



## General Purposes Committee

Anderson Room, City Hall  
6911 No. 3 Road

Monday, April 1, 2019  
4:00 p.m.

Pg. #      ITEM

### MINUTES

**GP-5**      *Motion to adopt the **minutes** of the meeting of the General Purposes Committee held on March 18, 2019.*



### COMMUNITY SERVICES DIVISION

1. **2018 RICHMOND FILM OFFICE ANNUAL REPORT**  
(File Ref. No. 11-7000-01) (REDMS No. 6131835 v. 4)

**GP-11**

**See Page GP-11 for full report**

*Designated Speaker: Jodie Shebib*

### STAFF RECOMMENDATION

*That the staff report titled “2018 Richmond Film Office Annual Report”, dated March 12, 2019, from the Director, Arts, Culture and Heritage Services, be received for information.*



## General Purposes Committee Agenda – Monday, April 1, 2019

Pg. #      ITEM

2.      **PROPOSED PLAN FOR MAJOR EVENTS AND PROGRAMS IN 2020**  
(File Ref. No. 11-7400-01) (REDMS No. 6149279 v. 2)

GP-16

See Page GP-16 for full report

*Designated Speaker: Bryan Tasaka*

### STAFF RECOMMENDATION

- (1)      *That the Major Events and Programs for 2020 as outlined in the staff report titled “Proposed Plan for Major Events and Programs in 2020” dated March 18, 2019, from the Director, Arts, Culture and Heritage Services, be approved; and*
- (2)      *That the expenditures totaling \$1,814,300 for Major Events and Programs in 2020, of which \$1,345,000 is funded from the Rate Stabilization Account and \$469,300 funded from projected sponsorships and earned revenue, be included in the amended Consolidated 5 Year Financial Plan (2019–2023).*



3.      **#ALLONBOARD CAMPAIGN RESOLUTION**  
(File Ref. No. 07-3000-01) (REDMS No. 6137602 v. 2)

GP-27

See Page GP-27 for full report

*Designated Speaker: Lesley Sherlock*

### STAFF RECOMMENDATION

*That the #AllOnBoard Campaign resolution, as proposed in Attachment 1 of the staff report titled “#AllOnBoard Campaign Resolution” dated March 13, 2019 from the Manager of Community Social Development be endorsed, requesting that:*

- (1)      *TransLink work with the Provincial Government to secure funding to provide free transit for children and youth (0-18 years) and a sliding fee scale for low-income individuals;*
- (2)      *TransLink consider modifying fare evasion ticketing practices;*
- (3)      *the Provincial and Federal Governments be requested to provide sufficient resources to address existing and projected ridership demand; and*

- (4) *that the resolution be forwarded for consideration at the 2019 Lower Mainland Government Management Association of BC (LMGMA) convention and subsequent Union of BC Municipalities (UBCM) convention, as well as to the Federation of Canadian Municipalities.*



## COMMUNITY SAFETY DIVISION

4. **SISTER CITY ADVISORY COMMITTEE 2018 YEAR IN REVIEW**  
(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 6148338 v. 2)

GP-120

See Page GP-120 for full report

*Designated Speaker: Mike Romas*

### STAFF RECOMMENDATION

*That the staff report titled “Sister City Advisory Committee 2018 Year in Review”, dated March 14, 2019, from the Manager, Customer Services be received for information.*



5. **SISTER CITY ADVISORY COMMITTEE UPDATES TO TERMS OF REFERENCE AND POLICIES AND PROCEDURES**  
(File Ref. No. 01-0100-30-SCIT1-01) (REDMS No. 6157000)

GP-131

See Page GP-131 for full report

*Designated Speaker: Mike Romas*

### STAFF RECOMMENDATION

- (1) *That the updates to the Sister City Advisory Committee Terms of Reference be approved; and*
- (2) *That the updates to the Sister City Advisory Committee Policies and Procedures be approved.*



6. **UBCM COMMUNITY EMERGENCY PREPAREDNESS FUND**  
(File Ref. No. 09-5126-01) (REDMS No. 6118791 v. 7)

