



## REQUEST FOR DECISION

**To:** ACRD Board of Directors

**From:** Wendy Thomson, General Manager of Administrative Services/  
Rob Williams, General Manager of Environmental Services

**Meeting Date:** December 11, 2019

**Subject:** **Bylaw E1062, West Coast Transit Service Area Establishment, 2019**

### **Recommendation:**

THAT the Alberni-Clayoquot Regional District Board of Directors receive the Determination and Certification of Results of the Alternative Approval Process for Bylaw E1062, West Coast Transit Service Area Establishment, 2019.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw cited as "Bylaw E1062, West Coast Transit Service Area Establishment, 2019.

### **Desired Outcome:**

To adopt Bylaw E1062, West Coast Transit Service Area Establishment in order to proceed with the implementation of a conventional transit service on the West Coast.

### **Background:**

The Alberni-Clayoquot Regional District (ACRD) Board of Directors proposes to establish by Bylaw E1062, a conventional fixed route transit service on the west coast. If the service is created, the ACRD will partner with BC Transit to operate the service between Tofino, Ucluelet and Long Beach, with stops in between including the First Nation communities of Hitacu, Esowista and Ty-histanis.

Attached is a synopsis of Bylaw E1062 presented to the ACRD Board on September 11, 2019 which provides an overview of the Bylaw including service participants, apportionment method and maximum annual requisition.

The following are the steps taken to date with respect to Bylaw E1062:

<b>Date</b>	<b>Action</b>
September 11, 2019	<ul style="list-style-type: none"> <li>• Three readings received by the ACRD Board of Directors</li> <li>• Confirmation that the alternative approval process (AAP) will be the method used to gain consent of the electorate of the service area</li> <li>• Confirmation that AAP approval is to be obtained for the entire proposed service area</li> </ul>
October 3, 2019	<ul style="list-style-type: none"> <li>• Approval by the Inspector of Municipalities with the Ministry of Municipal Affairs and Housing</li> </ul>
October 9, 2019	<ul style="list-style-type: none"> <li>• ACRD Board Approved the following in order to conduct the AAP:               <ul style="list-style-type: none"> <li>○ Approved Elector Response Form to be used</li> <li>○ Determined the estimated number of eligible voters to be 6021 (attached)</li> </ul> </li> </ul>

Date	Action
	<ul style="list-style-type: none"> <li>○ Established Friday, November 29<sup>th</sup> at 4:00 pm as the deadline to receive Elector Response Forms</li> <li>○ Approved the Bylaw synopsis</li> </ul>
October 16 to November 29, 2019	<ul style="list-style-type: none"> <li>● AAP timeframe (to receive elector response forms) <ul style="list-style-type: none"> <li>○ Legal Notices published in Westerly News – October 16<sup>th</sup> &amp; 23<sup>rd</sup></li> <li>○ Additional advertising and information - Westerly News, Haa-Shilth-Sa, Tuff City Radio and on participating local government websites</li> </ul> </li> </ul>
October 29 & 30, 2019	<ul style="list-style-type: none"> <li>● ACRD/BC Transit Open Houses in Tofino and Ucluelet on the proposed west coast transit service</li> </ul>
November 29 <sup>th</sup> 4:00 pm	<ul style="list-style-type: none"> <li>● Alternative Approval Process submission deadline</li> </ul>
December 3, 2019	<ul style="list-style-type: none"> <li>● AAP Determination and Certification of Results by the Corporate Officer</li> </ul>
December 11, 2019	<ul style="list-style-type: none"> <li>● AAP Determination &amp; Certification of Results presented for receipt by the ACRD Board</li> <li>● ACRD Board to consider adoption of Bylaw E1062</li> </ul>

### AAP Results

The Regional District has concluded the AAP for the proposed West Coast Transit service. The Determination and Certification of results are attached for receipt by the ACRD Board of Directors. Less than 10% of the electors (336 = 5.58%) within the service area stated their opposition within the prescribed timeframe, therefore the Corporate Officer has determined (in accordance of Section 86 of the *Community Charter*) that electorate consent has been obtained in order to proceed with adoption of Bylaw E1062. The ACRD Board of Directors may now consider proceeding with adoption of Bylaw E1062, West Coast Transit Service Area Establishment, 2019 in order to create the west coast transit service.

### Next Steps

If Bylaw E1062 is adopted by the ACRD Board, staff will work with BC Transit on next steps to bring this service to fruition. There are several components that the ACRD will be required to work through as part of the implementation. The following is a summary of these components:

1. **Provincial Funding** – work with BC Transit to confirm that this initiative is on the priority list for transit expansions, as per the 2019 executed transit expansion MOU. The ACRD may need to reconfirm its commitment through execution of a renewed transit expansion MOU in 2020. Transit expansion funding is typically confirmed as part of the annual Provincial budget announcement in February. As this service is proposed for 2021/22, confirmation of provincial funding can be expected in February 2021.
2. **Route Finalization** – BC Transit will need to test the high-level proposed routing to ensure that the road network will work with the bus vehicles from a safety and operational perspective.
3. **Scheduling** – based on the final service routing, BC Transit will confirm schedules that will reflect known travel and business information along with feedback from the public engagement process.
4. **Set Fares** – the ACRD service participants will work with BC Transit fare revenue department in order to confirm the appropriate fare structure for the new service.
5. **Operations Contract** – BC Transit will conduct a competition for a new service delivery provider in order to operate and deliver the transit service, including maintaining the vehicles. The success of this process will help confirm the local share, or ACRD share of costs.
6. **Bus Stop Planning** – ACRD and BC Transit staff will work with local stakeholders on the placement and logistics of bus stop installations along the routing. BC Transit has bus stop installation guidelines to assist with this process, as too few or too many stops can pose a challenge for service performance and reliability.
7. **Implementation** – the final step will be to plan a service launch date and have an official ribbon cutting to officially start new service. This will be partially dictated by timing of funding and the successful award of a service delivery contract, but also what is preferred locally.

**Time Requirements – Staff & Elected Officials:**


Substantial staff time required to work with BC Transit to establish this service.


**Financial:**


Paid for by the participants of the service area which include: District of Tofino, District of Ucluelet, Electoral Area "C" (Long Beach), Toquaht Nation and Yuułuʔiłʔatḥ Government.

**Policy or Legislation:**

*Local Government Act and Community Charter applies.*

Submitted by:   
\_\_\_\_\_  
Wendy Thomson, General Manager of Administrative Services

  
\_\_\_\_\_  
Rob Williams, General Manager of Environmental Services

Approved by:   
\_\_\_\_\_  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer