

REPORT  
1994 January 24

CITY OF BURNABY

TRAFFIC AND TRANSPORTATION COMMITTEE  
(TRANSPORTATION AND TRANSIT DIVISION)

HIS WORSHIP, THE MAYOR  
AND COUNCILLORS

Re: City of Burnaby's Employee Trip  
Reduction Programs

RECOMMENDATIONS:

1. THAT staff be directed to enforce the proper usage of car-pool parking areas at City Hall.
2. THAT Council support the inclusion of changing rooms and shower facilities for cyclists in the planned renovation of City Hall.

R E P O R T

The Traffic and Transportation Committee (Transportation and Transit Division), at its meeting held on 1994 January 12, adopted the attached staff report documenting usage of the various employee trip reduction programs offered by the City of Burnaby.

Arising from the discussion, the Committee requested that the report be widely circulated among City Hall employees. The Committee also requested that staff monitor usage of car-pool spaces to ensure an appropriate number of spaces is provided.

Respectfully submitted,

Members:

Mr. Ernest Neumann  
Mr. Peter Miller  
Mr. Len Werden

Councillor D. Evans  
Chairman

Councillor D. Lawson  
Member

Councillor C. Redman  
Member

Councillor J. Young  
Member

: COPY - CITY MANAGER  
- DIRECTOR ENGINEERING  
- DIR. PLNG. AND BLDG.

TO: CHAIR & MEMBERS 1993 DECEMBER 31  
TRAFFIC & TRANSPORTATION COMMITTEE

FROM: DIRECTOR PLANNING & BUILDING OUR FILE:

SUBJECT: CITY OF BURNABY'S EMPLOYEE TRIP REDUCTION PROGRAMS

PURPOSE: To document usage of the various employee trip reduction programs offered by the City of Burnaby.

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**RECOMMENDATIONS:**

1. THAT staff be directed to enforce the proper usage of car-pool parking areas at City Hall.
2. THAT the Traffic and Transportation Committee support the inclusion of changing rooms and shower facilities for cyclists in the planned renovation of City Hall.

**REPORT**

**1.0 BACKGROUND**

In the Fall of 1991, the City of Burnaby introduced some programs designed to reduce the number of City employees travelling to work alone, such as the Transit Pass Subsidy, the Transit Pool Passes, and the Car-Pool Program. The City of Burnaby's trip reduction programs were acknowledged at the recent G.V.R.D. Go Green Awards, where the City was one of the seven nominees.

This report documents the usage of the City's Go-Green initiatives.

**2.0 Transit Pass Subsidy**

The City of Burnaby subsidises the cost of monthly transit passes for its employees by 25% in an attempt to encourage more employees to use transit. The popularity of the transit passes has increased since last year, with an average of 38 employees buying monthly passes compared to an average of 30 per month taking advantage of the program in 1992. Table 1 shows how the numbers have fluctuated over the past two years.

The budget for operating the Transit Pass Subsidy Program has just been increased from \$650 per month to \$750 per month to reflect the increased use of the program.

**Table 1 Use of Monthly Transit Passes - Total Number Sold**

MONTH	1992	1993
January	32	34
February	36	37
March	34	40
April	29	37
May	25	40
June	30	37
July	27	37
August	25	30
September	31	38
October	33	40
November	35	44
December	29	38

**3.0 Transit Pool Passes**

Each month, the City purchases three monthly transit passes. These passes are held at the Information Desk at City Hall, and are available to be signed out by any employee for occasional commuter trips, and for use during working hours for work related trips. The main users of the pool passes are employees with meetings, seminars, courses, etc. in downtown Vancouver, and analysis of the usage by department shows that the most frequent users are employees of the Planning Department followed by the Parks Department.

**Table 2. Use of Transit Pool Passes**

MONTH	Number of Times Signed Out	MONTH	Number of Times Signed Out
Sept. 1992	7	Apr. 1993	11
Oct. 1992	12	May 1993	15
Nov. 1992	12	June 1993	11
Dec. 1992	12	July 1993	7
Jan. 1993	9	Aug. 1993	15
Feb. 1993	12	Sept. 1993	13
Mar. 1993	17	Oct. 1993	12

The use of the Transit Pool Passes is somewhat dependent on the occurrence of courses and seminars, and therefore fluctuates from month to month. On average, twelve people sign out a pass each month; therefore, each pass is signed out an average of four times per month. Because there are only three passes available, occasionally employees are unable to obtain a transit pass due to others having signed them out earlier.

Staff are currently reviewing the Pool Pass Program, with a view to replacing the pool passes with a more cost effective method of encouraging the use of transit. For example, employees could be compensated for the cost of each transit trip, or faresaver tickets could be provided for employees who wish to use transit for work related activities.

