

REGIONAL AND CORPORATE SERVICES COMMITTEE

OPEN MEETING AGENDA

Tuesday, July 10, 2018

9:00 am

FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Pages

1. CALL TO ORDER

2. APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS

MOTION FOR CONSIDERATION

THAT the Agenda, Addenda and Late Items for the Regional and Corporate Services Committee Open Meeting of July 10, 2018 be approved;

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.

3. DELEGATIONS AND PRESENTATIONS

3.1 **Presentation on the "My Dog Matters" Rewards Program**

- Presentation from Deneen McArthur, Corporate Services and Legislative Assistant, Regional District of Central Okanagan

3.1.1 **Animal Control - Dog Licencing Update**

5 - 7

FOR INFORMATION ONLY

- Corporate report dated July 10, 2018 from Stacey Barker, Deputy Director of Regional Programs

4. MINUTES/MATTERS ARISING

4.1 **Minutes of the Regional and Corporate Services Committee Open Meeting - June 12, 2018**

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MOTION FOR CONSIDERATION

THAT the Minutes of the Regional and Corporate Services Committee Open Meeting of June 12, 2018 be adopted.

5. CORPORATE ADMINISTRATION

5.1 Elections Update

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FOR INFORMATION ONLY

- Corporate report dated July 10, 2018 from Jaime Schween, Manager of Corporate Administration

6. FINANCE

No Items.

7. REGIONAL PROGRAMS AND SERVICES

7.1 ENVIRONMENTAL SERVICES

No items.

7.2 REGIONAL PARKS

No items.

7.3 STRATEGIC PLANNING AND INITIATIVES

7.3.1 FVRD Regional Transit Service Update – Bus Routes #66 Fraser Valley Express, #11 Agassiz-Harrison, and #22 Hope.

16 - 32

FOR INFORMATION ONLY

- Corporate report dated July 10, 2018 from Johannes Bendle, Planner I
- FVX Service Change Plan - Fall 2018
- Agassiz-Harrison Route #11 and Hope Route #22 Service Riders Guide

7.3.2 BC Transit Board of Directors

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- Corporate report dated July 10, 2018 from Barclay Pitkethly, Director of Regional Programs
- BC Transit Corporation Job Opportunity Listing
- BC Transit Outlined Skills Matrix
- BC Transit Board of Directors Best Practices Assessment Form
- Excerpt from British Columbia Transit Act

MOTION FOR CONSIDERATION

THAT the Fraser Valley Regional District Board direct staff to request the Hon. Claire Trevena, Minister of Transportation and Infrastructure that the Fraser Valley be represented on the BC Transit Board of Directors.

AND THAT the Fraser Valley Regional District Board consider selecting a political representative, either the FVRD Chair or a Mayor, to apply to the BC Transit Board of Directors for the Lieutenant Governor in Council's consideration.

7.4 OUTDOOR RECREATION PLANNING

No Items.

- 8. OTHERS MATTERS**
- 9. ADDENDA ITEMS/LATE ITEMS**
- 10. REPORTS BY STAFF**
- 11. REPORTS BY DIRECTORS**
- 12. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA**
- 13. RESOLUTION TO CLOSE MEETING**

MOTION FOR CONSIDERATION

THAT the meeting be closed to the public, except for Senior Staff and the Executive Assistant, for the purpose of receiving and adopting Closed Meeting Minutes convened in accordance with Section 90 of the *Community Charter* and to consider matters pursuant to:

- Section 90(1)(c) of the *Community Charter* - labour relations or other employee relations;
- Section 90(1)(i) of the *Community Charter* - the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and
- Section 90(1)(k) of the *Community Charter* - negotiations and related discussions respecting the proposed provision of a regional district service that are at their preliminary stages and that, in the view of the Committee, could reasonably be expected to harm the interests of the regional district if they were held in public.

R E C E S S

- 14. RECONVENE OPEN MEETING**

15. RISE AND REPORT OUT OF CLOSED MEETING

16. ADJOURNMENT

MOTION FOR CONSIDERATION

THAT the Regional and Corporate Services Committee Open Meeting of July 10, 2018 be adjourned.

To: Regional and Corporate Services Committee
From: Stacey Barker, Deputy Director of Regional Programs

Date: 2018-07-10

Subject: Animal Control - Dog Licensing

INTENT

This report is intended to advise the Regional and Corporate Services Committee of information pertaining to the sale of dog licences within the Fraser Valley Regional District animal control program. Staff is not looking for a recommendation and has forwarded this information should members want more clarification or to discuss the item further.

STRATEGIC AREA(S) OF FOCUS

Provide Responsive & Effective Public Services

BACKGROUND

The Fraser Valley Regional District (FVRD) currently provides full animal control services to the City of Abbotsford, City of Chilliwack, District of Mission, District of Kent and the Village of Harrison Hot Springs, operated under a sub-regional regulatory bylaw. The FVRD also provides a limited aggressive dog investigation/control service to Electoral Areas D, E, G and H, regulated under a separate bylaw, specific to aggressive dogs. Limited dog apprehension and pound services are also provided to several First Nation communities in the local area by way of contract.

Within municipalities receiving animal control services, dog licensing is also a requirement. The FVRD has been working toward gaining greater compliance from dog owners through various methods including: increasing the convenience of purchasing a dog licence, in-person communication to dog owners while patrolling parks or visiting homes, social media and through the issuance of tickets. While working to increase compliance with licensing, the FVRD is also making strides towards greater operational efficiencies in conducting everyday operations.

DISCUSSION

The FVRD is currently implementing several database modules to complement our existing systems to improve customer service and convenience which are expected to result in increased dog licence sales. The systems, expected to be accessible to the public in January 2019, include:

Dogs eApply: This will allow members of the public to purchase new dog licences online, not just renewals. Once the required information is entered (and payment is made online), a new dog licence will be created. The applicant will have the ability to upload documents such as a photo of their dog or the dog's spayed/neutered certificate. This information will automatically be saved in the FVRD's Tempest system saving staff from having to manually enter this data (which is the current workflow).

In 2017, approximately 51% of dog licences were sold on-line. This is an increase from 2016 in which only 43% were sold on-line. The FVRD is anticipating increased on-line sales in 2018 as well and with the implementation of Dogs eApply, the 2019 on-line sales should significantly increase.

Dogs eBilling: This will allow members of the public to receive their dog licence renewal and reminder invoices by email. If a user signs up for eBilling, they will not receive a paper invoice. There were approximately 15,000 renewal invoices and 5,000 reminder invoices mailed this year. The Dogs eBilling module will decrease the cost of printing and postage for future years, as well as decrease the time it takes to prepare the mail outs.

The FVRD is also exploring various reward programs that have shown to increase compliance with dog licensing including the Regional District of Central Okanagan's **My Dog Matters Rewards Program**. This initiative, which included the development of a licensing app makes it easy and convenient to renew and pay for a dog license from any device, provides an interactive communication channel with dog owners, and promotes a rewards program which offers dog owners discounts at businesses if they license their dogs. Data gathered by the RDCO shows that the Rewards Program and associated app has significantly decreased operating costs for its dog control service. *A representative from the RDCO is appearing as a delegation at the meeting today to speak about this initiative.*

COST

The licence and implementation costs for Dogs eApply and Dogs eBilling will be funded out of the regular Animal Control operational budget with savings realized in 2018 from decreased postage, an uptake in dog licence purchases and various enforcement revenue.

The FVRD will gather information on costs and other resource implications of possible rewards programs and report back to the Board with further information as it becomes available for their consideration.

CONCLUSION

The FVRD is continuing to pursue efficiencies and greater customer service in its animal control program. These efforts will lead to a more cost effective service and increased compliance with dog licensing.

COMMENT BY:

Barclay Pitkethly, Director of Regional Programs

Reviewed and supported.

COMMENT BY:

Mike Veenbaas, Director of Financial Services

Unavailable for comment.

COMMENT BY:

Paul Gipps, Chief Administrative Officer

Unavailable for comment.

**FRASER VALLEY REGIONAL DISTRICT
REGIONAL AND CORPORATE SERVICES COMMITTEE
OPEN MEETING MINUTES**

Tuesday, June 12, 2018
9:00 am
FVRD Boardroom, 45950 Cheam Avenue, Chilliwack, BC

Members Present: Director Jason Lum, City of Chilliwack, Chair
Director Pam Alexis, District of Mission
Director Ray Boucher, Electoral Area F
Director Henry Braun, City of Abbotsford
Director Leo Facio, Village of Harrison Hot Springs
Director Sharon Gaetz, City of Chilliwack
Director Alec Niemi, Electoral Area C
Director Terry Raymond, Electoral Area A
Director John Van Laerhoven, District of Kent

Regrets: Director Bill Dickey, Electoral Area D
Director Patricia Ross, City of Abbotsford

Staff Present: Paul Gipps, Chief Administrative Officer
Mike Veenbaas, Director of Financial Services
Suzanne Gresham, Director of Corporate Initiatives
Barclay Pitkethly, Director of Regional Programs
Stacey Barker, Deputy Director of Regional Programs
Margaret-Ann Thornton, Director of Planning & Development
Graham Daneluz, Deputy Director of Regional Programs
Jaime Schween, Manager of Corporate Administration
Kristy Hodson, Manager of Financial Operations
Alison Stewart, Manager of Strategic Planning
Christina Vugteveen, Manager of Parks
David Urban, Manager of Outdoor Recreation Planning
Micha Gutmanis, Environmental Services Coordinator
Lance Lilley, Environmental Planner
Johannes Bendle, Planner I
Melissa Geddert, Planner I
Matthew Fang, Network Analyst I
Natashia Cox, Parks Technician
Meghan Shields, Administration Student
Amanda Molloy, Executive Assistant to CAO and Board
Chris Lee, Recording Secretary

Also Present: Dirk Lewis, Morrow BioScience Ltd.

1. **CALL TO ORDER**

Chair Lum called the meeting to order at 9:00 a.m.

2. **APPROVAL OF AGENDA, ADDENDA AND LATE ITEMS**

Moved By FACIO

Seconded By BOUCHER

THAT the Agenda, Addenda and Late Items for the Regional and Corporate Services Committee Open Meeting of June 12, 2018 be approved;

AND THAT all delegations, reports, correspondence and other information set to the Agenda be received for information.

CARRIED

3. **DELEGATIONS AND PRESENTATIONS**

3.1 **2018 FloodWater Mosquito Control Update**

Dirk Lewis of Morrow BioScience Ltd., and Lance Lilley, Environmental Planner gave a joint presentation on the '*2018 FloodWater Mosquito Control Update*'. It was noted that the target of the Mosquito Control Program was to reduce the abundance of nuisance or floodwater mosquitoes to "tolerable levels". It was highlighted that the recent high levels of the Fraser River which peaked early in May has led to the increase of vast areas of mosquito breeding sites. Information was provided on the mosquito life cycle, larvae monitoring results, monitoring, sampling and treatment sites. The 2018 mosquito control statistics were also provided and it was noted that calls on the Mosquito Hotline have also started to come in.

3.2 **Clean Air Day 2018**

Micha Gutmanis, Environmental Services Coordinator provided a PowerPoint presentation on '*Clean Air Day – June 6, 2018*'. She noted that 'Clean Air Day' was to celebrate clean air and good health and to bring awareness on how important good air quality is to our health, environment and the economy. Ms. Gutmanis noted that the FVRD partnered with the BC Lung Association to celebrate *Clean Air Day*, and activities were held with some elementary schools in Chilliwack, where students took part in experiments, built kites, learned about air pollutants and the significance of clean air to health.

3.3 **2018 Freshet – Parks**

Christina Vugteveen, Manager of Parks provided a PowerPoint on '*2018 Freshet – Parks*'. She reported that high water was early and came fast and noted that the following parks were impacted by the floods:

- Dewdney Regional Park – Area G
- Dogwood Valley Community Trail – Area B
- Eagle Point Community park – Area C
- Glen Valley Regional Park – City of Abbotsford
- Island 22 Regional Park – City of Chilliwack
- Matsqui Trail Regional Park – City of Abbotsford

Ms. Vugteveen reported on clean up measures for the parks which included boat launch grading, trail and parking lot repairs and provided estimates for these repairs. She noted that staff are undertaking a review of the freshet response policy.

In response to a question raised regarding repair costs, it was noted that these expenses will come out of Regional Parks reserve fund.

4. MINUTES/MATTERS ARISING

4.1 Minutes of the Regional and Corporate Services Committee Open Meeting - May 8, 2018

Moved By NIEMI
Seconded By RAYMOND

THAT the Minutes of the Regional and Corporate Services Committee Open Meeting of May 8, 2018 be adopted.

CARRIED

5. CORPORATE ADMINISTRATION

5.1 FCM Special Advocacy Fund

Discussion ensued regarding the FCM Special Advocacy Fund and reservations were raised as to the value of this Fund to the FVRD.

Moved By BRAUN
Seconded By FACIO

THAT the Fraser Valley Regional District Board not contribute to the FCM Special Advocacy Fund.

CARRIED

5.2 FVRD Electoral Area Commercial Gravel Operations Service Area Establishment Bylaw No. 1409, 2018

Paul Gipps, CAO noted that the purpose of Bylaw 1409, 2018 is to establish a service area for the Commercial Gravel Operations Regulations Bylaw No. 1181,

2014 which was adopted by the Board in 2016, as well as in anticipation of the collection of revenue established in Bylaw 1181, 2014.

Moved By NIEMI
Seconded By BOUCHER

THAT the Fraser Valley Regional District Board consider giving three readings to the bylaw cited as *Fraser Valley Regional District Electoral Area Commercial Gravel Operations Service Area Establishment Bylaw No. 1409, 2018*".

CARRIED

6. FINANCE

No Items.

7. REGIONAL PROGRAMS AND SERVICES

7.1 ENVIRONMENTAL SERVICES

7.1.1 Climate Action Revenue Incentive Program – 2017 Greenhouse Gas Emissions Report and Corporate Fuel Consumption Tracking Policy

Moved By VAN LAERHOVEN
Seconded By ALEXIS

THAT the Fraser Valley Regional District Board receive the Fraser Valley Regional District's Climate Action Revenue Incentive (CARIP) Public Report for 2017;

AND THAT the Fraser Valley Regional District Board adopt the *Corporate Fuel Consumption Tracking Policy* for the purpose of monitoring and reporting fuel usage by third party service providers as a progressive step toward meeting its obligations under the Climate Action Charter.

CARRIED

7.2 REGIONAL PARKS

No items.

7.3 STRATEGIC PLANNING AND INITIATIVES

7.3.1 Mobility Pricing Independent Commission: Metro Vancouver Mobility Pricing Report

Mr. Gipps reported that at a recent workshop with BC Transit which staff attended, it was noted that TransLink are proposing to include the Fraser Valley in the Mobility Pricing. Discussion ensued and concerns were

raised by Committee members regarding the non-consultation with the FVRD on this important issue and the impact Mobility Pricing will have on Fraser Valley residents and the goods and services trade. It was emphasized that we should act on this issue immediately and that a letter be drafted to TransLink and copied to the Minister of Transportation and Infrastructure and Ministry of Municipal Affairs and Housing to highlight our concerns.

Moved By BRAUN
Seconded By BOUCHER

THAT the Fraser Valley Regional District Board communicate to the provincial government, TransLink Board and Mayor's Council that any discussion of the imposition of mobility charges on FVRD residents and businesses must include meaningful consultation with affected local governments, not just those within Metro Vancouver.

CARRIED

7.3.2 Local Government Statutes – Housing Needs Reports Amendment Act, 2018 and Residential Rental Tenure Zoning Amendment Act, 2018

The corporate report dated June 12, 2018 from Planner 1 with respect to Bill 18 - *Local Government Statutes (House Needs Reports) Amendment Act, 2018* and Bill 23 – *Local Government Statutes (Residential Rental Tenure Zoning) Amendment Act, 2018* was provided for information.

7.4 OUTDOOR RECREATION PLANNING

7.4.1 Annual Operating Schedule for Provincial Parks within the Fraser Valley Regional District

Moved By ALEXIS
Seconded By VAN LAERHOVEN

THAT the Fraser Valley Regional District Board write a letter to BC Parks seeking clarification on the operating period for the Provincial Parks within the region that experience high visitation and request that at least both Alexandria Bridge Provincial park and Bridal Falls Provincial Park extend their operation period.

CARRIED

8. ADDENDA ITEMS/LATE ITEMS

No items.

9. REPORTS BY STAFF

CAO Paul Gipps introduced Meghan Shields, Administration Student and Natasha Cox, Parks Technician to the Committee.

10. REPORTS BY DIRECTORS

Director Vicktor reported that he had proposed at the last Board meeting that a letter be written to the Premier of BC advising that we have yet to receive a response to our letter seeking financial assistance in prevention and preparedness with respect to concerns with potential flooding of the Fraser River. Staff confirmed that this letter has been drafted, and that the letter will be brought forward for the Board consideration.

Director Facio extended invitation to the Sasquatch Days celebration to be held on June 15-16, 2018 at Harrison Hot Springs.

11. PUBLIC QUESTION PERIOD FOR ITEMS RELEVANT TO AGENDA

None

12. ADJOURNMENT

Moved By FACIO
Seconded By VICKTOR

THAT the Regional and Corporate Services Committee Open Meeting of June 12, 2018 be adjourned.

CARRIED

The Regional and Corporate Services Committee Open Meeting adjourned at 10:05 a.m.

MINUTES CERTIFIED CORRECT:

.....
Director Jason Lum, Chair

To: Regional and Corporate Services Committee
From: Jaime Schween, Manager of Corporate Administration/
Chief Election Officer

Date: 2018-07-10

File No: 4200-20-2018

Subject: 2018 General Local Elections

INTENT

This report is intended to advise the Regional and Corporate Services Committee of information pertaining to the upcoming General Local Elections. Staff is not looking for a recommendation and has forwarded this information should members want more clarification to discuss the item further.

STRATEGIC AREA(S) OF FOCUS

PRIORITIES

Provide Responsive & Effective Public Services

BACKGROUND

The Chief Election Officer for the Fraser Valley Regional District (FVRD) conducts the elections for the office of Electoral Area Director for all eight FVRD Electoral Areas. Additionally, the CEO conducts elections for rural School Trustees in our Electoral Areas under agreements with School District 33 (Chilliwack), School District 75 (Mission) and School District 78 (Fraser-Cascade).

The Chief Election Officer, amongst other items, is responsible for receiving nomination documents, declaring candidates, and administering voting opportunities within the FVRD Electoral Areas.

Elections BC is an independent and non-partisan Office of the Legislature that is responsible for administering provincial electoral finance and local elections campaign financing, disclosure rules and advertising laws under the *Local Elections Campaign Financing Act* ("LECFA").

As the 2018 General Local Elections cycle is now underway, it is important to keep pertinent information and dates in mind.

DISCUSSION

Under LECFA, Elections BC is responsible for establishing limits on election expenses and third party advertising. These limits are both based on the office and population of the individual FVRD Electoral Area.

Election expenses

The election expense limit that applies to each individual FVRD Electoral Area is \$5,000. Election expense limits apply during the campaign period of September 22 to October 20, 2018.

Third Party Advertising

Under LECFA, the Third Party Advertising Limit that applies to each individual FVRD Electoral Area is \$750. Again, this limit applies during the campaign period of September 22 to October 20, 2018.

