

CITY OF BURNABY

TRAFFIC AND TRANSPORTATION COMMITTEE
(TRANSPORTATION AND TRANSIT DIVISION)

*HIS WORSHIP, THE MAYOR
AND COUNCILLORS*

RE: BURNABY/NEW WESTMINSTER AREA TRANSIT PLAN

RECOMMENDATION:

1. **THAT** Council approve the list of proposed members for the Public Advisory Committee as shown in Attachment A.

REPORT

The Traffic and Transportation Committee (Transportation and Transit Division), at its meeting held on 2000 September 13, received and adopted the attached report to advise of a Transit Area Plan for Burnaby and New Westminster to be initiated in 2000 September.

Respectfully submitted,

Councillor N. Volkow
Chair

Councillor D. Evans
Vice Chair

Councillor N. Harris
Member

:COPY - CITY MANAGER - DIRECTOR ENGINEERING - DIR. PLNG. & BLDG.
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TO: CHAIR AND MEMBERS
TRAFFIC AND TRANSPORTATION COMMITTEE
(Transportation and Transit Division)

2000 September 06

FROM: DIRECTOR PLANNING & BUILDING

OUR FILE: 08.221

SUBJECT: BURNABY/NEW WESTMINSTER AREA TRANSIT PLAN

PURPOSE: To advise the Traffic and Transportation Committee of a Transit Area Plan for Burnaby and New Westminister to be initiated in 2000 September.

RECOMMENDATION:

1. **THAT** the Traffic and Transportation Committee approve the list of proposed members for the Public Advisory Committee as shown in *Attachment A*.

REPORT

1. INTRODUCTION

Since early 1999 TransLink has been conducting a number of area transit plans throughout the Region to identify deficiencies and develop proposals for improvements to the transit system. Up to this point, area plans have been undertaken for various sectors of the region including the North Shore, Richmond and the municipalities south of the Fraser River and the service changes flowing out of these plans are being budgeted and implemented annually as part of transit program plans.

For 2000, TransLink is initiating area plans for Burnaby/New Westminister and the Northeast Sector which would be completed in the fall of 2001 and would be implemented in subsequent program plans beginning in early 2002. The last major review of transit services in Burnaby took place in 1993 when BC Transit completed an area plan for North Burnaby resulting in a significant restructuring of transit services in 1995. Ten years earlier, in 1985, bus services in Burnaby were reconfigured to be integrated with the SkyTrain line from Vancouver to New Westminister. An area plan is being initiated in Burnaby and New Westminister partly to prepare for the service changes required to coincide with the start of service on the SkyTrain Millennium Line

This report summarizes the process, work tasks, and schedule to be followed by TransLink to develop the area plan and seeks Council approval of appointees to a Public Advisory Committee.

2. AREA TRANSIT PLAN

2.1 Objectives

The area transit plan is a comprehensive review of transit services in a community with the following objectives:

- Review the performance of the existing transit services in an area to identify corridors with significant ridership growth where additional transit resources may be required.
- Identify services which are underperforming in terms their route and schedule where resources could be freed up for use elsewhere.
- Identify priorities and an implementation plan for service improvements for the three year period from 2002 to 2004.

2.2 Process

As shown in *Figure 1 attached* the Area Transit Plan will be conducted by TransLink through a Project Manager responsible for coordinating the work and the contributions of the various participants including TransLink staff, City staff, consultants, a Technical Advisory Committee and a Public Advisory Committee.

The Technical Advisory Committee comprising the Project Manager, TransLink staff, the consultant and City staff will provide overall technical direction and will review all Area Plan deliverables.

The Public Advisory Committee will advise on the public consultation process for the Area Plan and will also review and comment on all plan deliverables. The Committee for the Burnaby/New Westminster Area Plan will consist of seven members nominated by Burnaby Council and three members nominated by New Westminster. The Public Advisory Committee is intended to represent a variety of stakeholder groups in the community. *Attachment A* provides a list of proposed nominees from various groups and geographic areas in the community for the consideration of Council.

2.3 Products and Schedule

The major deliverables and the project schedule is shown in *Figure 2 attached*. The Burnaby/New Westminster Area Transit Plan would commence in early October and be completed in 2001 September. As the TransLink Board would be approving the 2002 budget in 2001 September however the service improvements for 2002 flowing out of the area plan (the "early winners") would have to be agreed by June /July in sufficient time for inclusion in the 2002 budget process.

2.4 Council Involvement

The area transit plan process provides opportunities for more direct involvement by Council in developing improvements to the bus system in Burnaby. It is anticipated that City staff will be consulting with Council at four major points in the process as follows:

- **2000 September** - review terms of reference and approve membership of the Public Advisory Committee.
- **2001 January** - review papers on transit issues, transit market objectives and results of focus group sessions.
- **2001 June** - review early winners for inclusion in the final Area Transit Plan and 2002 Transit Program Plan.
- **2001 September** - review final Area Transit Plan and Implementation Strategy

3. POTENTIAL SERVICE IMPROVEMENTS

3.1 TransLink Proposals

Service improvements currently under consideration by TransLink for the Burnaby/New Westminster area transit plan include the following:

- changes to local bus routes (especially in North Burnaby) to connect with the Millennium SkyTrain Line.
- introduction of a B-Line service from Production Way (University) Station to SFU.
- conversion of an existing express bus service to a B-Line service on Hastings Street from SFU to downtown Vancouver.

