

- A facilitated workshop and interactive open house will be available at the BC Transit Conference for the operating company staff who help deliver BC Transit services in the 80 transit systems across the province outside of Greater Victoria and Metro Vancouver.
- Those who cannot attend the conference will be encouraged to participate in the on-line survey. In particular, invitations will be extended to all operating company front-line transit staff through a poster campaign.

### Our Customers, Other Stakeholders, and the General Public

- Through news releases, a poster campaign, and advertising on board buses the public will be encouraged to let us know how we can improve service within their community through an interactive on-line survey.
- After the initial data gathering, follow up interviews / workshops with the public may be held in specific locations to gather more detail.

## Timing

Project Phase / Approval Targets	Timeline
BC Transit Employee Workshops and Open Houses	April 28 – May 5, 2009
Local Government and Operating Company Workshops and Open House	May 7-8, 2009 (BC Transit Conference)
Local Government Dialogue	April 28 – June 9, 2009
On-line Interactive Survey for employees, partners, and public	May 15- June 1, 2009
Data Analysis & Draft Plan Development	May – July 2009
Presentation of preliminary results to BC Transit Board	July 2009
Proposed consultation with stakeholders regarding draft plan	Mid September to Late October 2009
Strategic Plan finalized	December 2009

# Discussion Paper: BC Transit's Corporate Strategic Plan

## Why a Strategic Plan?

In January 2008, the Provincial Government set a very ambitious goal for BC Transit: double transit ridership by 2020.

This goal brings tremendous potential to contribute to stronger, more sustainable communities. It also requires that BC Transit assess how we plan, invest in, and promote public transportation throughout the province.

At the same time, we know that our world is in transition.

The changes around us bring opportunities to engage citizens, attract new customers and build diverse partnerships. We also know that the next 20 years will bring some real challenges, including a shifting climate, an aging population, and a significantly more unpredictable energy and economic picture.

## Our Plan and Community Consultation

In April 2009 BC Transit will launch a province-wide strategic planning process to look at these challenges and opportunities and set a vision for the future. This Corporate Strategic Plan will guide the long-term direction of BC Transit and will provide the framework for more detailed capital plans, service plans, and budgets to follow. The plan is an unprecedented opportunity to re-imagine our organization and set a course for its continued evolution.

Since our organization exists to serve communities, it is crucial that we hear from our partner local governments during this first information-gathering phase of the strategic plan process. Of particular importance is hearing what local government elected officials and staff perceive to be future challenges and opportunities for transit and the strengths and weaknesses of our current organization's structure and services.

This paper presents key questions for discussion and feedback. We request that senior local government staff review this paper and direct its response and circulation as required by **June 9, 2009**. There are four ways to provide input:

- By providing information to your staff or elected officials scheduled to attend the BC Transit workshop in Comox, BC May 6-8, 2009;
- By joining the conversation online at [www.bctransit.com/2030](http://www.bctransit.com/2030);
- By written response;
- By teleconference with one or more participants from your senior staff or elected officials. Teleconferences will be facilitated and arranged by BC Transit staff and can be initiated by contacting Tania Wegwitz, Corporate Business Development Manager, at 250-995-5632 or [tania\\_wegwitz@bctransit.com](mailto:tania_wegwitz@bctransit.com).

A further phase of consultation is planned for early fall 2009 upon completion and approval of the draft plan by BC Transit's Board of Directors. This second component will likely include regional workshops. Starting in mid-May, public input to the plan for this first phase will be garnered online through the website and this will be advertised on buses and through local media.

The honest and thoughtful comments that you provide will help shape the choices and priorities that we make. Thank you for your participation and contribution.



## Part 1: Future Challenges and Opportunities

- 1.1 What are the significant challenges that will face your community over the next 20 years?
- 1.2 What are the significant opportunities?
- 1.3 How do you see BC Transit's role in relation to these challenges and opportunities?

## Part 2: Creating a Vision

- 2.1 What does successful public transportation look like in your community 20 years from now?
- 2.2 What are the aspects of this future system that make it different from how you see public transportation currently functioning in your community?

## Part 3: Providing Feedback on BC Transit's Performance

As the provincial Crown agency, BC Transit coordinates the delivery of public transportation throughout BC outside Metro Vancouver. In most communities, BC Transit systems are a partnership between local government and a local operating company. In Nanaimo, Nelson, Powell River, and the Sunshine Coast, the municipal partner also operates the system. The Victoria Regional Transit System is operated by BC Transit.

