



REGIONAL DISTRICT OF BULKLEY-NECHAKO

REGIONAL TRANSIT COMMITTEE AGENDA

THURSDAY, DECEMBER 10, 2020

1:00 P.M.

Regional District of Bulkley-Nechako Boardroom

<u>PAGE NO.</u>	<u>CALL TO ORDER</u>	<u>ACTION</u>
	<u>AGENDA – DECEMBER 10, 2020</u>	Approve
	<u>Supplementary Agenda</u>	Receive
	<u>MINUTES</u>	
2-4	Regional Transit Committee Meeting Minutes – October 8, 2020	Receive
	<u>REPORTS</u>	
5-7	Cheryl Anderson, Manager of Administrative Services – Bulkley Nechako Regional Transit Service Committee Revised Terms of Reference	Recommendation
	<u>SUPPLEMENTARY AGENDA</u>	
	<u>NEW BUSINESS</u>	
	<u>ADJOURNMENT</u>	

REGIONAL DISTRICT OF BULKLEY-NECHAKO**REGIONAL TRANSIT COMMITTEE MEETING**
(Committee of the Whole)**Thursday, October 8, 2020**

PRESENT: Chair Tom Greenaway

Directors Shane Brien
Mark Fisher
Dolores Funk
Judy Greenaway
Clint Lambert – Via Zoom
Linda McGuire
Chris Newell
Mark Parker
Jerry Petersen
Michael Riis-Christianson
Gerry Thiessen
Casda Thomas

Directors Absent Brad Layton, Village of Telkwa
Sarrah Storey, Village of Fraser Lake

Alternate Director Kim Watt-Senner, Village of Fraser Lake

Staff Curtis Helgesen, Chief Administrative Officer
Cheryl Anderson, Manager of Administrative Services
John Illes, Chief Financial Officer
Deneve Vanderwolf, Planner 1/Regional Transit Coordinator
Wendy Wainwright, Executive Assistant

Via Tele-Conference Lara Beckett, Electoral Area C/Chilako River-Nechako, Regional District of Fraser-Fort George
Dave Bradshaw, Manager of Transportation & Technical Services, City of Prince George
Michael Coulson, Transit Planner, City of Prince George – arrived at 1:11 p.m.
Kelly Williams, CAO, Binche Whut'en

Media Priyanka Ketkar, Lakes District News

CALL TO ORDER

Chair Greenaway called the meeting to order at 1:00 p.m.

AGENDAMoved by Director Petersen
Seconded by Director McGuire**RTC.2020-1-1**

"That the Regional Transit Agenda of October 8, 2020 be approved."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

MINUTES

Regional Transit Committee Minutes – September 5, 2019

Moved by Director Parker
 Seconded by Director Thiessen

RTC.2020-1-2

“That the Regional Transit Committee meeting minutes of September 5, 2019 be adopted.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

REPORTS

Bulkley-Nechako Regional Transit Service Funding Communication Update

Moved by Director McGuire
 Seconded by Director Riis-Christianson

RTC.2020-1-3

“That the Regional Transit Committee receive the Planner 1/Regional Transit Coordinator’s Bulkley-Nechako Regional Transit Service Funding Communication Update memo.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Rider’s Survey Report: Compilation of Data -2017 to 2019

Moved by Director McGuire
 Seconded by Director Riis-Christianson

RTC.2020-1-4

“That the Regional Transit Committee receive the Planner 1/Regional Transit Coordinator’s Rider’s Survey Report: Compilation of Data – 2017 to 2019 memo.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Discussion took place in regard to the potential for BC Transit to move forward with expansion of routes. Deneve Vanderwolf, Regional Transit Coordinator commented that BC Transit had indicated the possibility of conducting research and engagement in Fort St. James in order to determine the feasibility of moving forward with expansion in that area.

CORRESPONDENCE

Town of Smithers - Exploration of Three Expansion Options

Moved by Director Fisher
 Seconded by Director McGuire

RTC.2020-1-5

““That the Regional Transit Committee receive the correspondence from the Town of Smithers – Exploration of Three Expansion Options.”

(All/Directors/Majority)

CARRIED UNANIMOUSLY

NEW BUSINESS

BC Transit COVID Protocols

Director Fisher questioned ridership and BC Transit's COVID Protocols. Ms. Vanderwolf provided an overview of BC Transit's COVID Protocols.

Staff noted due to the recent announcement of a Provincial Election, BC Transit and Ministry of Transportation and Infrastructure representatives contacted the RDBN and indicated they would be unable to attend this meeting to provide an update.

Dave Bradshaw, Manager of Transportation & Technical Services, City of Prince George provided an update in regard to COVID protocols on BC Transit Buses in Prince George.

ADJOURNMENT

Moved by Director McGuire
 Seconded by Director Riis-Christianson

RTC.2020-1-6

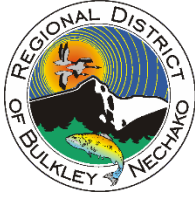
"That the meeting be adjourned at 1:16 p.m."

(All/Directors/Majority)

CARRIED UNANIMOUSLY

Tom Greenaway, Chair

Wendy Wainwright, Executive Assistant



Regional District of Bulkley-Nechako Memo

TO: Chair Greenaway and Regional Transit Committee

FROM: Cheryl Anderson, Manager of Administrative Services

DATE: December 10, 2020

SUBJECT Bulkley-Nechako Regional Transit Service Committee Revised Terms of Reference

RECOMMENDATION

(all/directors/majority)

That the revised Bulkley-Nechako Regional Transit Service Committee Terms of Reference be approved.

BACKGROUND

The existing Terms of Reference for the Bulkley-Nechako Regional Transit Service Committee identifies that annually, the Committee will appoint the Chair and the Vice-Chair.

At the November 19, 2020 RDBN Board meeting, discussion took place regarding the RDBN Chair's annual appointment of committees. In order to create efficiencies, the Board discussed amending the Bulkley-Nechako Regional Transit Service Committee Terms of Reference to include that the Chair and Vice Chair of the RDBN be the Chair and Vice Chair of the Regional Transit Committee.

Terms of Reference for the Bulkley-Nechako Regional Transit Service Committee

Purpose:

To serve as an advisory body to the local government and first nations funding partners of the Highway 16 Regional Transit Service (Burns Lake to Smithers pod and Burns Lake to Prince George pod) regarding the transit service.

Specifically:

1. To advise on extensions or changes to the existing service
2. To advise on fares and fare changes
3. To receive and review the service budget in a Closed meeting
4. To advise on infrastructure needs
5. To serve as a communications vehicle with the service provider

Authority:

Legislation

- *Local Government Act* Sections 218 and 263

Mandate:

The Bulkley-Nechako Regional Transit Service Committee is established under the *Local Government Act* Sections 218 and 263 to provide advice and assist BC Transit and the local government and first nation funding partners regarding transit service changes, fares, improvements, marketing, ridership, efficiencies, long term funding and governance.

Membership:

The Committee shall consist of:

- a) One (1) voting member from each of the local government funding partners Councils, excluding RDBN
- b) One (1) voting members from each electoral area of the RDBN Board of Directors,
- c) One (1) voting member from each of the First Nations funding partners
- d) Staff from the local governments, Ministry of Transportation and Infrastructure (MOTI), BC Transit and the Transit Service Provider, who will attend meetings as required as non-voting members.

Procedure:

1. All appointments to the Bulkley-Nechako Regional Transit Service Committee must be made annually by the local governments and First Nations identified above.
2. The RDBN Board Chair shall be the Regional Transit Committee Chair.
3. The RDBN Vice Chair shall be the Regional Transit Committee Vice Chair.
4. The RDBN Procedure Bylaw, as amended from time to time, applies to all meetings of the Bulkley-Nechako Regional Transit Service Committee.
5. A quorum shall be a majority of the total voting membership.
6. The Committee will meet as required, but not less than once per year, with meetings to be held at a location determined by the Bulkley-Nechako Regional Transit Service Committee.
7. Minutes of each Committee meeting shall be kept by RDBN and forwarded to the local governments and First Nations identified above, and to MOTI and BC Transit staff for information.
8. The Bulkley-Nechako Regional Transit Service Committee is not a budgetary decision making body. It forwards recommendations for consideration to the local government which is signatory to the agreement.
9. No direct budget is given to this committee. All recommendations from the committee that involve budgetary expenditures will be approved by the local government which is signatory to the agreement.
10. The Committee will endeavour to seek public input when appropriate.
11. The responsibility for coordinating the meetings, taking the minutes and providing a teleconference line if required will be assumed by RDBN.
12. The mandate of the Committee shall be reviewed upon each agreement renewal or change.
13. Any funding partner may opt out of participation in the Bulkley-Nechako Regional Transit Service Committee by giving one year notice in writing to the Committee.