As election expenses and third party advertising limits are administered by Elections BC, all inquiries should be directed to Elections BC by phone at 250-387-5305 or at www.elections.bc.ca.

Please note that it is important to be aware of the following dates:

Election Period:	January 1 to September 21, 2018
Nominations Open:	September 4, 2018 at 9am
Nominations Close:	September 14, 2018 at 4pm
Campaign Period:	September 22 to October 20, 2018
Advanced Voting Opportunity:	October 10, 2018
General Voting Day:	October 20, 2018
Deadline for filing campaign financing disclosure statement:	January 18, 2019

CONCLUSION

As the cycle for 2018 General Local Election is now in process, this report highlighting the role of Elections BC, as well as upcoming critical dates, is being brought forward for the Committee's information.

COMMENT BY:

Paul Gipps, Chief Administrative Officer

Not available for comment.

To: Regional and Corporate Services Committee

Date: 2018-07-10

From: Johannes Bendle, Planner I

File No: 8500-30-26237

Subject: FVRD Regional Transit Service Update – Bus Routes #66 Fraser Valley Express, #11 Agassiz-Harrison, and #22 Hope.

INTENT

This report is intended to advise the Fraser Valley Regional District Board of information pertaining to transit service updates for bus routes #66 Fraser Valley Express, #11 Agassiz-Harrison and #22 Hope. Staff is not looking for a recommendation and has forwarded this information should members want more clarification to discuss the item further.

STRATEGIC AREA(S) OF FOCUS

Foster a Strong & Diverse Economy

Support Healthy & Sustainable Community

Provide Responsive & Effective Public Services

PRIORITIES

Priority #2 Air & Water Quality

BACKGROUND

The Fraser Valley Regional District (FVRD) coordinates three sub-regional transit services: Fraser Valley Express (FVX #66), Agassiz-Harrison (AGH #11), and Hope (#22). Due to increasing demand the FVRD is doubling the weekend service on the FVX route, adding summer holiday service on the AGH route and adding a transit bus stop at Chawathil Reserve on the Hope route. The FVRD is expanding the service of all three sub-regional transit services while operating within the existing FVRD funding budgeted for each transit service.

DISCUSSION

Fraser Valley Express (FVX) Route #66

The FVX transit service was introduced in 2015 to offer passengers bus service between Chilliwack and Abbotsford to Carvolth Exchange where passengers are able to connect to TransLink's transit network serving Metro Vancouver. The FVX initially offered 17 round trips on weekdays and four round trips on Saturdays. In Fall 2017 Sunday and holiday service was introduced at four round trips per day to match existing Saturday service levels. The FVX has been a popular transit service and has seen ridership numbers increasing with 107,000 passengers (2016/2017) to 126,000 passengers (2017/2018). The popularity of the service has resulted in demand for expanding the frequency of the service.

The FVRD and BC Transit have identified the need to double the Saturday, Sunday and holiday service which will expand the service from four round trips to eight round trips per day for the Fall of 2018. This transit service expansion is informed by previous FVX background studies, service reports and public engagement and responds to customer feedback about the low frequency of weekend and holiday service.

Currently the FVX weekend and holiday schedule runs on a 2 hour 45 minute frequency; however, by doubling the service, the frequency will increase to between 1 hour 30 minutes and 1 hour 15 minutes. Public engagement results summarized in the *FVRD Fall 2018 Transit Service Change Plan*, indicate that 75% of survey respondents preferred weekend/holiday trips be distributed evenly throughout the day. As a result, the four new round trips are distributed evenly as shown in the table below.

FVX Current & Additional Trips – Weekends & Holidays

Depart Chilliwack Exchange	Depart Chilliwack Exchange
grey = existing trip – blue = new trip	
Departs 9:00 am	Departs 10:15 am
Departs 10:15 am	Departs 11:30 am
Departs 11:45 am	Departs 1:00 pm
Departs 1:00 pm	Departs 2:15 pm
Departs 2:30 pm	Departs 3:45 pm
Departs 3:45 pm	Departs 5:00 pm
Departs 5:15 pm	Departs 6:30 pm
Departs 6:30 pm	Departs 7:45 pm

The impressive FVX ridership numbers have generated enough revenue to finance the expansion of service hours, without requiring additional tax requisition. The estimated annual FVRD cost for the service expansion is \$94,642. With the additional service it is anticipated that the FVX will continue to experience revenue growth.

Agassiz-Harrison (AGH) Route #11

The Agassiz-Harrison transit service offers bus service between Chilliwack and Harrison Hot Springs via Agassiz. The route currently offers weekday and Saturday service and Sunday service July 1st to Labour Day. This year for the first time the route will provide Sunday-level service on statutory holidays throughout the summer. The route will offer holiday (Sunday-level) service on Canada Day (Sunday, July 1st, and Monday, July 2nd), BC Day (Monday, August 6th) and Labour Day (Monday, September 3rd).

BC Transit has planned a promotional campaign to advertise the new service. The new service will be advertised in the interior bus cards, on the website and through social media ads. The Rider's Guide has also been updated to reflect the summer services.

The additional 30 service hours required to offer the Sunday-level service on statutory holidays throughout the summer will be covered within the existing Annual Operating Agreement (AOA). The AOA includes additional hours to account for possible extra operating hours due to traffic or other service delays on the route. Therefore, the increased level of service will be taken from hours already accounted for and will not come at an additional cost to the service.

Hope Route #22

The Hope transit service was introduced in Fall 2017. The route offers bus service between Agassiz and Hope. From Agassiz passengers are able to transfer to the AGH Route #11 for travel to Chilliwack. The Hope transit service currently offers four round trips Monday to Friday and four round trips on Saturdays. The FVRD, at the request of Chawathil First Nation, is working with BC Transit to add an additional bus stop to the transit service route. The FVRD has already entered into partnership with Seabird Island Band and Cheam First Nation so working with Chawathil First Nation is a continuation of the FVRD's collaboration with First Nations to create partnerships on transit services.

The Chawathil Reserve is located 10 km west of downtown Hope off of Highway 7. The bus stop is proposed for the west side of Chawathil Road just off of Highway 7. The start of the service is still to be determined but based on ongoing discussions the FVRD expects the service to be operational by September. Chawathil First Nation will cover the cost of the number of service hours required to add the stop to the route. Chawathil First Nation will also cover the cost of paving required for the bus stop and any bus stop infrastructure.

COST

The expanded transit services proposed are included in the 2018-2019 AOA. The FVX route #66 expanded service is supported by existing revenues. The AGH route #11 expanded service on statutory holidays is covered by the existing AOA. The additional hours required and infrastructure for the bus stop on Chawathil Reserve will be implemented through a service agreement with Chawathil First Nation.

CONCLUSION

The FVRD is expanding the transit service of the FVX route #66, AGH route #11, and Hope route #22. The expansions in service are due to demand for increasing weekend and holiday service and demand for access to transit service. The expansion in transit services are being financed within existing budgets for each transit service.

COMMENTS BY:

Alison Stewart, Manager of Strategic Planning

Reviewed and supported

Barclay Pitkethly, Director of Regional Programs

Reviewed and supported

Mike Veenbaas, Director of Financial Services

Not available for comment.

Paul Gipps, Chief Administrative Officer

Reviewed and supported



DRAFT June 2018

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Appendix A: FVX 2017/2018 Schedule

Appendix B: FVX Online Survey Results

Appendix C: FVX 2018 Schedule by Stop Location

1. Introduction

To continue delivering on the 2012 Chilliwack Area Transit Future Plan and support the continued success of the transit system, the Fraser Valley Regional District (FVRD) approved the following transit service expansion item for Fall 2018:

- **Increased frequency on the FVX to double the existing Saturday, Sunday and Holiday service (1,200 expansion hours)**

The service expansion builds on the Fall 2017 expansion, where Sunday and holiday service was introduced on the FVX. This expansion item was informed by previous FVX background studies and service reports, input from public engagement, and feedback from the FVRD, City of Chilliwack, and Operating Company. The table below summarizes both the 2017/2018 (implemented) and 2018/2019 (upcoming) transit service expansion for the FVRD.

Table 1: FVRD Transit Service Expansion 2017-2019

Upcoming & Recent Implementations	Service Expansion	Annual Hours	Vehicles
Sept. 2018/2019 (upcoming)	FVX Increased frequency on the FVX to double the existing Saturday, Sunday and Holiday service	1,200	1
Sept 2017/2018 (implemented)	FVX Introduce weekend/holiday at existing Saturday service levels	700	0
	Route 22 Introduce service between Agassiz and Hope	1,800	2

2. Timeline

The Fall 2018 FVRD expansion involved the following timeline:

- **Summer/Fall 2017:** MOU for Fall 2018 Expansion Implementation Plan drafted/signed
- **Fall / Winter 2017:** Implementation of Fall 2017 service changes
- **Spring 2018:**
 - FVX Public Engagement (Online survey)
 - Expanded weekend & holiday schedules drafted, reviewed and finalized
 - Implementation MOU issued for review and signature

- **Summer 2018:**
 - Fall 2018 Service Change Plan provided to FVRD for review
 - Riders Guide drafted and reviewed for completion; website updated and marketing/media
- **Fall 2018:** Service Implementation

3. Service Expansion Details

The FVX 66 is a limited-stop express service that connects transit passengers between Chilliwack, Abbotsford and the Carvolth Exchange in Langley Township. At Carvolth, FVX passengers are able to connect to TransLink's transit network which spans across Metro Vancouver.

The FVX was introduced in 2015 as the first regional bus service between Metro Vancouver and the Fraser Valley, offering 17 round trips on weekdays and four trips on Saturdays. Since opening, the FVX has been popular and well-used, with approximately 107,000 passengers (2016/2017) increasing to approximately 126,000 passengers (2017/2018), with continued future growth anticipated. When combined with ridership in Chilliwack's conventional transit system, the FVX accounts for 12% of total system ridership.

