

**TO:** Transit Select Committee

**FROM:** Darren Marshall  
Manager, Transit Operations

**MEETING:** July 11, 2019

**FILE:** 2240 -20- TAOA

**Subject:** 2019 – 2020 Conventional and Custom Transit Annual Operating Agreement

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## **RECOMMENDATION**

That the 2019/2020 Conventional and Custom Transit Annual Operating Agreements with BC Transit be approved.

## **SUMMARY**

The Annual Operating Agreement (AOA) (Attachment 1) between the Regional District of Nanaimo (RDN) and BC Transit is renewed on an annual basis, providing cost-sharing service arrangements for Conventional and Custom Transit services in Electoral Areas A, C, E, G, and H, Town of Qualicum Beach, City of Nanaimo, District of Lantzville and City of Parksville for the period of April 1, 2019 to March 31, 2020.

The Annual Operating Agreement is an agreement governing items such as service specifications, payment schedules, fares and days/hours of service that will be provided for cost-sharing purposes. As with previous Annual Operating Agreements, there are costs that fall outside the scope of the annual agreement.

## **BACKGROUND**

The funding model with the Province provides for base operating funding over the three-year period from 2018/19 to 2020/21. BC Transit gained approval from the Provincial budget in 2018, for the new three-year funding agreement.

The 2019/2020 AOA includes an overall increase of 4% in total costs for conventional and custom transit largely as a result of higher advertising revenue (ads on buses), lower lease fees offset by increased wages and the cost of two (2) additional Compressed Natural Gas (CNG) buses. Overall with direct operating costs, lease fees and BC Transit management fees taken into account, there is a 4% increase in total operating costs for the entire system.

An overall increase in revenue of 8% is attributed to the increase in farebox tickets and passes revenue, tickets and passes, as well as \$101,000 (80.3% increase) for bus advertising revenues offset somewhat by a \$9,000 decrease in Custom Transit revenue.

Scheduled revenue hours have increased by 3.8% due to the January 2019 service expansion. This translates to a small increase in overall revenue as noted above. Specific to conventional transit, there is a 2.2% increase for all fixed cost items, which includes driver's wages. Fuel costs

have increased by 5.3% due to the 2019 expansion adding two additional buses to the fleet. The 2.8% decrease in lease fees (result of expiration of transitional standardized lease fees) and an increase of 6.0% for the BC Transit management fee.

For custom transit, the largest change is a \$17,000 (67%) increase in custom tires resulting from a change in the BC Transit billing process. However, there was a \$7,000 (2.9%) total decrease in lease fees as the ARBOC Custom buses reach the end of their useful life (5 years).

Over the entire transit system, a net municipal share decrease of 9.6% has been applied to this budget year. As noted above, this excludes a number of operating and administration costs funded solely by the RDN. The AOA has been reviewed in conjunction with the approved RDN 2019 budget for transit services and is compliant.

## **ALTERNATIVES**

1. That the 2019/2020 Conventional and Custom Transit Annual Operating Agreements with BC Transit be approved.
2. Do not approve the 2019/2020 Conventional and Custom Transit Annual Operating Agreements, removing BC Transit's obligation to cost-share in the Regional District of Nanaimo Transit Service, and that alternative direction be provided.

## **FINANCIAL IMPLICATIONS**

The April 2019 to March 2020 Conventional Transit AOA total cost budget is \$14,486,027 and the total revenue budget is \$4,866,569. The net cost to the RDN under the AOA cost sharing agreement is \$3,756,142 (including local government share of lease fees). BC Transit's share of costs is \$5,156,056.

Under the April 2019 to March 2020 Custom Transit AOA, the total budget is \$2,199,959 for costs and \$175,750 for revenue. The net cost to the RDN under the AOA is \$725,036 (including local government share of lease fees) and BC Transit's share of costs is \$1,129,857.

These costs correspond with the approved RDN 2019 budget for transit services. This is based on BC Transit's April 2019 to March 2020 year versus the RDN's annual calendar.

It should be noted that there are items that fall outside the scope of the annual agreement, these items include RDN interdepartmental administration charges, fare product commissions paid to vendors, building rentals, maintenance of bus stops, advertising done outside the AOA marketing budget and janitorial services.

An AOA amendment will be brought forward later in the 2019/20 AOA term to reflect a proposed January 2020 expansion involving the addition of 5,900 annual transit service hours.

## Conventional Transit

The main changes in the AOA that should be noted include:

<b>CONVENTIONAL</b>	<b>2018-2019 AOA</b>	<b>2019-2020 AOA</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
Fixed Costs (total cost, overhead, admin. wages)	\$1,002,735	\$1,024,795	\$22,060	2.2%
Variable Hourly Costs (total cost, drivers' wages and benefits)	\$6,811,693	\$7,133,747	\$322,054	4.7%
Fuel (total cost, CNG/Diesel fuel station maintenance)	\$544,575	\$587,010	\$42,435	7.8%
Vehicle Maintenance (running repairs)	\$1,338,726	\$1,479,046	\$140,320	10.5%
Lease Fees (local share, mainly buses) (local share 53.31%)	\$2,137,570	\$2,061,238	(\$76,332)	-3.6%
BC Transit Management Fees (local share)	\$678,131	\$721,052	\$42,921	6.3%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Conventional Transit costs are cost-shared with BC Transit at a current rate of 53.31% RDN and 46.69% BC Transit. The main changes to the Conventional system in the 2019/20 AOA are decreases in CNG lease fees offset by increases for BC Transit management fees and variable hourly costs.

## Custom Transit

The main changes in the AOA that should be noted include:

<b>CUSTOM</b>	<b>2018-2019 AOA</b>	<b>2019-2020 AOA</b>	<b>\$ CHANGE</b>	<b>% CHANGE</b>
Fixed Costs (total cost, overhead, admin. wages)	\$223,141	\$228,050	\$4,909	2.2%
Variable Hourly (total cost, drivers' wages and benefits)	\$1,072,034	\$1,095,844	\$23,810	2.2%
Fuel (total cost, fuel and tires)	\$167,648	\$186,709	\$19,061	11.4%
Vehicle Maintenance (running repairs)	\$163,353	\$170,613	\$7,260	4.4%

Lease Fees (local share, mainly buses) (local share 33.31%)	\$252,700	\$245,608	(\$7,092)	-2.8%
BC Transit Management Fees (local share)	\$112,634	\$115,938	\$3,304	2.9%

The changes noted above are the line items that make up the majority of the overall costs outlined in the AOA. Custom Transit costs are cost-shared with BC Transit at a current rate of 33.31% RDN and 66.69% BC Transit.

The increase in the Custom transit system is due mainly to maintenance costs. However, there was a \$7,000 (3.1%) decrease in lease fees as the ARBOC Custom buses reach the end of their useful life (5 years).

Costs for the RDN portion of the 2019 – 2020 AOA correspond with the approved RDN 2019 budget.

### STRATEGIC PLAN IMPLICATIONS

Transportation and Transit - Provide opportunities for residents to move effectively through and around the Region.




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 June 19, 2019

Reviewed by:

- D. Pearce, Director, Transportation and Emergency Planning Services
- P. Carlyle, Chief Administrative Officer

Attachment:

1. 2019/2020 RDN Annual Operating Agreement