3.2 City of Burnaby Proposals

Some areas which have been identified by the City for service improvements include the following:

- **reconfiguration of the bus routes on the South Slope** to provide local service within the neighbourhood without being routed through Metrotown Station and use of smaller buses;
- **a new bus route serving the office developments in the Big Bend area** via North Fraser Way and the Edmonds Town Centre South area with connections to SkyTrain at Edmonds and Joyce or Metrotown station;

- consideration of **conversion of the Hastings section of the Barnet/Hastings HOV lane to bus-only operation;**
- development of the **#130 Metrotown/Kootenay Loop as a B-Line service** in the Willingdon HOV and Hastings HOV lane with extension beyond Kootenay Loop to Phibbs or Lonsdale Exchange;
- **a direct connection to West Coast Express from Burnaby** possibly from the Port Moody station via the Barnet Highway HOV and the Willingdon bus lanes to Metrotown serving two major town centres, BCIT and Discovery Park the major high tech office centre in Burnaby. This would be a short term alternative to the longer term objective of a West Coast Express station in Burnaby served by a Willingdon express bus service.

4. CONCLUSION

The Burnaby/New Westminster Area Transit Plan, to be initiated in October, is an opportunity not only to plan major improvements to the bus system in Burnaby but also to implement these improvements in 2002 in conjunction with the start up of service on the Millennium SkyTrain Line. The *attached* terms of reference (*Attachment B*) provide an overview of the process, products and schedule for the area plan to be completed by 2001 September. During this period staff will be coming forward with major products of the area plan process for review by Council. To start the process, Council is requested to approve a list of Burnaby members to the Public Advisory Committee which will advise the TransLink and both Burnaby and New Westminster during the course of the area plan.


