



Columbia Valley Services Committee Meeting Agenda

June 6, 2019
6:15 pm

Members: *Director Sterzer (Chair), Director Miller (Vice Chair), Director Reinhardt, Director Clovechok and Director Wilkie*

Voting Rules

Unless otherwise indicated on this agenda, all Directors have one vote and a simple majority is required for a motion to pass.

	Who Votes	Count
1. Call to Order		
2. Addition of Late Items		
3. Adoption of the Agenda		
4. Adoption of the Minutes		
4.1 May 2, 2019 Meeting		
5. Delegations and Invited Presentations		
6. Correspondence		
7. Unfinished Business		
8. New Business		
8.1 Columbia Valley Transit – Expansion Memorandum of Understanding	CV Directors	Weighted
9. Bylaws		
10. Late Agenda Items		
11. Reports from Directors		
12. Adjourn to Closed		

MINUTES OF THE REGIONAL DISTRICT OF EAST KOOTENAY COLUMBIA VALLEY SERVICES COMMITTEE MEETING HELD AT THE REGIONAL DISTRICT OFFICE IN CRANBROOK BC ON MAY 2, 2019

PRESENT

Committee Vice Chair Allen Miller	District of Invermere
Director Clara Reinhardt	Village of Radium Hot Springs
Board Chair Rob Gay	Electoral Area C
Director Susan Clovechok	Electoral Area F
Director Gerry Wilkie	Electoral Area G

ABSENT

Director Karl Sterzer	Village of Canal Flats
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STAFF

Shawn Tomlin	Chief Administrative Officer
Shannon Moskal	Corporate Officer
Connie Thom	Executive Assistant (Recording Secretary)

Committee Vice Chair Allen Miller called the meeting to order at 4:41 pm.

ADOPTION OF THE AGENDA

Agenda

MOVED by Director Clovechok
SECONDED by Director Wilkie

THAT the agenda for the Columbia Valley Services Committee meeting be adopted.

CARRIED

ADOPTION OF THE MINUTES

Minutes

MOVED by Director Reinhardt
SECONDED by Director Wilkie

THAT the Minutes of the Columbia Valley Services Committee meeting held on March 7, 2019 be adopted as circulated.

CARRIED

BYLAWS

48473
Bylaw 2928
Introduction

MOVED by Director Clovechok
SECONDED by Director Reinhardt

THAT Bylaw No. 2928 cited as “Regional District of East Kootenay – Eddie Mountain Memorial Arena Regulation and Fee Bylaw No. 2844, 2018 – Amendment Bylaw No. 1, 2019” be introduced.

CARRIED

ADJOURNMENT

The meeting adjourned at 4:44 pm.

CERTIFIED CORRECT

Committee Vice Chair Allen Miller

Shannon Moskal, Corporate Officer



Request for Decision

File No: Shh 231 002

Date May 14, 2019
Author Shannon Moskal, Corporate Officer
Subject Columbia Valley Transit – Expansion MOU

REQUEST

To approve the Expansion Memorandum of Understanding.

OPTIONS

1. That the CAO be authorized to sign the BC Transit Expansion Memorandum of Understanding for the Columbia Valley Transit System.
2. That BC Transit be requested to revise the Expansion Memorandum of Understanding for the Columbia Valley Transit System as follows: _____.

RECOMMENDATION

Option 1

BACKGROUND/ANALYSIS

It is BC Transit's policy to prepare a 3-year Expansion Memorandum of Understanding when a local government partner wants to add services, equipment or other assets to their transit system.

The attached Expansion Memorandum of Understanding (MOU) from BC Transit was developed based on the Board's decision to proceed with the implementation of a service review in 2018/19. By signing the MOU, the Board is only committing to the initiative identified in 2020/21 (no planned expansion). The 2021/22 initiatives are placeholders in case the Board decides to proceed with an expansion initiative after completion of the service review which is currently underway. A new MOU will be prepared next year to confirm the Board's intent to proceed with anything in 2021/22.