In partnership with local governments, BC Transit's key responsibilities include:

- **Planning:** developing long range and operational plans
- **Funding:** funding about half of scheduled transit services and two-thirds of custom service for people with disabilities
- **Marketing:** promoting transit system routes, schedules and policies
- **Fleet Management:** purchasing vehicles and setting fleet maintenance standards
- **Contract Administration:** managing transit system budgets and service contracts with private transit management companies as well as obtaining volume discounts for fuel and transit system components.
- **Expertise:** offering expertise and advice in areas, such as fare strategies, labour relations, and safety policies.

- 3.1 Of the BC Transit responsibilities/services listed above, as far as you are aware, which has your community has used over the past year?
- 3.2 What are the most valuable aspects of BC Transit's current organization, structure and services?
- 3.3 What are the aspects of BC Transit's current organization, structure or services that should be changed to better enable your community to reach the transportation vision you outlined in section 2.1?
- 3.4 How would you suggest those aspects be changed?

## Part 4: Gaining New Customers

In January 2008, the Provincial Government set a very ambitious goal for BC Transit: double transit ridership by 2020.

Achieving this goal may mean reassessing are approaches to key areas, including:

- |                             |                               |
|-----------------------------|-------------------------------|
| • Planning / Land Use       | • Technology / Infrastructure |
| • Funding                   | • Marketing / Communication   |
| • Partnerships / Governance | • Other?                      |

- 4.1 What are the key things that need to change on a local government level in order to attain this goal of increased ridership? What are your suggestions for how to change them?
- 4.2 What are the key things we need to change on a BC Transit or provincial level in order to attain this goal? What are your suggestions on how to change them?



4R1

## STAFF REPORT

### TRANSIT COMMITTEE MEETING OF MAY 13, 2009

**DATE:** May 6, 2009  
**FROM:** J.E. Barry, Corporate Secretary  
**SUBJECT:** Class Rides Free Program

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#### **Recommendation:**

That it be recommended to the Board that a Class Rides Free Program be implemented on the Cowichan Valley Regional Transit System to allow students to experience the local transit system free of charge for the purpose of traveling to and from field trips.

#### **Purpose:**

To increase learning opportunities and experiences for local students by offering free rides on regularly scheduled bus routes during off-peak hours thereby filling currently empty seats.

#### **Financial Implications:**

While a few schools may already use the transit system for field trips on occasion, there are other schools that do not use the transit system due to the cost. The transit system's direct costs (operator and fuel) are already paid for. The free trips will only occur on regularly scheduled routes.

#### **Background:**

A few weeks ago, Operations Manager Bill Young received a phone call from a teacher at an elementary school in the South Cowichan area. The teacher was wondering when the next "Free Transit Day" was scheduled so that a field trip for the students could be planned to take advantage of the free transit day. The school cannot afford to cover the costs of transporting the students on field trips so they plan their trips around our Free Transit days.

It is unfortunate that some valuable learning experiences for the students may not happen due to the cost of transportation. However, at the same time, the transit system has buses running with available capacity during the off peak hours of 8:30 am to 2:30 pm. It would be advantageous for the transit system to offer a program whereby empty seats on buses are filled with students expanding their educational opportunities.

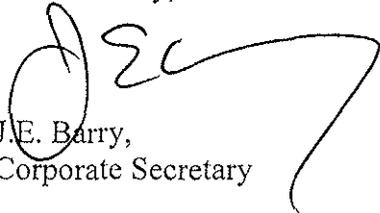
The City of Kamloops has implemented a "Class Rides Free" program that allows students to experience the transit system free of charge for the purpose of traveling to and from field trips. The program is available to any class in public or private schools within the City.

Teachers must make application in advance and a letter is provided by the transit office giving permission for the entire class, teacher and any classroom assistants to ride the transit system free of charge.

The entire class must travel together and each class can apply to the program twice per school year. The class must travel on a regularly scheduled transit route during the off peak hours of 8:30 am and 2:30 pm (special transit service is not provided).

Attached is information on Kamloops' Class Rides Free Program along with an application form.