GP-144

See Page GP-144 for full report

*Designated Speakers: Norman Kotze and Jason Ho*

STAFF RECOMMENDATION

- (1) *That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support the Emergency Operations Centres & Training for Emergency Programs be endorsed;*
- (2) *That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$150,000 in grant funding to support the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning be endorsed;*
- (3) *That should the funding application be successful, the Chief Administrative Officer and the General Manager, Community Safety and the General Manager, Engineering and Public Works be authorized to execute the agreements on behalf of the City of Richmond with the UBCM; and*
- (4) *That should the funding application be successful, the 2019-2023 Five Year Financial Plan Bylaw be adjusted accordingly.*



FINANCE AND CORPORATE SERVICES DIVISION

7. **AMENDMENTS TO THE COUNCIL PROCEDURE BYLAW IN RELATION TO AGENDA PREPARATION AND DISTRIBUTION**

(File Ref. No. 12-8060-20-010015) (REDMS No. 6152012)

GP-147

See Page GP-147 for full report

*Designated Speaker: David Weber*

STAFF RECOMMENDATION

*That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015, which introduces amendments relating to agenda preparation and distribution, be introduced and given first, second and third readings.*



ADJOURNMENT





## General Purposes Committee

Date: Monday, March 18, 2019

Place: Anderson Room  
Richmond City Hall

Present: Mayor Malcolm D. Brodie, Chair  
Councillor Chak Au  
Councillor Carol Day  
Councillor Kelly Greene  
Councillor Alexa Loo  
Councillor Bill McNulty  
Councillor Linda McPhail  
Councillor Harold Steves  
Councillor Michael Wolfe

Call to Order: The Chair called the meeting to order at 4:00 p.m.

### MINUTES

It was moved and seconded

*That the minutes of the meeting of the General Purposes Committee held on March 4, 2019, be adopted as circulated.*

**CARRIED**

### DELEGATION

1. Update from the Ministry of Transportation and Infrastructure, Province of BC, on the George Massey Crossing Project

With the aid of a PowerPoint presentation, Lina Halwani, George Massey Crossing Project Director, accompanied by Dawn Hinze, Regional Manager, Business Management Services, and Pam Ryan, Engagement Advisor, Ministry of Transportation and Infrastructure, provided an update on the George Massey Crossing Project and the following information was noted:

## **General Purposes Committee**

### **Monday, March 18, 2019**

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- the Ministry of Transportation and Infrastructure (MOTI) is committed to moving forward with the Crossing project and invites the City of Richmond to be involved throughout the process;
- Phase I aims to better align the Crossing project with regional plans by establishing goals and objectives, identifying and reviewing options, and preparing a business case for the selected option; Phase I is scheduled to be completed by April 2019;
- immediate improvements related to safety are scheduled to commence in the summer of 2019; interim improvements such as upgrades to the Steveston Highway – Highway 99 interchange are scheduled to be tender-ready by fall of 2020;
- Phase II will include the evaluation of shortlisted options and is scheduled to be completed by November 2019; Phase II incorporates public engagement with all audiences and includes public open houses; and
- Phase III of the Crossing project will be of a technical nature, with completion of a business case earmarked for the fall of 2020.

She then commented on draft preliminary objectives, noting that Goal #1 is to support sustainability of communities south of the Fraser River, Goal #2 is to facilitate increased share of sustainable modes of transport, Goal #3 is to enhance regional goods movement and commerce, and Goal #4 is to support a healthy environment.

Ms. Halwani spoke to the MOTI's understanding of the City's interests, noting that the MOTI would like Council's input in further developing goals and objectives for the Crossing project; also, she requested that City of Richmond staff be permitted to work with the MOTI on developing and evaluating crossing options. Ms. Halwani then remarked that Council's formal input and endorsement of the proposed preliminary goals and objectives would be appreciated by April 1, 2019.