Attachment



April 29, 2019

Attn: Shannon Moskal
Regional District of East Kootenay
19-24th Avenue
Cranbrook, BC
V1C 3H8

Re: 3 Year Expansion Initiatives

Dear Shannon,

As your transit system has service initiatives requiring expansion funding, we have attached a Memorandum of Understanding (MOU) to formalize the process of securing provincial funding on your behalf. This MOU summarizes specific initiatives for the subsequent three operating years of 2020-2021 through to 2022-2023. These initiatives are derived from recommendations outlined in the most recent service plan(s) received by your Board and validated in collaboration with local government staff.

Expansion initiatives are an important component to sustaining and growing a successful transit system. This investment in your transit system comes with several considerations. To support Board decision making, we have provided updated order-of-magnitude costing for each Transit initiative. These are based on the estimated annual increase to revenue service hours.

There are a few key considerations when reviewing your initiatives. It is important to realize that where proposed expansion is dependent on other infrastructure investment, this dependency will be noted in the proposed expansion initiatives table. Similarly, if your expansion requires additional vehicles, this is also identified and is factored into your estimated total costs. Please keep in mind that should fleet be procured to support your initiative following agreement to the MOU and a determination is made that expansion is no longer desired by the local government, the lease fees related to the new vehicles will still be added to your operating budget for a minimum of a one-year period. Finally, in the event expansion requests exceed the available funding, it is important to note a prioritization process is used to determine which projects receive funding.

By communicating proposed expansion initiatives as far in advance as possible we are trying to achieve three important goals:

1. Ensure 3 year expansion initiatives are aligned with the expectations of local governments.

2. Attain a commitment from local governments that allow BC Transit to proceed with the procurement and management of resources necessary to implement transit service expansions.
3. Provide local government partners with enhanced 3 year forecasts that identify longer term funding requirements.

Upon confirmation of your Board's commitment to the expansion initiatives, we will include your request in BC Transit's draft Service Plan to the Province to seek the matching funding required for operating and capital costs. If your proposed expansion requires additional vehicles in 2020-2021, a commitment from your Board is required by June 28, 2019 to ensure sufficient time for BC Transit to include your requirements in our procurement process.

Following confirmation of the provincial budget, I will confirm with you if sufficient funding was secured and initiate an implementation plan, including the development of more detailed costing based on routing and schedules. I look forward to working with you on the continued improvement of your transit service and encourage you to contact me if you have any questions regarding these proposed expansion initiatives.

Yours truly,



Chelsea Mossey

Manager, Government Relations
BC Transit

Expansion Memorandum of Understanding

Date	April 29, 2019
Expiry	June 28, 2019
System	RDEK - Columbia Valley

Expansion Initiatives Agreement

The following outlines expansion initiatives identified for your transit system along with a high level annual costing based on the hourly rates of your system. Please confirm these initiatives are aligned with the expectations of your local government. Upon confirmation of your local government's intent to commit to the expansion and budget, we will proceed with the request to secure funding from the Province on your behalf.

PROPOSED EXPANSION INITIATIVES						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2020/21						
		Description	No planned expansion			
2021/22	Sept-21	2,000	1	\$4,619	\$276,725	\$129,990
		Description	Implement service design options from 2019 Service Review based on public engagement in spring/summer of 2019			
2021/22						
		Description	No planned expansion			

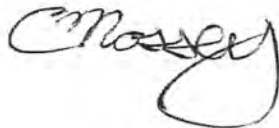
Approval

On behalf of the Regional District of East Kootenay, I am confirming to BC Transit to proceed with the request for funding to the province on our behalf for the 2020/21 Fiscal year, and that we are committed to budget accordingly for the 3 year expansion but will review and confirm on an annual basis as per the advice provided and with the knowledge a more detailed budget will follow as service details are confirmed.

Signature: _____ Date: _____

Name: _____ Position: _____

On behalf of BC Transit, prepared by



Signature:

Date: April 29, 2019

Name: Chelsea Mossey

Position: Manager, Government Relations

CVS#5

No. _____

MOVED by Director _____ SECONDED by Director _____

THAT the meeting adjourn to a Closed Columbia Valley Services Committee meeting to consider the following matter:

Columbia Valley Transit Contract – Section 90(1)(k) of the Community Charter – negotiations and related discussions respecting the proposed provision of a service that are at their preliminary stages.