The FVX weekday schedule is largely designed to serve morning and afternoon commuters. As the primary direction of the morning commute in the Lower Mainland is westbound, the first FVX weekday departure is 5:15 a.m. from Chilliwack's Downtown Exchange. The FVX then runs every 30 minutes during weekday morning and afternoon peaks. Outside of these peaks, it has headways of 60 minutes or more (see **Appendix A**).

On Saturday, Sunday and holidays, the first FVX leaves Chilliwack at 9:00 am, and provides four round trips per day, running on a 2hr 45-minute frequency (see Table 2).

Table 2: 2017/2018 FVX Weekend & Holiday Schedule

66 FVX to Langley					
(A)	(VL)	(L)	(MC)	(HI)	(CA)
Downtown Exchange: Yale and Spadina	Vedder at Luckakuck	Lickman Park & Ride	McCallum Park & Ride	Highstreet Mall	Carvolth Exchange
Saturday, Sunday & Holidays					
9:00	9:07	9:15	9:35	9:46	10:09
11:45	11:52	12:00	12:20	12:31	12:54
2:30	2:37	2:45	3:05	3:16	3:39
5:15	5:22	5:30	5:50	6:01	6:24

66 FVX to Chilliwack					
(CA)	(HI)	(MC)	(L)	(VL)	(A)
Carvolth Exchange	Highstreet Mall	McCallum Park & Ride	Lickman Park & Ride	Vedder at Luckakuck	Downtown Exchange: Yale and Spadina
Saturday, Sunday & Holidays					
10:15	10:38	10:46	11:06	11:15	11:23
1:00	1:23	1:31	1:51	2:00	2:08
3:45	4:08	4:16	4:36	4:45	4:53
6:30	6:53	7:01	7:21	7:30	7:38

To address the low frequency of the weekends and holiday schedule, as well as customer feedback, the FVRD identified the need to double the Saturday, Sunday and holiday service with four additional round trips. Scheduling in the new trips was informed by key themes from public consultation (see Section 4.0 below), and required approximately 1,200 annual service hours.

The four new round trips added to the Fall 2018 schedule are shown below in Table 3:

Table 3: FVX Additional Trips – Weekends & Holidays

Route	New trips added – Depart Chilliwack Exchange	New trips added – Depart Carvolth Exchange
66 FVX	• Departs 10:15 am	• Departs 11:30 am
	• Departs 1:00 pm	• Departs 2:15 pm
	• Departs 3:45 pm	• Departs 5:00 pm
	• Departs 6:30 pm	• Departs 7:45 pm

By doubling the weekend & holiday service, the FVX frequency becomes 1hr15 - 1hr30, significantly improving the availability of FVX. The new schedule also provides more service in the late afternoon and early evening, a strong theme heard in survey feedback.

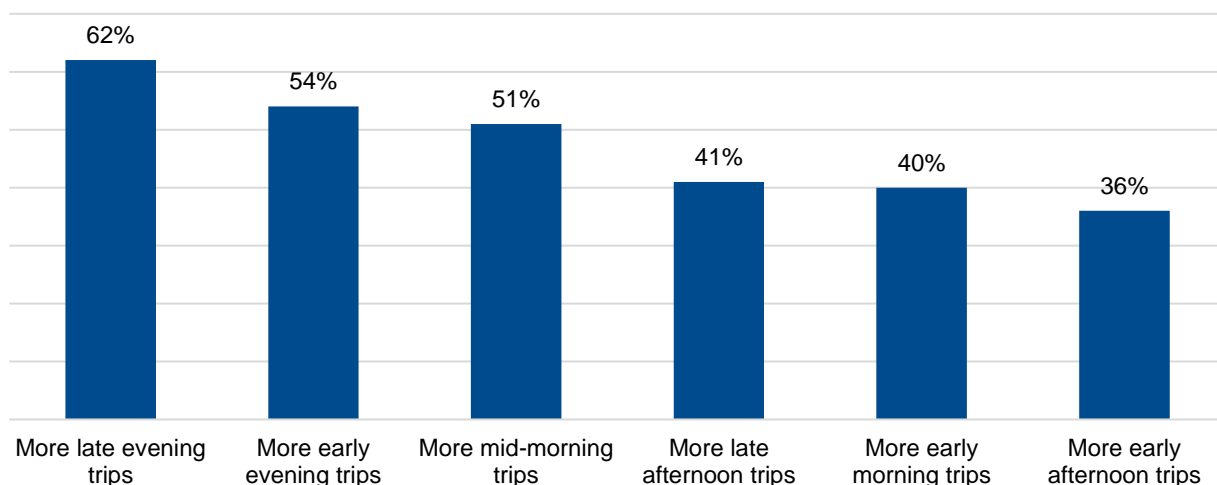
4. Public Engagement

To inform the expansion of weekend and holiday service, an online survey was available between April 3 - 15, 2018 to gather input and feedback about the proposed service expansion. The survey was advertised broadly, including on social media and posters on FVX buses. Nearly 200 people responded to the survey, providing a good understanding of current weekend/holiday transit use and customer needs.

There was a generally high level of support for the FVX weekend and holiday service expansion, with key themes as follows (detailed survey responses shown in **Appendix B**):

- Over half (53%) of respondents indicated that when they use FVX on weekends/holidays, their **primary trips starts in Chilliwack or Abbotsford and ends at Carvolth Exchange in Langley**. Similar to weekdays, this indicates that westbound is the primary direction of weekend travel. The second most popular weekend destination for users of the FVX was High Street in Abbotsford.
- 40% of survey respondents indicated that their **primary purpose of weekend/holiday FVX trips is shopping/recreation**. Family visits (22%) and work (10%) were identified as the next most common reason for using the FVX on weekends.
- Survey respondents were asked why they did not use FVX on weekends and holidays. By far, the most common reason, chosen by 57% of respondents, was because the **weekend/holiday schedule is inconvenient**. The second most stated reason was that it is more convenient to use another mode of travel, identified by 21% of respondents.
- Survey respondents were asked to identify weekend/holiday schedule improvements they would like to see, with the majority indicating **more evening trips**. Mid-morning and late afternoon trips were also a high priority. This indicates that, unlike weekdays, weekend/holiday ridership demand is largely for later afternoons / evening periods and less so in the early morning period.

What types of schedule improvements to FVX weekend service would you like to see?



- Respondents were asked how they would prefer new weekend/holiday FVX trips to be scheduled, with 75% indicating **more trips distributed evenly throughout the day**.

5. Infrastructure

FVX bus stop infrastructure and maintenance is the responsibility of the City of Chilliwack, City of Abbotsford, and Township of Langley where the stops / exchanges are located. While the Fall 2018 service expansion of the FVX requires an additional fleet vehicle, it does not require any new bus stop infrastructure at any point along the FVX route. Any posted paper schedules available at the exchanges will need to be updated to reflect the new weekend & holiday schedule.

6. Next Steps

The Fall 2018 Expansion for doubling FVX weekend & holiday service will be implemented on Saturday, September 8, 2018. BC Transit, the FVRD, and the Operating Company will collaboratively monitor the impacts of this service change on ridership and service via customer comments, operator feedback, and data collection.

Looking ahead, BC Transit, the FVRD, and City of Chilliwack will be undertaking a refresh of the Transit Future Plan five-year priorities. Given the ongoing popularity and demand for the FVX service, continued expansion of the FVX schedule may continue to be a priority in years ahead.

Appendix A: FVX 2017/2018 Schedule

66 FVX to Langley					
Monday to Friday					
(A)	(VL)	(L)	(MC)	(HI)	(CA)
Downtown Exchange: Yale and Spadina	Vedder at Luckakuck	Lickman Park & Ride	McCallum Park & Ride	Highstreet Mall	Carvolth Exchange
5:15	5:22	5:30	5:50	6:01	6:26
5:45	5:52	6:00	6:20	6:31	6:56
6:15	6:22	6:30	6:50	7:01	7:26
6:45	6:52	7:00	7:20	7:31	7:56
7:30	7:37	7:45	8:05	8:16	8:41
8:45	8:52	9:00	9:20	9:31	9:54
10:00	10:07	10:15	10:35	10:46	11:09
11:30	11:37	11:45	12:05	12:16	12:39
12:50	12:57	1:05	1:25	1:36	1:59
2:20	2:27	2:35	2:55	3:06	3:29
3:20	3:27	3:35	3:55	4:06	4:29
3:45	3:52	4:00	4:20	4:31	4:54
4:15	4:22	4:30	4:50	5:01	5:24
5:00	5:07	5:15	5:35	5:46	6:09
6:00	6:07	6:15	6:35	6:46	7:09
7:01	7:08	7:16	7:36	7:47	8:10
7:45	7:52	8:00	8:20	8:31	8:54
Saturday, Sunday & Holidays					
9:00	9:07	9:15	9:35	9:46	10:09
11:45	11:52	12:00	12:20	12:31	12:54
2:30	2:37	2:45	3:05	3:16	3:39
5:15	5:22	5:30	5:50	6:01	6:24