D.G. Stenson, Director
PLANNING & BUILDING

RG/ma
Attachments

cc: City Manager
Director Engineering

C:\DOCS\BOB\Council Reports\Transit Area Plan report.wpd

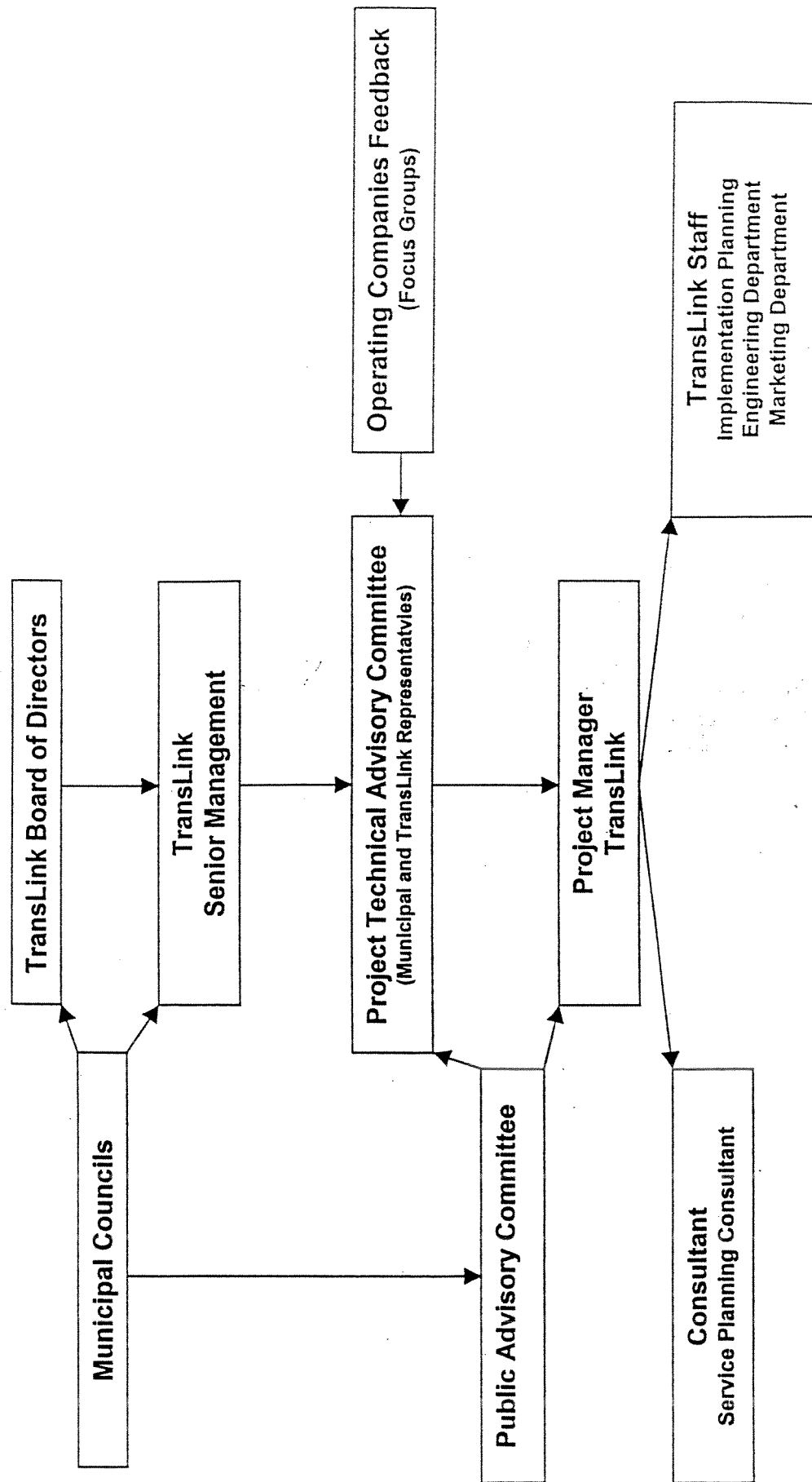
Attachment A

**TRANSIT AREA PLAN
PUBLIC ADVISORY COMMITTEE**

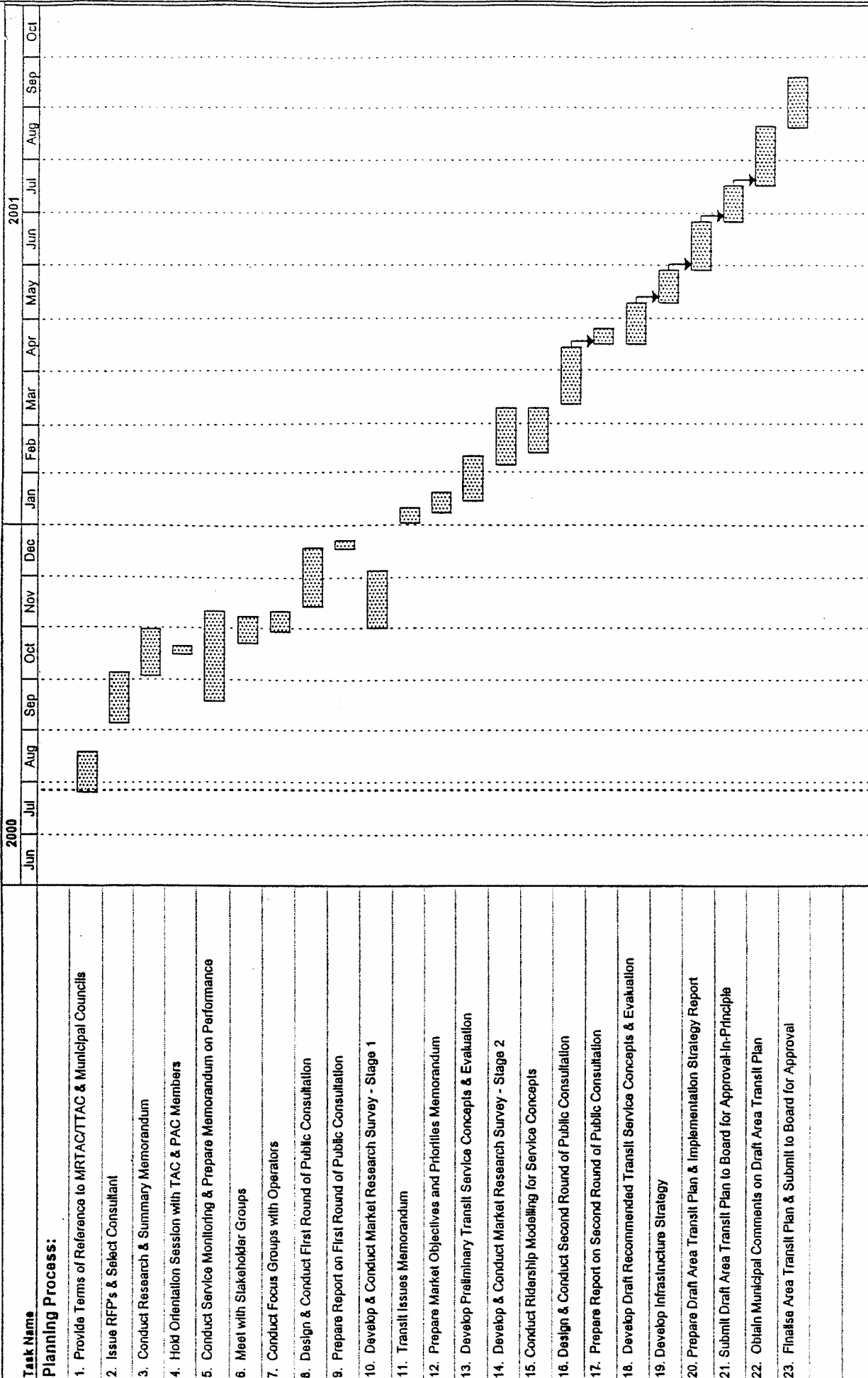
BURNABY MEMBERS

NAME	AGENCY(AFFILIATION)	REPRESENTATIVE GROUP
David Harvey	British Columbia Institute of Technology	Post Secondary Administrator
Barb Peabody	Lougheed Town Centre Advisory Committee	Resident
Susan Rouse	Heights Merchants Association	Merchant
Jordie Dent	Simon Fraser University Students Association	Student
Larry Morgan	Canada Lands Corporation	Developer
Wendell Ratcliffe	Network of Burnaby Seniors	Senior
Leanne Mulrooney	COMPACT	Person with Disabilities