Submitted by,



J.E. Barry,  
Corporate Secretary

## **Kamloops Transit**

**Class Rides Free**

### **Free Transportation Available for Field Trips**

The City of Kamloops is pleased to offer the Class Rides Free Program, a program that allows students to experience the Kamloops Transit System free of charge for the purpose of traveling to and from field trips.

#### **Resources**

[Class Rides Free Application Form](#)

Public transit plays an essential role in ensuring a strong community by creating jobs, protecting the environment, enhancing our quality of life and providing mobility and freedom of choice. We believe it is important for students to experience the transit system, understand how it works, and appreciate its many benefits.

The Class Rides Free Program is available to any class in School District No. 73, as well as the private schools within the City of Kamloops.

Teachers can use the program to get their class to a field trip or as an opportunity to teach their students about alternative forms of transportation. Upon completion of the application form, a letter will be provided that will give permission for the entire class, teacher and any classroom assistants to ride the transit system free of charge.

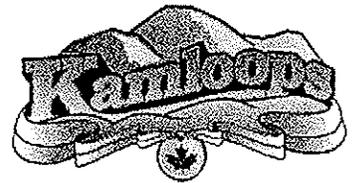
#### **Note:**

The entire class must travel together and each class can apply to the program twice per school year. The class must travel on a regularly scheduled Kamloops Transit route (special transit service is not provided) during the off peak hours of 8:30 a.m. to 2:30 p.m.

If you have any additional questions about this program, or would like help organizing the transportation to a class field trip using public transit system, please feel free to contact:

#### **Contact**

Colleen Lepik  
105 Seymour Street  
Kamloops, BC V2C 2C6  
ph (250) 828-3605  
fax (250) 828-7848  
email [transit@kamloops.ca](mailto:transit@kamloops.ca)



Canada's Tournament Capital

**Note:** All correspondence is entered into our system, and will be dealt with in due process. Please allow several working days for a response. Thank you.



# 'Class Rides Free' Application Form

## Free Transportation Available for Field Trips

The City of Kamloops is pleased to offer the 'Class Rides Free' program, a program that allows students to experience the Kamloops Transit System free of charge for the purpose of traveling to and from field trips.

Public transit plays an essential role in ensuring a strong community by creating jobs, protecting the environment, enhancing our quality of life, and providing mobility and freedom of choice. We believe it is important for students to experience the transit system, understand how it works, and appreciate its many benefits.

**How it Works:** Return your completed application form at least **two weeks** before the field trip date. Upon approval, a letter will be mailed back that will grant permission for the class, teacher, and any classroom assistants to ride the transit system free of charge. Questions and completed forms should be submitted by mail to Colleen Lepik, City of Kamloops, 105 Seymour Street, Kamloops, BC, V2C 2C6, by fax to **250-828-7848**, or via email to [clepik@kamloops.ca](mailto:clepik@kamloops.ca).

### Eligibility:

- Any class in School District #73, as well as the private schools, within the City of Kamloops.
- Each class may apply to the program twice per school year.

### Requirements:

- The entire class must travel together and must travel on a regularly scheduled Kamloops Transit route (special transit service is not provided) during the off-peak hours of 8:30 a.m. to 2:30 p.m. Visit [www.busonline.ca](http://www.busonline.ca) or call 250-376-1216 for information about transit routes.

School Name: \_\_\_\_\_

### Contact Information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### Request Details:

What is the purpose of the field trip? \_\_\_\_\_

Which day are complimentary transit passes being requested? \_\_\_\_\_

Where are you going? \_\_\_\_\_

What transit route number will you be catching? \_\_\_\_\_

What time will you be catching the bus to get to your destination? \_\_\_\_\_ to get back to school? \_\_\_\_\_

How many complimentary transit passes are being requested? \_\_\_\_\_ Grade level \_\_\_\_\_

(Passes are available for the entire class, teacher, and any classroom assistants.)

*I hereby certify that the above information is correct and request that free transit services be provided as per the details noted above.*

\_\_\_\_\_  
Signature of individual authorized to act on behalf of school

\_\_\_\_\_  
Date



April 21, 2009

## **RELEASE: COWICHAN VALLEY COMMUTER ON TRACK WITH RIDERS**

**COWICHAN VALLEY** – BC Transit reports that ridership is steadily increasing on the Cowichan Valley Commuter after six months of weekday operation carrying passengers to downtown Victoria and back.