66 FVX to Chilliwack					
Monday to Friday					
(CA)	(HI)	(MC)	(L)	(VL)	(A)
Carvolth Exchange	Highstreet Mall	McCallum Park & Ride	Lickman Park & Ride	Vedder at Luckakuck	Downtown Exchange: Yale and Spadina
6:40	7:03	7:11	7:30	7:39	7:47
7:10	7:33	7:41	8:00	8:09	8:17
7:40	8:03	8:11	8:30	8:39	8:47
8:20	8:43	8:51	9:10	9:19	9:27
8:59	9:22	9:30	9:49	9:58	10:06
10:15	10:38	10:46	11:05	11:14	11:22
11:35	11:58	12:06	12:25	12:34	12:42
1:05	1:28	1:36	1:55	2:04	2:12
2:05	2:28	2:36	2:55	3:04	3:12
3:45	4:08	4:16	4:36	4:45	4:53
4:46	5:09	5:17	5:37	5:46	5:54
5:15	5:38	5:46	6:06	6:15	6:23
5:48	6:11	6:19	6:39	6:48	6:56
6:30	6:53	7:01	7:21	7:30	7:38
7:30	7:53	8:01	8:21	8:30	8:38
8:30	8:53	9:01	9:21	9:30	9:38
9:05	9:28	9:36	9:56	10:05	10:13
Saturday, Sunday & Holidays					
10:15	10:38	10:46	11:06	11:15	11:23
1:00	1:23	1:31	1:51	2:00	2:08
3:45	4:08	4:16	4:36	4:45	4:53
6:30	6:53	7:01	7:21	7:30	7:38

Appendix B: FVX Online Survey Results

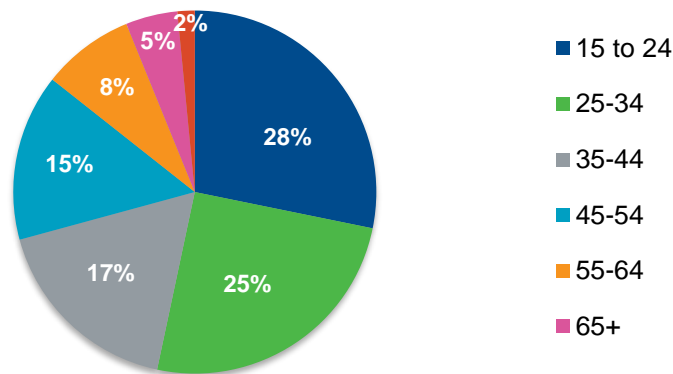
To inform the expansion of weekend and holiday service, BC Transit hosted an online survey between **April 3 - 15, 2018** to gather input and feedback about the proposed service expansion. Nearly 200 people responded to the survey, with the results summarized below.

1. Respondent Characteristics

Respondents of the online survey were asked demographic questions and their patterns of transit use. Results indicated the following:

- **Age:** The largest age group of respondents was 15 to 24 (28%), with another 25% of respondents being in the age group of 25 to 34, and 17% being in the age group of 35 to 44.

Which age group are you?

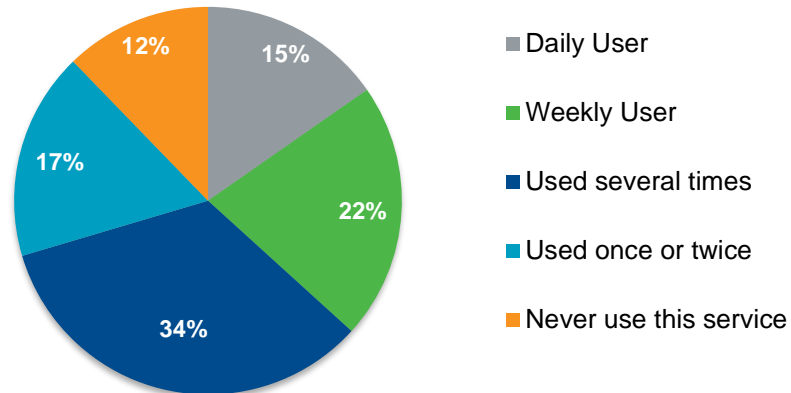


- **Transit use:** 48% of respondents indicated being daily transit users, 27% use transit weekly, 18% used transit within the last month, 6% used transit within the last six months, and 1% never use transit.
- **Community lived in:** Nearly half (43%) of respondents live in Abbotsford, with other respondents from Chilliwack (37%), Langley (5%), as well as respondents elsewhere (15%), including Vancouver, Port Coquitlam and Surrey.
- **Form of payment:** 35% of respondents use cash as their primary form of fare payment, 31% monthly passes, 19% tickets, 15% other. UPass and BC Bus Pass were common other answers
- **Location of ticket vendors:** Participants were asked where they primarily purchased tickets, with 24% purchasing from an Abbotsford / Mission vendor, 22% from a Chilliwack Vendor, 11% purchased online, while 5% purchased from a Langley vendor. The remaining 9% indicated from another location.

2. FVX Use

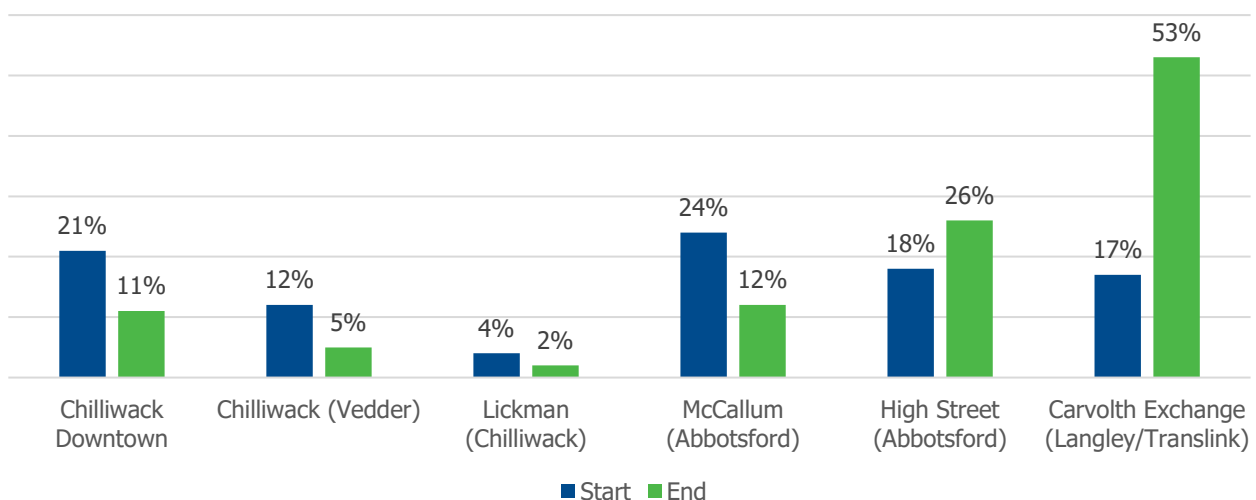
- FVX patterns:** The survey asked participants to identify their typical experience with the FVX in terms of ridership patterns. As can be seen in the chart below, one third (33%) of respondents indicated they have used the 66 FVX several times, 21% identified as weekly users, 17% use the service once or twice while 15% reported as being daily users.

What best describes your experience with the 66 FVX?



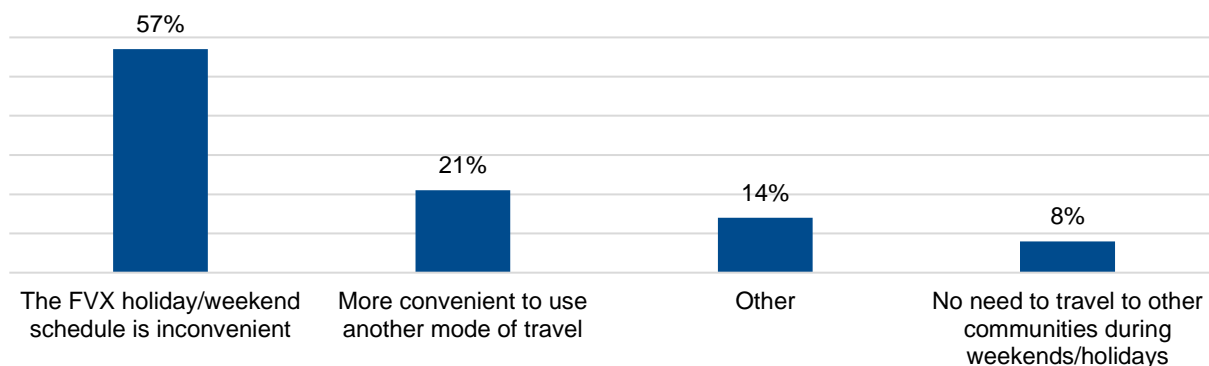
- FVX Use by time of day:** Survey respondents were asked to indicate what times they typically use the FVX service, and were able to choose all times that applied to them:
 - Weekdays: Morning peak (48%); Midday (58%) ; Afternoon peak (53%); Evenings (50%)
 - Weekends (82%)
 - Holidays (40%)
- Trip Origin & Destination:** As per the chart below, over half of respondents (53%) indicated that their trip ends at Carvolth Exchange, while the start of the trip had more variability:

If you use the FVX on weekends/holidays, where does your primary trip start and end?