FIGURE 1
AREA TRANSIT PLANS STUDY ORGANIZATION



Preliminary Schedule for Burnaby/New Westminster Area Transit Plan



Project: Area Transit Plans
Date: July 24, 2000

Task

Progress

Milestone

Summary

Rolled Up Task

Rolled Up Milestone

Rolled Up Progress

External Tasks

Project Summary

Split

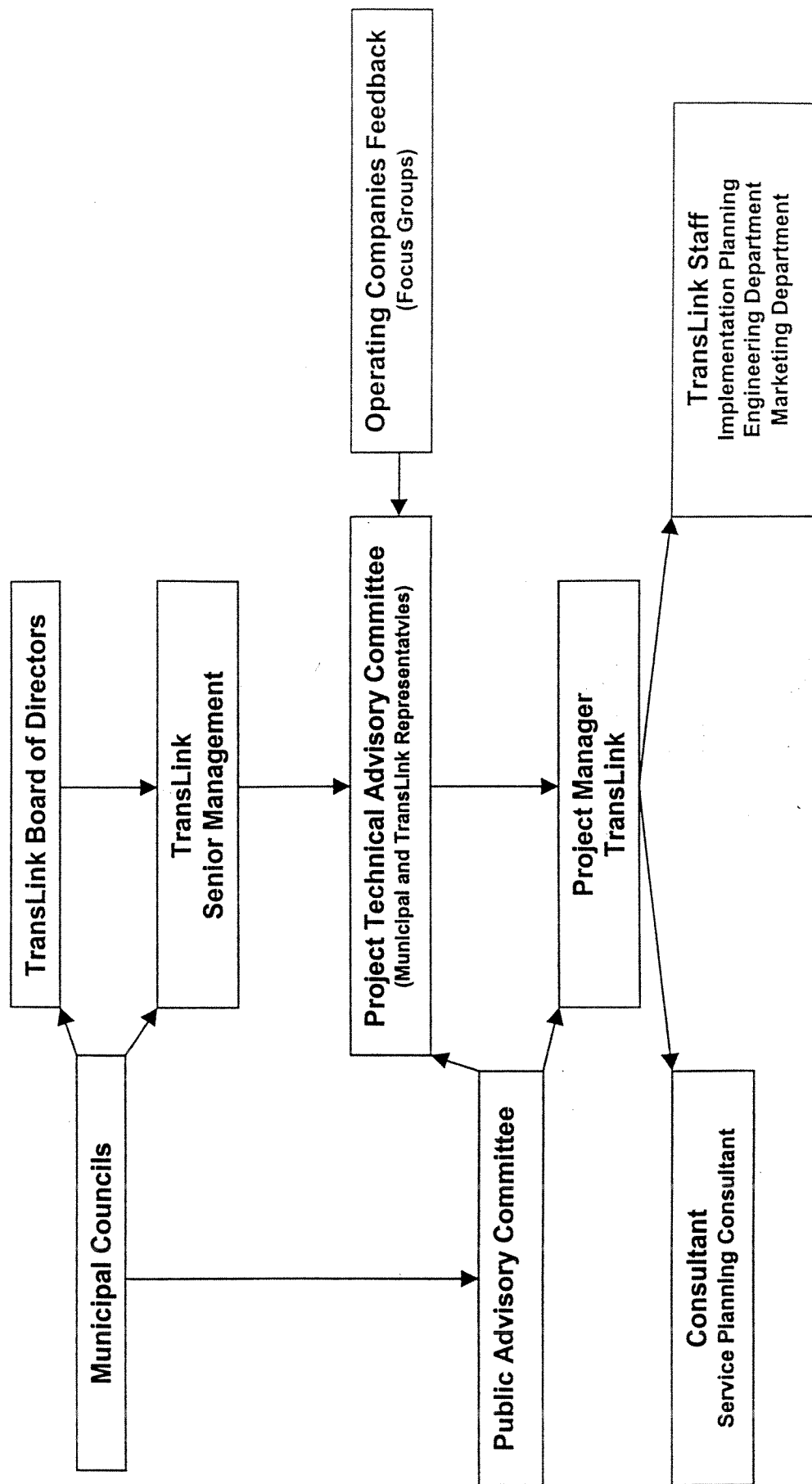
Rolled Up Split

TERMS OF REFERENCE

AREA TRANSIT PLANS FOR NORTHEAST SECTOR & BURNABY/NEW WESTMINSTER

July 27, 2000

FIGURE 1
AREA TRANSIT PLANS STUDY ORGANIZATION



TERMS OF REFERENCE

AREA TRANSIT PLANS FOR NORTHEAST SECTOR & BURNABY/NEW WESTMINSTER

1.0 PURPOSE

This document establishes the Terms of Reference for two Area Transit Plans that will be completed in 2000-2001 for the following sub-regions of TransLink's service area:

- (i) Northeast Sector (City of Coquitlam, City of Port Moody, City of Port Coquitlam, Village of Belcarra, Village of Anmore); and
- (ii) Burnaby and New Westminister.

2.0 STUDY BACKGROUND AND OBJECTIVES

During public consultation leading to the creation of TransLink in early 1999 and the preparation of the 1999 Program Plan, a key point raised by stakeholder groups was the need for a stronger community and municipal focus for TransLink's bus services. Specifically, it was commented that while the bus service operated reasonably well in providing service to and from Vancouver, it was falling short in providing transportation within and between individual municipalities. To address this deficiency, the 1999 Program Plan, approved by the TransLink Board in March 1999, included the development of Area Transit Plans for all seven sub-regions of the GVRD (shown in the attached map) between 1999 and 2001.

In the Fall of 1999, three Area Transit Plans were initiated: Richmond; the South of Fraser River area (Surrey/White Rock/Langley City and Township/Delta); and the North Shore. These plans have been developed by TransLink working in partnership with the municipalities in each sub-region, and are scheduled to be completed and receive final TransLink Board approval in September (Richmond and South of Fraser) and November 2000(North Shore).

TransLink's 2000 Program Plan includes the initiation of Area Transit Plans for the Northeast Sector and Burnaby/New Westminister. These two areas were selected because of the need to make changes to their bus services in 2001 and 2002 to integrate with the new Millennium SkyTrain line extension currently under construction from New Westminister to Lougheed Town Centre and Vancouver Community College.

(iv) Develop an implementation strategy for the preferred transit service improvements. This strategy will identify the recommended service improvements and their timing, routing, hours of operation, service levels, detailed infrastructure requirements and resources required, as well as estimated ridership and key markets which they will be focussed on. This strategy will also establish ridership performance and customer user satisfaction targets (see the attached Table 1 from the South of Fraser Plan as an example). The strategy will as well identify the actions required by TransLink, municipalities and other agencies to successfully implement and support the recommended transit service improvements including the following areas:

- Specific transit priorities measures which are required to support recommended service improvements (i.e. includes changes to traffic signals, traffic management measures, and measures such as bus lanes or queue jumpers), and an analysis of the costs and benefits of these measures;
- Other infrastructure requirements such as new or expanded transit exchange facilities, roadway geometric changes (i.e. changes to roadways such as corner cuts to enable efficient turning of buses) and bus stop changes (i.e. location and number of additional shelters and Infotubes), and an analysis of the costs and benefits of these requirements;
- Bicycling transit facilities, such as bus services which will be equipped with bike racks and locations where new bike lockers are required;
- Municipal parking management strategies;
- The role, location and costs of additional park-n-ride facilities; and
- Municipal funding commitments for transit-supportive infrastructure, road improvements and land use measures.

The required scope of the Area Plan is shown on the proposed draft Table of Contents for the final Area Transit Plan report (see Attachment 1).