Ridership has grown by 25%, from 2,718 total rides in November compared to 3,614 in March.

“We’re happy to see a steady increase in the number of customers,” said Manuel Achadinha, BC Transit President & CEO.

“To ensure that the service remains an effective and convenient travel option, we have conducted a service review and in the near future, will provide recommendations to further improve the service.”

Of the two routes, the 66 Duncan accounts for about 70% of the total ridership. The largest share of riders were from Duncan (28%), followed by Shawnigan Lake (19%), Cobble Hill (16%), and Mill Bay (13%).

“Overall I think it is an excellent service and have been using it from day one,” said Gary Dhaliwal, a regular commuter. “The drivers are very courteous and I appreciate the more personalized service versus normal transit.”

In an on-board survey conducted in March:

- nearly half of the riders (47%) said that they were traveling to downtown Victoria;
- 89% of riders were regular commuters who used the service every weekday;
- 89% of riders plan to use the service year-round; and
- if not for using the transit service, they would usually drive themselves (62%), or travel as a passenger in a car (12%).

About 100 people replied to an online survey. Seventy of these did not use the service, citing trip times and bus stop locations as reasons for not trying it.

Once the review is complete, BC Transit will share its findings and provide recommendations at an open house for the Cowichan Valley Transit System and the Cowichan Valley Commuter.

- 30 -

### **About BC Transit**

BC Transit is the provincial Crown Corporation responsible for 81 transit systems in 52 communities across British Columbia.

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### **For More Information:**

Contact: Joanna Morton, BC Transit  
Phone: 250-995-5720  
Email: joanna\_morton@bctransit.com



## FACT SHEET COWICHAN VALLEY COMMUTER

### SERVICE DESCRIPTION

An inter-regional express commuter service that runs six round trips Monday through Friday: three from Duncan and three from Shawnigan Lake to downtown Victoria. This service is targeted at Cowichan commuters, providing drop-off only service in designated stops within Greater Victoria.

### FUNDING

Provincial funding of \$4.3 million to purchase eight clean-diesel coach buses, and \$362,000 toward 2008 operating expenses (October – December).

<b>SERVICE START DATE</b>	October 20, 2008
<b>ANNUAL OPERATING COST</b>	\$850,000
<b>ANNUAL SERVICE HOURS</b>	4400
<b>SERVICE</b>	Monday to Friday during rush hours 85 – 95 minutes
<b>OPERATING COMPANY</b>	First Bus, subsidiary of Greyhound (Farwest handyDART Services Inc.)
<b>FLEET</b>	Eight, clean diesel Nova coach buses 40 feet in length 41, high-back seats Reading lights, parcel racks, and bike racks (2 bikes) Accessible (1 wheelchair)
<b>PARK 'N' RIDE LOTS</b>	Three

### FARES

		Cash	Tickets (10)	Monthly Pass	South Island Pass
<b>ZONE 1</b>	Malahat, South Shawnigan Lake, Shawnigan Lake, Mill Bay, Cobble Hill	\$6.00	\$54.00	\$150.00	\$185.00
<b>ZONE 2</b>	Duncan	\$8.00	\$72.00	\$200.00	\$235.00

**COMPANY WEBSITE** [www.bctransit.com](http://www.bctransit.com)

RECEIVED  
APR 22 2009

March 18, 2009  
File: cow.23

Joseph Barry  
Administrative Services Manager  
Cowichan Valley Regional District  
175 Ingram Street  
Duncan, BC V9L 1N8

Dear Mr. Barry:

**SUBJECT: Cowichan Valley Paratransit 2009/10 Annual Operating Agreement**

Please find enclosed the 2009/10 Annual Operating Agreement (AOA) for the Cowichan Valley paratransit system for approval. This AOA, and the previously approved Master Operating Agreement, constitute the operating agreements for your transit system. The AOA also reflects the current service plan for the Cowichan Valley paratransit system.

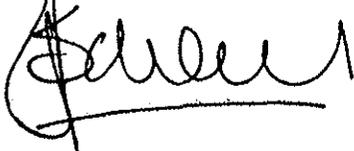
Once the agreements have received signature/seal from the Regional District, please forward to Volunteer Cowichan for approval with a request to return all originals to the undersigned for execution by BC Transit.