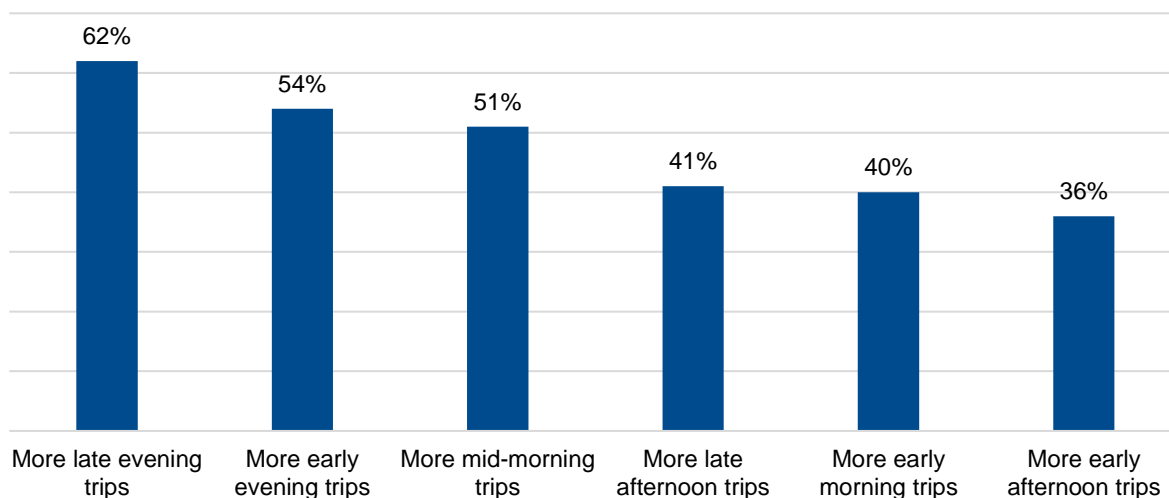
- Participants were asked what the primary purpose of their **weekend/holiday FVX** trip was, with results showing:
 - 40% of respondents identified shopping/recreation
 - 22% Family purposes
 - 10% Work
 - 5% School
 - 4% Health appointment
 - 5% chose other
- Participants were asked why they **did not currently use the FVX on weekends/holidays**, the reasons are shown below, with the dominant reason being the current inconvenience of the weekend schedule.

If you do not currently use the FVX on weekends / holidays, why not?



- Weekend service improvements:** Respondents were asked to identify weekend schedule improvements they would like to see, and were able to choose multiple answers. The majority of respondents indicated they would like more late evening trips, and/or more early evening trips. Mid-morning and late afternoon trips were also a high priority.

What types of schedule improvements to FVX weekend service would you like to see?



- **New trip distribution:** Respondents were asked to pick if they would prefer new weekend FVX trips to be distributed evenly throughout the day or clustered during certain parts of the day.
 - 75% indicated more trips distributed evenly throughout the day, and
 - 20% indicated more trips clustered during certain parts of the day.
 - The remainder indicated a preference for more trips earlier in the morning and later in the evening.
- Participants were asked if **improvements to the weekend FVX schedule would encourage taking the service more**, with results as follows:
 - Yes (70%)
 - Maybe – depending on schedule (27%)
 - No (3%)

3. Open-ended Survey Feedback: Comments and Suggestions

Survey participants were also able to provide open-ended feedback and comments at the end of the survey. In general, participants were largely supportive of the proposed weekend/holiday service expansion for the 66 FVX. Key themes that emerged through these comments included:

- Improve the frequency of 66 FVX in general (filling in weekday gaps, longer service spans in the evening, support for more weekend frequency)
- Having a direct connection to a TransLink's system – including linking to a Skytrain or West Coast Express station was identified by many respondents
- Better integration with TransLink's fare structure (Compass card), identified as a reason that can make using transit difficult
- Expensive fare, better fare integration with TransLink
- Explore more than doubling to the service – desire for late-late night service between Metro Vancouver and the Fraser Valley on weekends (to accommodate late evening weekend events in Vancouver, working schedules)
- More FVX stops

Appendix C: FVX Fall 2018 Schedule by Stop Location

Weekend Holiday Service – FVX 66

Route: 66 Fraser Valley Express (FVX)
 Garage: CHW Chilliwack Garage
 Direction: West - East

Block	From	Note	DWTN	VDLK	LICK	MCCA	HIGH	CARV	CARV	HIGH	MCCA	LICK	VDLK	DWTN	Note	To
7000	(8:52)		9:00	9:07	9:15	9:35	9:46	10:09	10:15	10:38	10:46	11:06	11:15	11:23		
7001	(10:07)		10:15	10:22	10:30	10:50	11:01	11:24	11:30	11:53	12:01	12:21	12:30	12:38		
7000			11:45	11:52	12:00	12:20	12:31	12:54	13:00	13:23	13:31	13:51	14:00	14:08		
7001			13:00	13:07	13:15	13:35	13:46	14:09	14:15	14:38	14:46	15:06	15:15	15:23		
7000			14:30	14:37	14:45	15:05	15:16	15:39	15:45	16:08	16:16	16:36	16:45	16:53		
7001			15:45	15:52	16:00	16:20	16:31	16:54	17:00	17:23	17:31	17:51	18:00	18:08		
7000			17:15	17:22	17:30	17:50	18:01	18:24	18:30	18:53	19:01	19:21	19:30	19:38	(19:46)	
7001			18:30	18:37	18:45	19:05	19:16	19:39	19:45	20:08	20:16	20:36	20:45	20:53	(21:01)	

Fraser Valley Regional Transit

11 Agassiz-Harrison Transit

To Harrison					To Chilliwack				
Monday to Friday									
(A)	(V)	(X)	(Y)	(Z)	(Z)	(Y)	(X)	(V)	(A)
Downtown Exchange	Rosedale: Yale and McGrath	Highway 9 and Yale	Agassiz: Pioneer and Park	Harrison Hot Springs Hotel	Harrison Hot Springs Hotel	Agassiz: Pioneer and Park	Highway 9 and Yale	Rosedale: Yale and McGrath	Downtown Exchange
5:25	5:40	5:45	6:00	—	6:35	6:46	7:01	7:06	7:21
6:30	6:45	6:50	7:05	7:16	7:25	7:36	7:51	7:56	8:11
7:25	7:40	7:45	8:00	8:11	D 8:15	8:31	8:56	9:01	9:16
—	—	—	—	—	—	9:04	9:19	9:24	9:39
B 8:25	8:40	8:45	9:00	9:11	9:25	9:36	9:51	9:56	10:11
B 9:25	9:40	9:45	10:00	10:11	B 10:25	10:36	10:51	10:56	11:11
B 12:25	12:40	12:45	1:00	1:11	B 1:25	1:36	1:51	1:56	2:11
B 2:25	2:40	2:45	3:00	3:11	B 3:25	3:36	3:51	3:56	4:11
2:51	3:06	3:11	3:26	—	B 4:25	4:36	4:51	4:56	5:11
D 3:15	3:30	3:45	4:05	4:16	5:25	5:36	5:51	5:56	6:11
4:25	4:40	4:45	5:00	5:11	—	6:26	6:41	6:46	7:01
5:25	5:40	5:45	6:00	6:11	6:20	6:31	6:46	6:51	7:06
F 7:45	8:00	8:05	8:20	8:31	F 8:45	8:56	9:11	9:16	9:31
F 9:45	10:00	10:05	10:20	10:31	F 10:35	10:43	10:58	11:01	11:12
Saturday									
7:25	7:40	7:45	8:00	—	—	—	—	—	—
8:35	8:50	8:55	9:10	9:21	B 9:25	9:36	9:51	9:56	10:11
—	—	—	—	—	—	11:04	11:19	11:24	11:39
B 10:25	10:40	10:45	11:00	11:11	B 11:25	11:36	11:51	11:56	12:11
B 12:25	12:40	12:45	1:00	1:11	B 1:25	1:36	1:51	1:56	2:11
1:51	2:06	2:11	2:26	—	—	—	—	—	—
B 3:25	3:40	3:40	4:00	4:11	B 4:25	4:36	4:51	4:56	5:11
—	—	—	—	—	—	5:31	5:46	5:51	6:06
B 5:25	5:40	5:45	6:00	6:11	B 6:20	6:31	6:46	6:51	7:06
7:45	8:00	8:05	8:20	8:31	8:45	8:56	9:11	9:16	9:31
9:45	10:00	10:05	10:20	10:31	10:35	10:43	10:55	10:58	11:09
Sunday – July 1 until Labour Day									
—	—	—	—	—	9:25	9:36	9:51	9:56	10:11
10:25	10:40	10:45	11:00	11:11	11:25	11:36	11:51	11:56	12:11
12:25	12:40	12:45	1:00	1:11	2:25	2:36	2:51	2:56	3:11
3:25	3:40	3:45	4:00	4:11	4:25	4:36	4:51	4:56	5:11
5:25	5:40	5:45	6:00	6:11	—	—	—	—	—
B On-Request trips can route to Bridal Falls and/or the Community and Cultural Recreation Centre in Agassiz.									
D On-Request trips can detour off route within the boundaries of On-Request service.									
F Trip operates Friday only									

Agassiz-Harrison Ticket and Pass Outlets

Agassiz Library
(tickets only)
District of Kent office
Chilliwack City Hall

Village of Harrison
Hot Springs
Fraser Valley Regional
District Office
Online fvrd.ca/transit



22 Hope

To Hope			To Agassiz					
Monday to Friday								
(Y)	(SI)	(B)	(B)	(KL)	(FH)	(U)	(SI)	(Y)
Agassiz: Pioneer and Park	Seabird Island First Nations	Park and 3rd Avenue	Park and 3rd Avenue	Kawakawa Lake Rd and Union	Flood Hope and School Rd	3rd Avenue and Wallace	Seabird Island First Nations	Agassiz: Pioneer and Park
6:00	6:05	6:30	6:37	6:44	6:50	6:58	7:22	7:29
7:38	7:43	8:08	8:13	8:20	8:26	8:34	8:58	9:04
3:26	3:31	3:56	3:56	4:03	4:09	4:17	4:41	4:48
5:05	5:10	5:35	5:35	5:42	5:48	5:56	6:20	6:26
Saturday								
8:00	8:05	8:30	8:36	8:43	8:49	8:57	9:21	9:28
9:38	9:43	10:08	10:13	10:20	10:26	10:34	10:58	11:04
2:26	2:31	2:56	2:56	3:03	3:09	3:17	3:41	3:48
4:10	4:15	4:40	4:40	4:47	4:53	5:01	5:25	5:31

Fares

Agassiz-Harrison and Hope subject to change

Cash

All	\$ 2.50
Child, 4 or under	Free

DayPASS

All	5.00
-----	------

Tickets (10)

All	22.50
-----	-------

Monthly Pass

Adult	44.00
Student/Senior*	35.00

* Reduced fare with valid I.D. for persons 65 or over, and students in full-time attendance to Grade 12.