The Area Transit Plans will be developed to recognise major transit and transportation improvements that are currently underway (i.e. rapid transit construction) or included in the STP or Program Plans. This is necessary to ensure that the transit service initiatives proposed in the Area Transit Plans are co-ordinated with other regional transit projects already approved. In this regard, the Northeast Sector Area Plan will include the following major transit initiatives for which some of work has been completed:

- Integration of bus services in the Northeast Sector with the SkyTrain extension to Braid Station (Winter, 2001-completed) and to Lougheed Town Centre (Summer 2002); and

- Introduction of B-Line service from Coquitlam City Centre to Braid Station (Winter 2001-completed).

Similarly, the Burnaby/New Westminster Area Transit Plan should include:

- Integration of bus services in North Burnaby with the SkyTrain extension from Lougheed Town Centre to Vancouver Community College (Summer, 2002);
- Introduction of B-Line service from Production Way(University) Station to Simon Fraser University (Summer 2002); and
- Introduction of B-Line service on Hastings Street between Simon Fraser University and downtown Vancouver (Summer 2002);and
- Plans to provide a service from Surrey City Centre to the Coquitlam Town Centre, and from Walnut Grove in Langley to the Braid SkyTrain Station (2004).

The Northeast Sector and the Burnaby/New Westminster Area Transit Plans will also take into account the significant service planning that has occurred in Burnaby and in the Northeast Sector with reference to connecting transit services to the new SkyTrain line.

3.0 STUDY ORGANISATION

The organisation of each Area Transit Plan study is depicted in Figure 1. A Project Manager from TransLink's Implementation Planning Department will manage and co-ordinate the following: the overall area transit planning process, the public consultation program and summary of input; the work of transit planning consultants; TransLink staff input to the process (i.e. market research, service and project planners and engineers and their specific deliverables) and liaison with the TAC, PAC, municipal councils (with municipal staff) and reports to the TransLink Board. TransLink will summarize and report on the market research, infrastructure strategy and public consultation input.

A Technical Advisory Committee (TAC) will provide overall direction in the preparation of each Plan and will review all major plan deliverables. This Committee will be comprised of the Project Manager; the Transit Planning Consultant; municipal staff representatives (i.e. from engineering and planning departments); TransLink project and service planners; and representatives from TransLink's marketing research and engineering groups. Appropriate consultation will also occur through separate forums held with the pertinent operating companies including Coast Mountain Bus Company, West Coast Express, and SkyTrain. Their input will be encouraged through the scheduling of two focus group sessions: one early in the Plan development process to obtain input on key transit issues and the performance of the existing transit services; and one later in the process to gather input on potential service changes.

A Public Advisory Committee (PAC) will advise the Technical Advisory Committee and Project Manager on the public consultation process for the study, and will also review and provide comments on plan deliverables. The Public Advisory Committee will consist

of a group of eight to ten local members nominated by the municipal councils in the study area, with each council nominating an appropriate number of members related to each municipality's population. The PAC membership should be widely reflective of the community and should include representatives from the following key stakeholder groups: transit users; persons with disabilities; the business community; major ethnic communities; seniors; and students.

The Transit Planning consultant will be responsible for providing technical expertise in the evaluation of the performance of existing services and appropriate changes, and the development and evaluation of potential new services to serve targeted markets. The consultant is also responsible for all the major deliverables in the form of memorandums/reports in the project: background research summary; service performance review; detailed outline of market and ridership analysis and objectives; outline of transit issues; and the development and evaluation of service strategies draft and final plan reports.

The draft Area Transit Plans will be submitted initially to the TransLink Board in the form of an Executive Summary of the Plan prepared by TransLink, and then referred to the municipal councils for comment along with the detailed Technical Plan document. Upon receipt and consideration of these comments, the final Area Plans will be submitted to the TransLink Board for consideration and approval and for consideration in Program Plans.

More details on the work program are provided below in Section 4.

4.0 WORK PROGRAM AND SCHEDULE

4.1 Deliverables

Major deliverables for each Area Transit Plan will include the following:

- **Marketing Research Reports (TransLink Marketing):** This work will be completed in two phases. In Stage One, a market research survey will be undertaken to obtain statistically valid feedback from residents on key transit issues, transit markets and travel patterns and a technical memorandum summarizing the work will be generated. Only work which is required to complement the 1999 Trip Diary Study will be completed in this stage.

In Stage Two, market research will be completed to identify public response to and potential usage of service improvement options which are directed at the primary and secondary markets identified earlier (i.e. will include revisions to existing services, as well as possible new services). The service concepts with maps, prepared by the consultants with TransLink input, will be mailed in advance to a randomly selected survey group, and then they will be contacted to get their response to the concepts. The results of this work, combined with the first phase of the market research, will be summarized in a report by the Marketing Department.

- **Conduct Transit Service Performance Memorandum (Consultant):** The performance of the existing service, and the identification of key areas where there are poor performing services and deficiencies with existing services will be summarized in a memorandum with summary charts for each service, and potential recommendations will be developed to address poor performing services. This work will draw upon the significant cordon and ride checks which will be undertaken on all the services during weekdays and on weekends for services in the plan areas, which is being managed by TransLink.
- **Transit Market and Ridership Objectives Memorandum (Consultant with input from municipalities):** Specific markets and ridership objectives and priorities and the potential size of the markets for the Area Transit Plan (i.e. primary and secondary markets) will be developed through an analysis of the following information: performance of existing services; land use and population/employment data for the next five years; municipal Official Community plans; travel information and market travel data from the area plan marketing research survey (1st stage), and from the 1999 Trip Diary Survey; and municipal and PAC input. The municipalities will provide information on their OCPs and proposed or anticipated major land use developments within their municipalities in the next five years.
- **Transit Issues Memorandum (Consultant with input from TransLink, municipalities and PAC):** This memorandum will outline major transit and transportation issues identified in the public consultation and through an analysis of land use patterns, travel characteristics and information, existing municipal plans, TransLink and municipal staff and PAC input, transit ridership information and marketing research.
- **Public Consultation Memorandum Summarising Input From Round One (TransLink-Implementation Planning):** This memorandum will summarise the public input received on the area planning process, the plan's market objectives and analysis, and public opinions on issues/deficiencies with current transit service. This input will come from public events such as open houses and feedback from letters and comments submitted to an Area Plan website.
- **Focus Groups with Operating Companies Memorandum (TransLink-Marketing Research working with Implementation Planning):** Two sets of focus groups will be held at appropriate stages in the ATP process with representatives from the operating companies as one of the means to collect their input on the following. In Phase One, of the Area Plan process a focus group will be held to obtain input on the following: existing transit issues; key transit markets which should be targeted; and means to improve the performance of existing services and to address deficiencies and poor performance. In Phase Two, a focus group will be held to obtain feedback on ideas for service enhancements in terms of existing and new services related to the Area Plan's market and ridership objectives. Input from these sessions will be summarised by the TransLink Marketing Department in a memorandum.