**4.0 Car-Pool Program**

At City Hall, there are currently ten stalls designated for car-pool usage. In the Fall of 1992, the city introduced a car-pool decal program in order to regulate the car-pool stall usage. To date, a total of 21 car-pool groups have registered, most of which car-pool on a casual basis, because it is difficult for all members of a car-pool group to share the ride every day due to conflicting schedules.

Since the program was introduced in the Fall of 1992, there has been a steady increase in the number of car-pool groups registered; however, due to the infrequent car-pooling, there are often some empty car-pool stalls. This lack of use has promoted some violation of the stalls by other city staff seeking parking spaces closer to the building. A study of

the usage of the car-pool stalls in the month between mid-October and mid-November has revealed usage as shown in Table 3.

As is evident from the table, the use of the car-pool stalls fluctuates from day to day. Analysis of the licence plate numbers of those parking in the car-pool stalls, shows that there are six groups who car-pool almost every day.

On average, the violation rate is between two and three vehicles per day. Reducing the number of car-pool stalls would not necessarily prevent violation of the pool parking area by non car-poolers. Observations during October and November indicated that non car-poolers parked in the car pool stalls even though there were spaces available in the general staff parking area. Therefore, to discourage the use of the car-pool stalls by non car-poolers, staff recommend enforcement of the parking regulations, and ticketing of the violators.

**Table 3. Use of Car-Pool Stalls at City Hall**

DATE	# Car-Pool	# Viol.	# Empty	DATE	# Car-Pool	# Viol.	# Empty
Wed. 13 Oct.	5	2	3	Mon. 1 Nov.	5	3	2
Fri. 15 Oct.	5	0	5	Tue. 2 Nov.	5	4	1
Mon. 18 Oct.	5	2	3	Wed. 3 Nov.	2	7	1
Tue. 19 Oct.	7	2	1	Fri. 5 Nov.	6	1	3
Wed. 20 Oct.	8	2	0	Tue. 9 Nov.	4	2	4
Fri. 22 Oct.	6	3	1	Wed. 10 Nov.	5	4	1
Tue. 26 Oct.	6	1	3	Fri. 12 Nov.	3	0	7
Wed. 27 Oct.	6	3	1	Mon. 15 Nov.	7	3	0
Fri. 29 Oct.	4	2	4	Tue. 16 Nov.	4	1	5

## 5.0 Future Trip Reduction Incentives

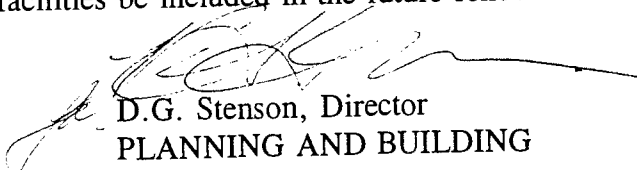
Staff are preparing a plan for the future renovation of the City Hall building. The renovation is required to remove asbestos from the building. As part of the renovation, the floor plan for the building will be amended, and it is expected that shower/changing facilities will be incorporated into the new design. It is hoped that the provision of showers in the "new" City Hall will encourage more employees to ride their bikes to work. Employees responding to the surveys in both 1990 and 1992 stated that they would consider cycling to work if shower facilities were provided in City Hall, as riding a bike to work was considered an excellent way to keep fit while reducing traffic congestion and the related air pollution.

## 6.0 CONCLUSION

The City of Burnaby's Trip Reduction Programs have been successful in reducing the number of car trips to City Hall during the AM and PM Peak Periods. The Transit Pass Program is becoming more popular with employees who wish to use transit instead of driving alone, and the car-pool decal program provides preferential parking for those employees who share the ride to work. The Transit Pool Passes are being signed out by employees who wish to use an alternative mode of travel to meetings and courses, as well as some employees who wish to try commuting by transit on an occasional basis.

Because of the high rate of violation of the car-pool parking area, it is recommended that the parking lot be patrolled, and licence plates of vehicles illegally parked in the car-pool stalls be recorded. Tickets should be issued to those employees who repeatedly park illegally. At present there is no enforcement of the parking at City Hall, and non car-poolers are parking in the car-pool parking area. This violation of the car-pool parking is unfair both to genuine car-pool groups who may not be able to find a stall due to a violator being parked there, and to other City employees who have to park in the general parking area.

To augment existing programs, the City should consider expanding programs to accommodate cycling. From the employee surveys conducted in 1990 and in 1992, it was clear that many City employees would consider riding their bikes to and from work if there were shower facilities provided in the City Hall building. Therefore, it is important that such facilities be included in the future renovation of the building.

  
D.G. Stenson, Director  
PLANNING AND BUILDING

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cc. Director Engineering