Please note that BC Transit has recently changed its capitalization accounting policy due to the anticipated adoption of International Financial Reporting Standards. The change will result in the capitalization of major repairs that would otherwise have been expensed. This policy change will have the benefit of stabilizing operating expenditures as major repairs are currently expensed whereas they will now be capitalized and recovered through the use of asset charge over the period of benefit. Further, moving major repairs into the long term capital plan facilitates long term maintenance planning and funding.

Please make every effort to have these agreements returned to BC Transit within thirty days of receipt.

Should you have any questions or concerns please do not hesitate to contact me.

Yours truly,



Johann VanSchaik  
Regional Transit Manager  
South Coast  
BC Transit

Copy: Volunteer Cowichan  
Attach: Annual Operating Agreement



# Information & Performance Summary

## Cowichan Valley Paratransit

	Official AOA 2008/2009	Official AOA 2009/2010	Variance	
			\$ / #	%
<b>ANNUAL OPERATING AGREEMENT</b>				
<hr/>				
<b>BUDGET SUMMARY</b>				
Total Costs	\$278,064	\$299,428	\$21,364	7.7%
Total Revenue	\$26,000	\$22,425	-\$3,575	-13.8%
BCT Share of Costs	\$163,463	\$175,229	\$11,766	7.2%
Net Municipal Share	\$83,848	\$96,818	\$12,970	15.5%
<hr/>				
<b>PERFORMANCE SUMMARY</b>				
<b>Level of Service</b>				
Population Served	67,800	68,700	900	1.3%
Registered Users	253	253	0	0.0%
Number of Vehicles in Service	1	1	0	0.0%
Revenue Hours of Service	4,544.00	4,520.00	-24.00	-0.5%
<b>Effectiveness</b>				
Annual Revenue Passengers	13,000	11,500	-1,500	-11.5%
Custom/Para - Vans	13,000	11,500	-1,500	-11.5%
Custom Rides per Registered User	51	45	-6	-11.5%
Van Passengers per Revenue Hour	2.9	2.5	-0.3	-11.1%
Total Cost per Passenger	\$21.39	\$26.04	\$4.65	21.7%
Van Cost per Van Passenger	\$21.39	\$26.04	\$4.65	21.7%
Cost Recovery	9.35%	7.49%	-0.02	-19.9%
<b>Efficiency</b>				
Total Operating Cost of Service per Revenue Hour	\$56.48	\$60.87	\$4.39	7.8%
Total Cost of Service per Revenue Hour	\$61.19	\$66.25	\$5.05	8.3%



COWICHAN VALLEY  
Paratransit

ANNUAL OPERATING AGREEMENT

Among

COWICHAN VALLEY REGIONAL DISTRICT

BRITISH COLUMBIA TRANSIT

And

VOLUNTEER COWICHAN  
(as agreed to in the MOA)

April 1, 2009 to March 31, 2010

**INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.**

**CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

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ANNUAL OPERATING AGREEMENT

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## ANNUAL OPERATING AGREEMENT

BETWEEN: COWICHAN VALLEY REGIONAL DISTRICT  
(the "Municipality")

AND: BRITISH COLUMBIA TRANSIT  
(the "Authority")

AND: VOLUNTEER COWICHAN  
(the "Operating Company")

WHEREAS the Municipality and the Authority are authorized to contract for the provision of a Public Passenger Transportation System and share in the costs of providing same pursuant to the British Columbia Transit Act.

WHEREAS the Operating Company is authorized to operate, manage and maintain a Public Passenger Transportation System within the Cowichan Valley (Duncan) Transit Service Area

WHEREAS the parties hereto have entered into a Master Operating Agreement which sets out the general rights and responsibilities of the parties hereto.

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

### SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
  - (b) "Master Agreement" shall mean the Master Operating Agreement, including any amendments made thereto;

### SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.

### SECTION 3 – TERM AND RENEWAL

- 3.1 Term and Renewal: The term of this agreement shall be from April 1, 2009 to March 31, 2010 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be terminated or not renewed, as the case may be.

**SECTION 4 – SCHEDULES**

4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.