- **Final Area Transit Plan and Implementation Strategy (Consultant):** This final report will summarise the study findings and describe the recommended three year area transit plan and implementation strategy, reflecting comments on the draft plan received from municipal councils and the TransLink Board.

4.2 Work Program

The work program for each Area Transit Plan will be structured around the development of the above major study deliverables and two rounds of public consultation events, with no more than three locations for each stage in each plan. The public consultation effort will be jointly resourced by the combined efforts of TransLink and municipal staff, with assistance from the transit-planning consultant. A separate public consultation consultant will not be able to be resourced from the available budget for the area plans.

Major steps in the work program, along with corresponding responsibilities, are outlined below. Throughout the steps there will be input from the Technical and Public Advisory Committees on the public consultation process. As well, regular progress reports will be submitted to the TransLink Board by TransLink staff and to municipal councils by municipal staff.

1. **Provide Terms of Reference for Area Transit Plans to New Municipal Councils involved in these Area Plans and to MRTAC/TTAC and (TransLink staff).** Submit Area Transit Plan Terms of Reference to MRTAC/TTAC and municipal councils for comment, and request that the Councils nominate Public Advisory Committee members with broad community representation as outlined in section 3.0.
2. **Issue Study Requests for Proposals and Select Consultants (TransLink and municipal staff):** TransLink will prepare and issue Requests for Proposals, and will work in partnership with municipal staff to review consultants' proposals, short-list and interview consultant teams, and recommend the award of contracts.
3. **Conduct Research and Summary of Key Points in Memorandum (Consultant with input from TransLink and municipal staff):** The consultant will review and summarize in a memorandum relevant background transit service, land use (OCP) and transportation reports and existing information on travel patterns, five year land use and growth projections and previous marketing research findings.
4. **Hold Orientation Session with TAC and PAC Members (Consultant with TransLink staff assistance):** The consultant, working with TransLink staff, will hold an orientation session with PAC and TAC members to explain the existing transit system design in the study area, the Strategic Transportation Plan context, and the objectives and process for the Area Transit Plan development.
5. **Conduct Transit Service Monitoring and Prepare Memorandum Summarising Performance (Monitoring-TransLink staff, Memorandum summarizing performance and appropriate actions-consultant):** TransLink will collect data required for the study in fall of 2000, including transit passenger counts and key

work will be generated. This work will only be undertaken if it can add value to the 1999 Trip Diary results.

11. **Transit Issues Memorandum: (Consultant with input from TransLink and municipal staff and Public Advisory Committee).** This memorandum, prepared by the consultant, will outline major transit and transportation issues identified in the public consultation and through an analysis of land use patterns, travel characteristics and information, existing municipal plans, TransLink and municipal staff input, transit ridership information and marketing research.
12. **Prepare Market Objectives and Priorities Memorandum (Consultant and Technical Advisory Committee):** Draft market objectives and priorities for transit service in the study area will be developed by the consultant with input from the 1999 Travel Diary survey, the review of the performance of the existing services, an analysis of background land use/population/employment, OCP and market information for the area, and results from the first phase of the ATP market research. The municipalities will provide information on proposed on their OCPs and anticipated major land use developments within their municipalities in the next five years. These objectives will be reviewed with the Technical and Public Advisory Committees.
13. **Develop Preliminary Transit Service Changes and Evaluation (Consultant with input from TransLink staff and Technical Advisory Committee):** Based on the analysis of service performance and market data and issues and public input, and the overall market and ridership objectives a range of preliminary transit service improvement concepts will be defined and a preliminary evaluation of these concepts will be completed by the consultant. These concepts will include, in order of priority: service changes which address the performance issues with existing services; changes to existing local and regional connections services which address the ATP market objectives; and lastly new local and regional connection services which address the ATP market objectives and the transit issues. Each service concept shall be defined in terms of its general routing, hours of service, service frequency, travel time, and costs. The consultant will take the lead role in developing the service concepts, with key input from TransLink staff and advice from the TAC and PAC.

This work will include preliminary indications of potential infrastructure requirements of the service concepts identified by TransLink staff and estimates of potential ridership increases, using input from the consultant and TransLink staff and without the benefit of the EMME/2 model.

14. **Develop and Conduct Market Research Survey-Stage 2 (TransLink planning and marketing research staff with input from consultant):** The Marketing Department will complete this work with key input from Implementation Planning and the consultant. In stage two, market research will be completed to identify public response and usage of potential service improvement options which are directed at the primary and secondary markets identified earlier. The service concepts with maps will be mailed in advance to a randomly selected survey group, and then they will be