UFV U-PASS is valid in Chilliwack and Agassiz-Harrison only.

Holiday Service

11 Agassiz-Harrison has holiday service on Canada Day, July 2, BC Day and Labour Day. No other holiday service.

22 Hope does not have holiday service.

Hope Ticket and Pass Outlets

District of Hope Visit bctransit.com for updates
Dan Sharrers Aquatic Centre
Fraser Valley Regional District
Online fvrd.ca/transit



To: Regional and Corporate Services Committee
 From: Barclay Pitkethly, Director of Regional Programs

Date: 2018-07-10
 File No: 8500-01

Subject: BC Transit Board of Directors

RECOMMENDATION

THAT the Fraser Valley Regional District Board direct staff to request the Hon. Claire Trevena, Minister of Transportation and Infrastructure that the Fraser Valley be represented on the BC Transit Board of Directors.

AND THAT the Fraser Valley Regional District Board consider selecting a political representative, either the FVRD Chair or a Mayor, to apply to the BC Transit Board of Directors for the Lieutenant Governor in Council's consideration.

STRATEGIC AREA(S) OF FOCUS

Support Environmental Stewardship
 Foster a Strong & Diverse Economy
 Support Healthy & Sustainable Community
 Provide Responsive & Effective Public Services

PRIORITIES

Priority #2 Air & Water Quality
 Priority #4 Tourism

BACKGROUND

At a previous Regional and Corporate Services Committee, the question was noted that the BC Transit Board did not include representation from the Fraser Valley. This report attempts to explain the legislative requirement of the BC Transit Board as well as the current makeup and opportunities for Fraser valley representation.

DISCUSSION

The BC Transit Board of Directors is appointed by the Lieutenant Governor in Council to hold office as a director of the Board. The Lieutenant Governor in Council must appoint:

- (a) 2 individuals who are members of the regional transit commission for the greater Victoria metropolitan area established under section 25,
- (b) 2 individuals each of whom is
 - (i) a mayor of a municipality that has a transit service agreement, or

(ii) a chair of a regional district that has a transit service agreement, and

(c) 3 other individuals.

Currently, the Board consists of six members, four of which hail from the greater Victoria area, while two represent Kelowna and Terrace. The Board's membership is currently:

Name:	Location:	Position:	By order:	Expiry:
Brice, Susan M.	Victoria	Director	OIC 91/09, February 27, 2009	At Pleasure
Cairns, Kelly Andrew	Kelowna	Director	OIC 138/06, March 9, 2006	At Pleasure
Hamilton, Carol L.	Colwood	Director	OIC 494/12, June 22, 2012	At Pleasure
Holt, Catherine Mary	Victoria	Chair	Board 495/17, December 8, 2017	At Pleasure
Leclerc, Carol Joan	Terrace	Director	OIC 410/15, July 14, 2015	At Pleasure
Milne, Wendal	Sooke	Director	Board 493/17, December 8, 2017	At Pleasure

Susan M. Brice, elected Councillor of Saanich since 2005, and Carol Hamilton, elected Mayor of Colwood in 2011, and Carol Leclerc elected as Mayor of Terrace are the elected officials representation on the Board. As per legislation, it seems the Saanich and Colwood representatives are appointed to represent the regional transit commission for the greater Victoria area, while the Mayor of Terrace is the lone representative for local government for the remainder of the province. According to the legislature, the Board is one local government representative short of its required appointments.

COST

There are no costs to the Fraser Valley Regional District with this report.

CONCLUSION

Based on the legislation and the makeup of the current Board, now would be an ideal time to seek representation on the BC Transit Board of Directors to protect the interests of the residents of the Fraser Valley.

There is currently one opening available on the BC Transit Board; attached is information pertaining to the appointment to the BC Transit Board of Directors.

COMMENTS BY:

Mike Veenbaas, Director of Financial Services

Not available for comment.

Paul Gipps, Chief Administrative Officer

Reviewed and supported.

Board Resourcing and Development Office

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◀ Job List

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[Apply Online Now](#)

BC Transit Corporation

Requisition #	2302800
Job Location	Canada-British Columbia-ALL
Job Stream	Transportation
Job Type	Appointment, Part-Time
Expiry Date	
Educational Requirements	N/A
Languages Required	English

Future Opportunity Description

Click "Apply Online Now" to be considered for future opportunities. For more information on the board, please refer to the Board Resourcing and Development Office website.

[Email this job to a Friend](#)

[Apply Online Now](#)

BC Transit Board of Directors Skills Requirements as at January 2013

Area / Skill / Competency	Requirement	Definition
Geographic Diversity	Essential	Representation from various parts of the province where BC Transit services are delivered.
Accounting Designation or Equivalent	Essential (at least one member)	Professional accounting designation or experience in one or more positions as principal financial officer, principal accounting officer, controller, accountant, or auditor.
Financial Literacy	Essential	Ability to understand corporate financial reports and financial statements.
Strategic Planning	Essential	Experience with strategic planning and evaluation of the implementation of the plan within an organization.
Local Government or Community Development	Essential	Significant work experience in the local government or non-profit sectors.
Financial Management	Desirable	Financial expertise and/or understanding of financial operational planning and management in a complex organization, including resource allocation, institutional investment oversight and reporting.
Legal	Desirable	LLB designation or significant senior-level experience negotiating agreements involving multiple agencies.
Corporate Management	Desirable	Senior level management experience with responsibility for developing or overseeing the implementation of business plans to achieve stated objectives/goals.
Human Resources or Labour Relations	Desirable	An appreciation for the best practices in human resources planning and management with familiarity with human rights requirements, employment legislation and labour relations.
Engineering or Project Management	Desirable	P.Eng or PMP designation and or a combination of senior level project management or design engineer experience for large-scale or complex projects.
Sales, Marketing or Communications	Desirable	An appreciation for the best practices in promoting a company's brand image and product line or developing and delivering on a sales program.
Transportation Management	Desirable	Experience with planning, executing or monitoring the effectiveness of transportation systems (e.g. bus, rail, ship, freight, air).
Urban or Transportation Planning	Desirable	Experience with planning and design of the urban environment, including transportation networks, to ensure the orderly and efficient development of communities.
Governance or Board Expertise	Desirable	Training and/or experience in board management, building and assessment together with knowledge of governance processes and practices. Experience serving on private, public or not-for-profit sector board and/or governance committee. Experience serving as a committee chair.
Risk Management	Desirable	Experience with enterprise risk management processes/activities in the private, public or not-for-profit sector. Demonstrated ability to identify principal risks of an organization's operations and ensure that appropriate systems are in place to manage these risks.

BC Transit's Board of Directors: Assessment against BC's Board Resourcing and Development Office Checklist

Last Updated: August 2012

Board Composition and Succession

Guideline 1		Current Status
a.	The Board is made up of individuals who, collectively, have the required competencies and personal attributes to effectively carry out their responsibilities.	Seven-member board in place, as set out under the <i>BC Transit Act</i>
b.	Board members are independent from management and have no material interest in the organization.	No declared conflicts or less than arms-length relationships
c.	The Board has a competency matrix that is updated annually and when vacancies arise. The competency matrix is used to identify competency "gaps" on the Board and to assist in the search for new candidates.	Competency matrix updated annually at a minimum. Most recently updated August 2012.
d.	The Board has a Governance Committee that develops director selection criteria.	No Governance Committee in place. Delt with by the full Board as a "Committee of the Whole."
e.	Board members are selected and appointed in compliance with the Province of BC Board Appointment Process .	Board member selection and appointment process complies with applicable policies.
f.	The Board has a succession plan for the orderly turnover of directors.	No formal plan in place.
g.	The Board publishes the name, appointment term and a comprehensive biography for each director on the organization's web site.	Information is published on BC Transit's public website
h.	Unless otherwise required by legislation or directed by Cabinet, the appropriate Board size is 9 to 11 members, including the Chair.	<i>BC Transit Act</i> specifies board size and composition.(currently set at 7)

Board Responsibilities

Guideline 2		Current Status
a.	The Board sets the tone for the Crown Agency through its operating style, ethical values, assignment of roles and responsibilities, and actions in response to wrongdoing.	Board is setting appropriate tone. BC Transit has established and communicated a code of conduct and ethics in addition to a whistleblower program.
b.	The Board publishes a Charter describing the Board's roles and responsibilities and the governance process used to fulfill Board duties.	Legal obligations, roles and responsibilities outlined in Board Handbook.
c.	The Board develops an internal manual and by-laws outlining Board procedures and responsibilities, consistent with BRDO's Best Practices Guidelines.	Procedures, roles and responsibilities outlined in Board Handbook.
d.	<p>The Board fulfills its responsibilities to Government (see the Shareholder's Expectations Manual for BC Crown Agencies) which include:</p> <ul style="list-style-type: none"> Establishing Board policies and procedures that are consistent with and meet Government's governance standards as set out in the Best Practice Guidelines. Ensuring the Crown Agency's management is in compliance with statutory obligations and applicable legislation. Approving the strategies, policies and plans necessary to fulfill Government's direction. Hiring and dismissing the Crown Agency's Chief Executive Officer (CEO), unless otherwise specified in the Crown Agency's enabling legislation. Ensuring the Crown Agency's adherence to financial and other reporting obligations to Government. Fulfilling any responsibilities under enabling legislation (e.g., statutory decision-making powers). Monitoring and reporting on the Crown Agency's progress in fulfilling Government direction, and informing the Minister Responsible of any significant variances from planned targets (reflecting either unexpected successes or shortfalls). Overseeing the development of and approving (based on the Minister Responsible's review) the annual Service Plans and Annual Reports for Commercial and Service Delivery Crown Corporations. Appearing as witnesses at Legislative Committees, as required. Responding to enquiries from Officers of the Legislative Assembly. Meeting the fiduciary obligation to act in the best interests of the Crown Agency. 	The Board fulfills its responsibilities to Government as outlined in the Shareholder's Expectations Manual for BC Crown Agencies.
e.	The Board fulfills its responsibilities for a relationship with the Minister Responsible and Ministry staff	Board Chair meets regularly with the Minister Responsible and regular "staff to staff" meetings are held.