- a) Schedule "A" – Transit Service Area
- b) Schedule "B" - Service Specifications
- c) Schedule "C" - Budget
- d) Schedule "D" – Payment Schedule
- e) Schedule "E" – Tariff-Fares

**SECTION 5 – MISCELLANEOUS PROVISIONS**

- 5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.
- 5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.
- 5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

**SECTION 6 - Notices and Communication**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

**Cowichan Valley Regional District**  
c/o Administrative Services Manager  
175 Ingram Street  
Duncan, BC V9L 1N8

and to:

**BC Transit**  
c/o Chief Operating Officer  
520 Gorge Road East  
Victoria, BC V8W 2P3

and to:

**Volunteer Cowichan**  
c/o Executive Director  
#1 Kenneth Place  
Duncan, BC V9L 5G3

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this            day of

THE CORPORATE SEAL OF **COWICHAN VALLEY REGIONAL DISTRICT** has been hereto affixed in the presence of:

\_\_\_\_\_

\_\_\_\_\_

THE COMMON SEAL OF **BRITISH COLUMBIA TRANSIT** has been hereto affixed in the presence of:

\_\_\_\_\_

CHIEF OPERATING OFFICER

\_\_\_\_\_

CHIEF FINANCIAL OFFICER

THE CORPORATE SEAL OF **VOLUNTEER COWICHAN** has been hereto affixed in the presence of:

\_\_\_\_\_

\_\_\_\_\_

**SCHEDULE "A" - Transit Service Area Boundaries**

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Cowichan Valley Transit Service Area shall be the corporate boundaries of the Cowichan Valley Regional District.

**SCHEDULE "B" – Service Specifications**

Cowichan Valley Para Base Budget Official AOA 2009/2010

Schedule 'B'

Effective Apr 01, 2009

**Scheduled Revenue Service**

09/10 Full Year (Apr 01, 2009 to Mar 31, 2010)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Hrs/Day	16.00	16.00	16.00	16.00	16.00	8.00		
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Flexible Hours**

	Apr. 2009	May, 2009	Jun, 2009	Jul, 2009	Aug, 2009	Sep, 2009	Oct, 2009	Nov, 2009	Dec, 2009	Jan, 2010	Feb, 2010	Mar, 2010
	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00	8.00

**Extra Revenue Service**

	Apr. 2009	May, 2009	Jun, 2009	Jul, 2009	Aug, 2009	Sep, 2009	Oct, 2009	Nov, 2009	Dec, 2009	Jan, 2010	Feb, 2010	Mar, 2010

**Adjusted Revenue Service**

	Apr. 2009	May, 2009	Jun, 2009	Jul, 2009	Aug, 2009	Sep, 2009	Oct, 2009	Nov, 2009	Dec, 2009	Jan, 2010	Feb, 2010	Mar, 2010

**2009/2010 Calendar Specification**

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2009 to Apr 30, 2009	3	4	5	5	3	4	4	2	30	Apr 10, 2009 Good Friday 2009 (Fri)
May 01, 2009 to May 31, 2009	3	4	4	4	5	5	5	1	31	Apr 13, 2009 Easter Monday 2009 (Mon)
Jun 01, 2009 to Jun 30, 2009	5	5	4	4	4	4	4	0	30	May 18, 2009 Victoria Day 2009 (Mon)
Jul 01, 2009 to Jul 31, 2009	4	4	4	4	5	4	4	1	31	Jul 01, 2009 Canada Day 2009 (Wed)
Aug 01, 2009 to Aug 31, 2009	4	4	4	4	4	5	5	1	31	Aug 03, 2009 BC Day 2009 (Mon)
Sep 01, 2009 to Sep 30, 2009	3	5	5	4	4	4	4	1	30	Sep 07, 2009 Labour Day 2009 (Mon)
Oct 01, 2009 to Oct 31, 2009	3	4	4	5	5	5	5	1	31	Oct 12, 2009 Thanksgiving Day 2009 (Mon)
Nov 01, 2009 to Nov 30, 2009	5	4	3	4	4	4	5	1	30	Nov 11, 2009 Remembrance Day 2009 (Wed)
Dec 01, 2009 to Dec 31, 2009	4	5	5	5	3	3	4	2	31	Dec 25, 2009 Christmas Day 2009 (Fri)
Jan 01, 2010 to Jan 31, 2010	4	4	4	4	4	5	5	1	31	Dec 26, 2009 Boxing Day 2009 (Sat)
Feb 01, 2010 to Feb 28, 2010	4	4	4	4	4	4	4	0	28	Jan 01, 2010 New Years Day 2010 (Fri)
Mar 01, 2010 to Mar 31, 2010	5	5	5	4	4	4	4	0	31	
<b>Total</b>	<b>47</b>	<b>52</b>	<b>51</b>	<b>52</b>	<b>49</b>	<b>51</b>	<b>52</b>	<b>11</b>	<b>365</b>	<b>11 Exceptions</b>