- Other infrastructure requirements such as new or expanded service terminals(i.e. exchanges), roadway geometric changes (i.e. changes to roadways such as corner cuts to enable service to be provided) and bus stops changes (i.e. additional shelters and Infotubes) and costs of these requirements;
 - Bicycling facilities, such a services which will have bike racks and locations where bike lockers are required
 - Municipal parking management strategies, including the role, location and cost of additional park-n-ride facilities; and
 - Municipal dedicated funding, road improvements and land use measures.
20. **Prepare Draft Area Transit Plan and Implementation Strategy Report (Consultant and TransLink staff):** Based on the previous evaluation of service concepts and input from the second round of public consultation, the consultant with the assistance of TransLink staff will prepare a draft report that details a recommended transit service improvement plan for the study area. The report will include an implementation strategy identifying actions required by TransLink, municipalities and other agencies and their timing.
21. **Submit Draft Area Transit Plan to TransLink Board for Approval-in-Principle (TransLink staff):** An Executive Summary of the draft plan will be prepared by TransLink staff and submitted to the Board for approval-in-principle.
22. **Obtain Municipal Comments on Draft Area Transit Plan (municipal staff):** The draft Area Transit Plan report (i.e. Executive Summary and Technical report) will be provided to municipal councils and staff for review and comment.
23. **Finalise Area Transit Plan and Submit to TransLink Board for Approval (Consultant, TransLink staff):** The draft Area Transit Plan will be revised to reflect municipal comments and submitted for final Board approval.

4.3 Schedule

Preliminary work programs and schedules for the two Area Transit Plans to be started in 2000 are depicted in Figures 2 and 3. It is estimated that each Area Transit Plan will take 12 months to prepare, after the consultants are hired. It is anticipated that the consultants will be hired in the September 2000 period. Both plans will be submitted to the TransLink Board for approval-in-principle in July 2001 and for final approval in September 2001.

The start dates of the two Plans will be staggered to assist in their management. Proposed work start dates are: Northeast Sector – September 2000; and Burnaby/New Westminster – October 2000.

- iv) Assisting the public consultation process;
- v) Developing the Implementation Strategy for the recommended transit service improvement plan, including the user satisfaction and ridership targets; and
- vi) Preparing the draft and final Area Transit Plan reports.

The planning consultant will be expected to have one representative at all PAC and TAC meetings. TransLink staff will record and prepare minutes for the TAC and PAC meetings.

The TransLink Area Plan project manager and staff will play the lead role in the following activities:

- i) Finalizing the Area Transit Plan Terms of Reference and selecting the consultants;
- ii) Meeting with stakeholder groups;
- iii) Preparing minutes from TAC and PAC meetings;
- iv) Developing and conducting market research and preparing summary memoranda and reports;
- v) Conducting focus groups with operating subsidiaries and summarizing input through memoranda;
- vi) Designing and conducting two rounds of public input events and summarizing the input;
- vii) Developing the infrastructure strategy for preliminary and recommended service improvements;
- viii) Preparing the Executive Summary Plan Report and progress reports for the TransLink Board and presenting status reports and draft plans to municipal councils and to the TransLink Board; and
- ix) Manage the work of the consultant.

Area Municipal staff will play a key role in the following activities:

- i) Selecting the consultants;
- ii) Providing background OCP, land use, housing and employment information;
- iii) Meeting with stakeholder groups;
- iv) Providing technical input throughout the process; and

Budget Category			
	Northeast Sector Area Plan	Burnaby/New Westminster Area Plan	Total for 2 Area Transit Plans
Transit Planning Consultant Fees	\$105,000	\$90,000	\$195,000
Marketing Surveys	\$60,000	\$60,000	\$120,000
Advertisements	\$10,000	\$10,000	\$20,000
Printing, photocopying	\$1,000	\$1,000	\$2,000
Display Materials & Supplies	\$500	\$500	\$1,000
Hall Rentals	\$500	\$500	\$1,000
Contingency	\$3,000	\$3,000	\$6,000
Total	\$175,000	\$170,000	\$345,000

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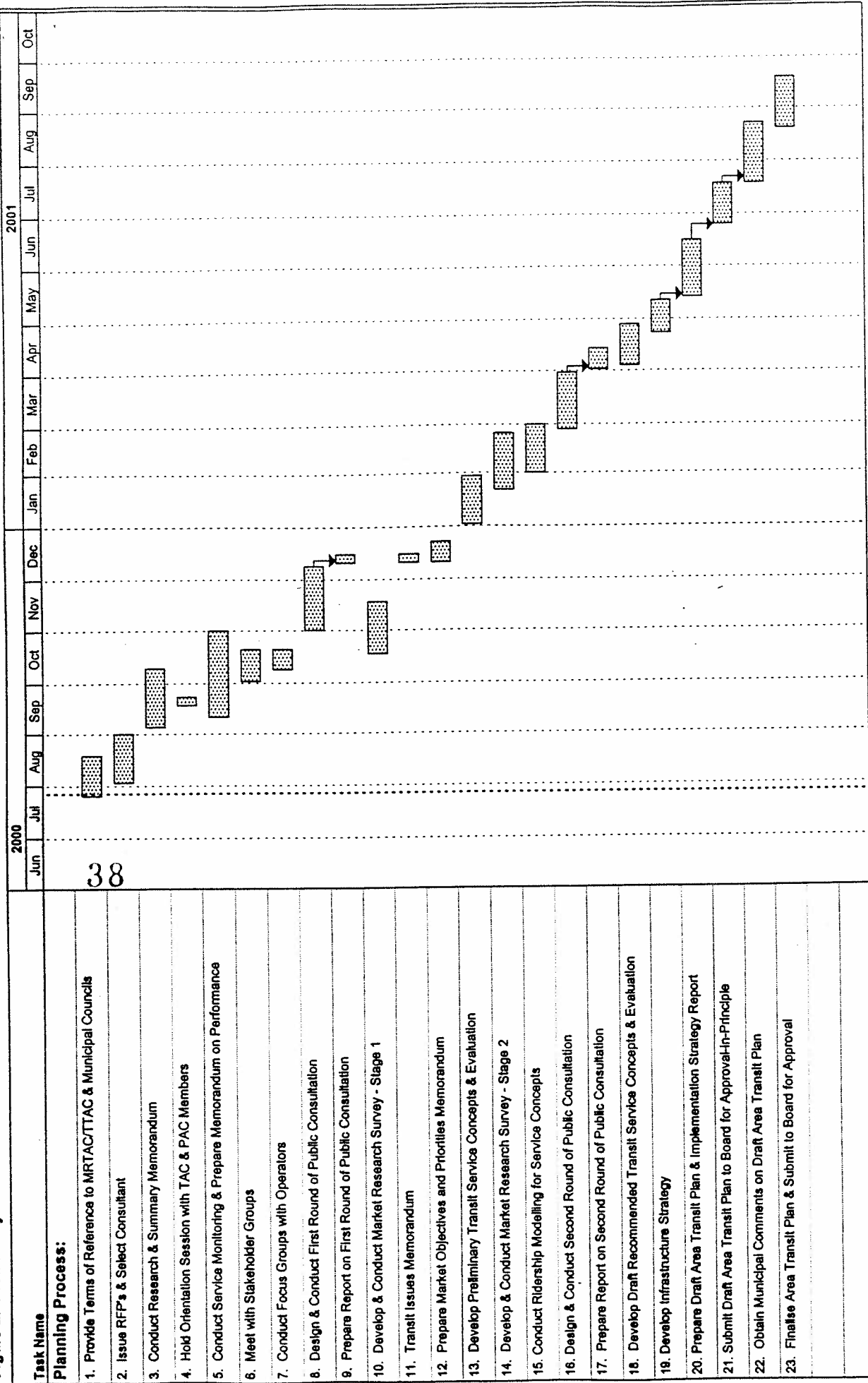
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Figure 2: Preliminary Schedule for Northeast Sector Area Transit Plan



