



December 3, 2020

Attn: Jim Wakeham  
Manager, Facilities and Transit Management Division  
Community Services Department  
Cowichan Valley Regional District  
175 Ingram Street, Duncan, BC V9L 1N8

**Re: 3 Year Expansion Initiatives**

Dear Jim,

As we continue to respond to the impact of COVID-19 and focus our efforts on recovery, the health and safety of our operators and customers remains paramount. As restrictions begin to lift across the province and customers are returning to their normal travel routines, there is also work underway to reinitiate many of our key processes in collaboration with local governments. As much as the future remains uncertain, we must also begin to plan appropriately for the future growth of our transit systems.

Each year, BC Transit confirms service expansion plans for the coming year with local government partners, and also confirms service expansion priorities for the subsequent two years. This process ensures that 3-year expansion initiatives are consistent with the expectations of local governments, and allows BC Transit to commence discussions with the Province in hopes of securing the funding and resources to implement service expansions.

In late April, we communicated the decision to defer all planned 2020/21 expansion initiatives until 2021/22 in order to focus our efforts on service and ridership recovery across the province. As our society and the economy have begun to ease restrictions, we have made every effort to ensure that transit service could accommodate the anticipated increase in ridership while maintaining the safety of employees and customers. At the same time, we have begun to reinitiate some of the initiatives that were put on hold, including our expansion planning. The purpose of this letter is to re-confirm the desire to proceed with the deferred expansion initiative(s) in 2021/22, as well as identify your expansion priorities for both 2022/23 and 2023/24.

We ask that a signed copy of this letter be returned to BC Transit by November 30, 2020. If you are unable to meet this deadline, please contact me at your earliest convenience to discuss further. Following confirmation of the provincial budget in February 2021, we will confirm with you that supporting provincial funding has been secured and initiate a transit service implementation plan. 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 initiatives.

Yours truly,

A handwritten signature in black ink, appearing to read "M. Moore".

Myrna Moore  
Senior Manager, Government Relations  
BC Transit

## Three-Year Transit Expansion Plan

### Proposed Transit Service Expansion Initiatives

The table below outlines expansion initiatives previously identified for implementation in 2020/21, which are now deferred to 2021/22. The estimated costing remains unchanged from the Expansion Memorandum of Understanding (MOU) previously approved by your local government, and we anticipate that these estimates will be subject to further inflationary increases. Please ensure that these initiatives are consistent with your local government expectations.

PROPOSED <b>CONVENTIONAL</b> EXPANSION INITIATIVES – YEAR 1 (2021-22)						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2021/22	n/a					
		Description	*No deferred expansion initiatives			

PROPOSED <b>CUSTOM</b> EXPANSION INITIATIVES – YEAR 1 (2021-22)						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2021/22	n/a					
		Description	*Deferred to July-22 per CVRD Board Resolution No. 20-474.2, November 25, 2020			

PROPOSED <b>COMMUTER</b> EXPANSION INITIATIVES – YEAR 1 (2021-22)						
AOA Period	In Service Date	Annual Hours	Vehicle Requirements	Estimated Annual Revenue	Estimated Annual Total Costs	Estimated Annual Net Municipal Share
2021/22	n/a					
		Description	*No deferred expansion initiatives			

The table below outlines expansion initiatives for year two and three of the three-year transit service expansion initiatives. Please note that we are unable to provide estimated costing for these initiatives as part of this year's revised process, but that cost estimates will be provided as part of next year's annual process for all three years. In the meantime, please ensure that these initiatives are consistent with the expectations of your local government.

PROPOSED <b>CONVENTIONAL</b> EXPANSION INITIATIVES – YEARS 2 & 3 (2022/23 and 2023/24)			
AOA Period	In Service Date	Annual Hours	Description
2022/23	Sep-22	$(6,000/2) = 3,000$	CVRD-RDN Inter-regional service
2023/24	n/a		No expansion

PROPOSED <b>CUSTOM</b> EXPANSION INITIATIVES – YEARS 2 & 3 (2022/23 and 2023/24)			
AOA Period	In Service Date	Annual Hours	Description
2022/23	July-22	1,400	Introduce basic Sunday service level - no vehicle required
2023/24	Sep-23	3,000	Expand weekday service hour span to reflect Conventional hours of operation

PROPOSED <b>COMMUTER</b> EXPANSION INITIATIVES – YEARS 2 & 3 (2022/23 and 2023/24)			
AOA Period	In Service Date	Annual Hours	Description
2022/23	n/a		No expansion
2023/24	n/a		No expansion


## Approval

On behalf of the Cowichan Valley Regional District, I/we are confirming to BC Transit our interest in proceeding with the deferred expansion initiative in 2021/22. Furthermore, I/we confirm that the expansion priorities identified for 2022/23 and 2023/34 align with our expectations, and that we will review and confirm these initiatives on an annual basis and with the knowledge that associated cost estimates will be once again be provided as part of this process in future years.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

On behalf of BC Transit

**Signature:**  **Date:** December 3, 2020  
**Name:** Myrna Moore **Position:** Senior Manager, Government Relations