**Monthly Summary**

Month	Paratransit				Revenue Kilometers				
	Scheduled	Extra	Revenue Hours Flexible	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2009	352.00		8.00		360.00				0.00
May, 2009	360.00		8.00		368.00				0.00
June, 2009	384.00		8.00		392.00				0.00
July, 2009	384.00		8.00		392.00				0.00
August, 2009	360.00		8.00		368.00				0.00
September, 2009	368.00		8.00		376.00				0.00
October, 2009	376.00		8.00		384.00				0.00
November, 2009	352.00		8.00		360.00				0.00
December, 2009	376.00		8.00		384.00				0.00
January, 2010	360.00		8.00		368.00				0.00
February, 2010	352.00		8.00		360.00				0.00
March, 2010	400.00		8.00		408.00				0.00
<b>Total</b>	<b>4,424.00</b>	<b>0.00</b>	<b>96.00</b>	<b>0.00</b>	<b>4,520.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## SCHEDULE "C" - Budget

## Schedule C

## Cowichan Valley Para Paratransit

Official AOA  
2009/2010

<b>TRANSIT REVENUE</b>	
Farebox Cash	\$7,849
Tickets & Passes	\$14,576
<b>TOTAL REVENUE</b>	<b>\$22,425</b>
<b>EXPENDITURES</b>	
Fixed Costs	\$78,919
Variable Hourly Costs - Scheduled Service	\$126,426
Variable Distance Costs - Scheduled Service	\$23,231
Maintenance - Running Repairs	\$11,032
ICBC Insurance	\$3,957
Captive Insurance	\$1,256
Information Systems	\$3,000
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$247,821</b>
Marketing	\$3,000
Municipal Administration	\$4,956
BCT Management Services	\$19,350
<b>TOTAL OPERATING COSTS</b>	<b>\$275,127</b>
Debt Service - Vehicles (Local Share)	\$24,174
Debt Service - Equipment (Local Share)	\$127
<b>TOTAL DEBT SERVICE - LOCAL SHARE</b>	<b>\$24,301</b>
<b>TOTAL COSTS</b>	<b>\$299,428</b>
<b>COST SHARING</b>	
Municipal Share of Costs	\$124,200
Less: Total Revenue	\$22,425
Less: Municipal Administration	\$4,956
Net Municipal Share of Costs	\$96,818
Authority Share of Costs	\$175,229
<b>STATISTICS</b>	
Scheduled Revenue Hours	4,520.00
Total Passengers	11,500
Custom/Para Passengers - Vans	11,500

**Schedule "D" - Payment Schedule****Cowichan Valley Paratransit  
2009/2010 AOA BUDGET****1) Payment Schedule**

The Authority agrees to pay the Operating Company a monthly payment on the following basis:

**a) for Specified Service in Schedule "B":**

- i) \$6,576.55 for Fixed Monthly Payment; plus
- ii) \$27.97 per Revenue Hour; plus
- iii) Variable distance costs for fuel and tires as billed, with satisfactory supporting documentation.

**b) for Maintenance:**

- i) Vehicle maintenance subcontracted by the Operating Company shall be paid at cost in accordance with the budget specified in Schedule "C", with satisfactory supporting documentation (invoices).

**c) Special Group Trips cost recovery shall be credited to the Authority on the monthly contractors invoice.**

**Information contained in Schedule "C" - Budget and Schedule "D" - Payment Schedule is subject to the Freedom of Information and Protection of Privacy Act.**

**Consult with BC Transit prior to releasing information in these Schedules to individuals or companies other than those who are party to the Agreement.**

**Schedule "E" – Tariff-Fares**

## a) handyDART Fares

Registered users & Companions      \$2.00

Attendant accompanying registered users      Free

Note: Visitors may register for temporary handyDART service. Proof of registration in another jurisdiction or proof of eligibility is required.

## b) BC Transit Employee Bus Pass