Project: Area Transit Plans
Date: July 24, 2000

Task

Progress

Milestone

Summary

Rolled Up Task

Rolled Up Milestone

Rolled Up Progress

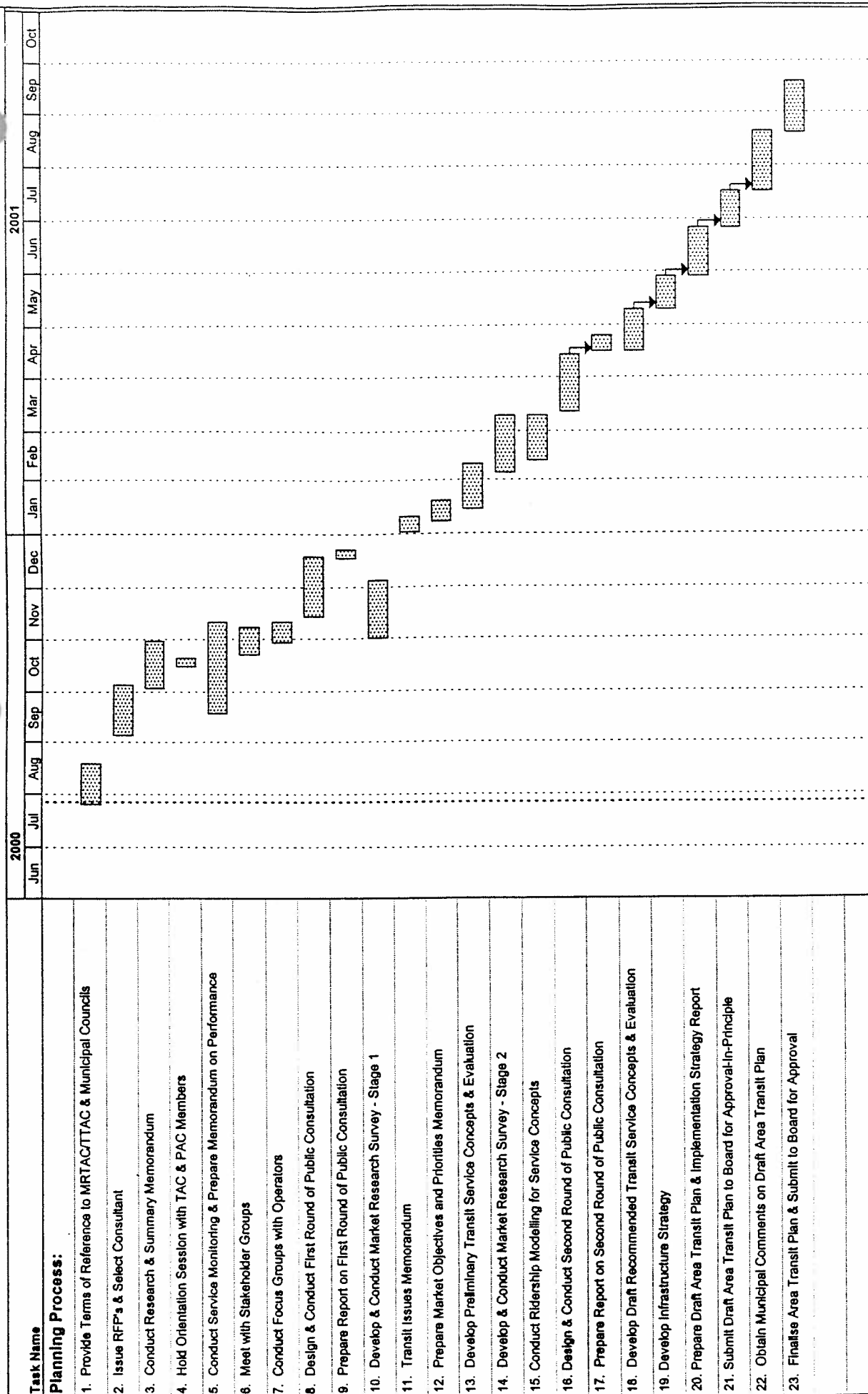
External Tasks

Project Summary

Split

Rolled Up Split

Figure 3: Preliminary Schedule for Burnaby/New Westminster Area Transit Plan



Project: Area Transit Plans Date: July 24, 2000	Task		Summary			Roll Up Progress		Split	
	Progress		Roll Up Task		External Tasks		Roll Up Split		
	Milestone		Roll Up Milestone		Project Summary				