Committees

Guideline 3		Current Status
a.	The Board has Committees that address the Audit, Governance, and Human Resources functions, as well as other committees relevant to Board operations as required. While the committee approach is good practice, organizations sometimes choose to have committee functions performed by the Board as a whole.	One standing committee, the Audit, Finance and Risk Management Committee. All other matters are referred to the Board as a Committee of the Whole.
b.	Each Board Committee has Terms of Reference that set out its roles and responsibilities.	Committee Terms of Reference and membership reviewed annually.
c.	Each Board Committee annually reviews its Terms of Reference outlining the Committee's composition and responsibilities, and assesses its effectiveness in meeting the needs of the Board.	Committee Terms of Reference and membership reviewed annually.
d.	Each Committee keeps informed about emerging good practices in corporate governance and any new statements of Government expectations that are relevant to the Crown Agency's assigned functions.	Relevant reference material and links to Crown Agency Best Practices are included in the Board Handbook.
e.	The membership and Terms of Reference for each Committee are publicly disclosed.	Committee Terms of Reference and membership are available upon request.
f.	Any Board task force or working group that is established to address specific Board requirements has a Terms of Reference outlining its composition, responsibilities, working procedures and termination date.	No active task forces or working groups.
g.	The Terms of Reference, including the termination date, for all Board Committees, task forces and working groups are publically disclosed.	No active task forces or working groups.

Board Chair

Guideline 4		Current Status
a.	The positions of Chair and CEO are separate in the organization.	Chair and CEO positions are separate.
b.	The Board has a position description that sets out the roles and responsibilities of the Chair.	Roles and responsibilities of Chair are outlined in the Board Handbook.
c.	The Chair and the Minister Responsible communicate regularly (at least quarterly) to develop and maintain a strong working relationship.	The Chair and the Minister Responsible communicate regularly.

Individual Directors

Guideline 5		Current Status
a.	The Board develops a Charter of Expectations (or equivalent document) detailing the expectations for Board members.	Obligations and expectations are outlined in the Board Handbook and reviewed with each Board Member during their orientation.
b.	The Board develops minimum attendance expectations for directors and publically discloses the annual attendance records of the Chair and directors.	Attendance expectations outlined in the Board Handbook and posted annually on BC Transit's public website.
c.	As part of public sector transparency, the organization annually discloses the amount of compensation paid to the Chair and each director for the preceding year.	Remuneration for Chair and Directors included as part of BC Transit's <i>Financial Information Act</i> filings.

Board and Committee Meetings

Guideline 6		Current Status
a.	The Board and its Committees hold a sufficient number of meetings to fulfil their roles and responsibilities.	The Board meets at least quarterly; additional meetings will be held if required.
b.	The Board keeps adequate meeting minutes and supporting documentation.	Meeting minutes reflect the key events that transpired.
c.	The Chair sets the agenda for Board meetings with input from other Board members and the CEO.	The Chair and CEO establish the agenda for Board meetings.

Chief Executive Officer or President

Guideline 7		Current Status
a.	The Board has a CEO position description that sets out roles and responsibilities.	CEO roles, responsibilities and expectations documented and reviewed annually.
b.	The Board establishes the annual performance expectations for the CEO.	CEO performance reviewed and expectations for upcoming year established annually.
c.	The Board annually assesses the CEO's performance against the position description and performance expectations.	CEO performance reviewed annually by the Board.
d.	The Board (or its delegate, such as the Chair of the Audit Committee) reviews and approves the CEO's expenses.	CEO expenses reviewed and approved by the Board Chair.
e.	The organization has a documented process for undertaking Board meetings or portions of meetings without management present.	There is an opportunity for an 'in camera' session at each Board meeting
f.	The CEO is not a voting member of the Board.	The CEO is not a voting member.

Corporate Secretary

Guideline 8		Current Status
a.	The Board has a Corporate Secretary position description that sets out roles and responsibilities.	Corporate Secretary position profile established.
b.	The Corporate Secretary reports to the Chair of the Board, and may also report administratively to the CEO. The CEO is not the Corporate Secretary.	Corporate Secretary reports to the Chair of the Board and also administratively to the CEO.

Code of Conduct and Ethical Standards

Guideline 9		Current Status
a.	The Board has adopted a Code of Conduct and Ethical Standards for directors, officers and employees that is consistent with the Standards of Ethical Conduct for Public Sector Organizations	Code of Conduct and Ethical Standards adopted.
b.	The organization publically discloses its Code of Conduct and Ethical Standards, including a conflict of interest policy for Board members and staff.	The Code of Conduct and Ethical Standards is publicly disclosed.
c.	A process is in place whereby directors can disclose real or potential conflicts of interest, consistent with the standards and requirements established by BRDO.	A process is established whereby directors can disclose real or perceived conflicts of interests.
d.	The Board has established a whistle-blower policy for officers and employees.	BC Transit has a whistler-blower policy and process.
e.	If the organization's Code of Conduct and Ethical Standards allows the Board to grant waivers for any of its provisions, public disclosure of whether the Board granted any such waivers during the preceding year (and reasons for so doing) is required.	Not applicable.

Orientation and Professional Development

Guideline 10		Current Status
a.	The Board has a comprehensive orientation program about the organization for new directors.	Comprehensive orientation program established for new directors.
b.	The Board has a culture that encourages new directors to fully and effectively participate in Board activities.	Participative and open culture exists.
c.	The Board provides ongoing educational opportunities for directors to learn about the organization, its sector and its corporate governance practices, and maintains a policy of encouraging directors to take advantage of these opportunities.	Board members are encouraged to pursue opportunities to enhance their skills. A formal learning and development program is under development.
d.	The Board undertakes measures to orient new directors regarding: <ul style="list-style-type: none"> the relationship and division of roles and responsibilities between the Board and Government; the role and responsibilities of the Board, its Committees and directors; and, the mandate and operations of the organization. 	Comprehensive orientation program established for new directors.

Board, Committee and Director Assessment

Guideline 11		Current Status
a.	The Board annually assesses its performance and the performance of each of its Committees against their respective Terms of Reference.	A formal process is under development.
b.	The Board annually assesses the performance of the Chair against the Chair's position description.	A formal process is under development.
c.	The Board annually assesses the performance of individual directors against the directors' Charter of Expectations.	A formal process is under development.

Communications Strategy

Guideline 12		Current Status
a.	An appropriate communications strategy is in place that meets the needs of all stakeholders, employees and Government, and reflects a public sector organization's requirement for transparency and accountability. The Board approves and ensures compliance with the communications strategy.	A communication policy is approved and a communication strategy is under development.
b.	The Chair is the authorized spokesperson for the Board, and the CEO is the primary spokesperson for the organization.	Chair and CEO are primary spokespersons for the Board and organization, respectively.
c.	The organization's practice for reporting on financial and other affairs is publically disclosed.	BC Transit complies with all financial disclosure requirements.

Board Access to Information

Guideline 13		Current Status
a.	The Board ensures that it receives sufficient, appropriate information to allow it to fully assess organizational performance and compliance, and to support Board-level decision-making.	The quality, timeliness and completeness of information received are reviewed regularly by the Board.
b.	Where additional information is required to make an assessment or upon which to base a decision, the Board requests such information from management and/or external sources and ensures that it is obtained on a timely basis. The Board defers decisions and/or judgement in cases where sufficient, appropriate information have not yet been received.	The Board requests additional information as required and defers decisions in cases where sufficient, appropriate information have not yet been received.
c.	The Board periodically looks critically at the quality and quantity of information they receive to ensure that it allows for the effective discharge of all of the roles and responsibilities of the Board.	The quality, timeliness and completeness of information received are reviewed regularly by the Board.

BRITISH COLUMBIA TRANSIT ACT

[RSBC 1996] CHAPTER 38

Board of directors

4 (1) The board of directors consists of directors appointed by the Lieutenant Governor in Council to hold office during pleasure, and the Lieutenant Governor in Council must appoint, as directors,

(a) 2 individuals who are members of the regional transit commission for the greater Victoria metropolitan area established under section 25,

(b) 2 individuals each of whom is

(i) a mayor of a municipality that has a transit service agreement, or

(ii) a chair of a regional district that has a transit service agreement, and

(c) 3 other individuals.

(1.1) No act or proceeding of the directors is invalid merely because of there being in office less than the number of directors required by this section.

(2) The Lieutenant Governor in Council must appoint from among the directors a chair of the board to hold office during pleasure and must fix the salary to be paid to the chair.

(3) The directors must appoint a chief executive officer of the authority and must establish the terms and conditions of his or her employment.

(4) The directors must supervise the management of the affairs of the authority and may, unless otherwise provided in this Act, by resolution

(a) establish a plan of organization to carry out the powers of the authority,

(b) exercise the powers and duties of the authority under this Act,

(c) exercise the powers and duties conferred on them by this Act,

(d) delegate the exercise of a power of the authority to a person employed by the authority,

(e) establish rules for the conduct of their affairs and of any committee of directors, and

(f) appoint from their number committees and delegate to those committees any of the powers of the directors, except the powers of delegation and appointment given by paragraph (d) and this paragraph.

(5) A director must be reimbursed by the authority for reasonable travelling and out of pocket expenses necessarily incurred by the director in the discharge of the director's duties, and may be paid a director's fee in an amount approved by the Lieutenant Governor in Council.