Discussion took place and Committee members cited areas of particular concern and interest to Richmond, namely as they relate to (i) BC Hydro infrastructure, (ii) traffic congestion as a result of trucks utilizing the Crossing during peak hours, (iii) the best suitable option for a Crossing, (iv) the extension of Rice Mill Road to alleviate traffic congestion, (v) a potential interchange at Blundell Road and Highway 99, (vi) a potential parking facility south of the Crossing, (vii) the interchange at Westminster Highway and Highway 99 and its proximity to an Environmentally Sensitive Area, and (viii) rapid transit ready infrastructure.

## General Purposes Committee

### Monday, March 18, 2019

---

Ms. Halwani confirmed that Council's comments will be considered as part of Phase II of the Crossing project, and then commented on immediate improvements to the Crossing, noting that a lighting upgrade is scheduled for the summer of 2019.

The Chair remarked that individual opinions of Council members' have been heard however, Richmond City Council's position will be confirmed by way of Council resolution.

As a result of the discussion, the following **referral motion** was introduced:

It was moved and seconded

*That the Ministry of Transportation and Infrastructure's presentation on the George Massey Crossing project be referred to staff for comment and to report back as soon as possible in an effort to meet the Ministry's deadline for input of April 1, 2019.*

**CARRIED**

## COUNCILLOR KELLY GREENE & COUNCILLOR CAROL DAY

### 2. Conference approval request.

It was noted that approximately \$911 is requested per Councillor to attend the Columbia Institute's Civic Governance Forum.

Discussion took place on vehicular allowances for Council members and in reply to a query from Committee, Andrew Nazareth, General Manager, Finance and Corporate Services, advised that Council members may claim half of the mileage costs for travel outside the Lower Mainland.

The following **motion** was introduced:

It was moved and seconded

- (1) *That Councillor Kelly Greene and Councillor Carol Day be approved to attend the Columbia Institute's Civic Governance Forum as set out in the email dated March 14, 2019 with mileage commensurate with City mileage allowances; and*
- (2) *That staff report back with policy options on Council travel, conferences and related procedures.*

The question on the motion was not called as discussion took place on a previous policy related to Council members' attendance at conferences and the rationale to rescind said policy.

The question on the motion was then called and it was **CARRIED**.

3.

**General Purposes Committee**  
**Monday, March 18, 2019**

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**ENGINEERING AND PUBLIC WORKS DIVISION**

3. **ACCELERATING LOCAL ACTION ON CLIMATE CHANGE:  
COMMUNITY ENERGY & EMISSIONS PLAN (CEEP) RENEWAL**

(File Ref. No. 10-6000-00) (REDMS No. 6137917; 6134827; 6136115; 6134863; 6134864; 6134866)

In reply to queries from Committee, Peter Russell, Senior Manager, Sustainability and District Energy, and Nicholas Heap, Sustainability Project Manager, advised that the City's emissions target align with those listed in the United Nation's Intergovernmental Panel on Climate Change's report of October 2018. Staff noted that the targets set out in the Richmond Community Energy and Emissions Plan (CEEP) are reviewed every five years in an effort to be current and responsive to changes in tools for energy reduction, funding for energy reduction and so forth.

Discussion took place on the City's sustainability efforts as a whole and in particular with regard to other measures the City can implement or enhance that would positively affect the City's energy and emission targets. For instance, it was noted that the City strives to encourage the use of green modes of transport such as bicycles by improving the cycling network however fails to address the need to direct delivery vehicles to the back of buildings so that they do not block bike lanes.

Discussion further ensued and Committee commented that the declaration of a climate emergency is symbolic and that public engagement should not be limited to particular stakeholders as all groups are affected by climate change. Also, Committee spoke to the United Nation's Intergovernmental Panel on Climate Change's report, emphasizing the need to endorse targets for greenhouse gas reduction.

As a result of the discussion, the following **motion** was introduced:

It was moved and seconded

*That the public consultation program defined in the report titled "Accelerating Local Action on Climate Change: Community Energy & Emissions Plan (CEEP) Renewal" from the Director, Engineering dated February 27, 2019, to gain feedback from residents and stakeholders regarding the recommended revised greenhouse gas (GHG) reduction target and revised climate action strategies and measures consistent with and in response to the UN's Intergovernmental Panel on Climate Change report, be endorsed.*

**CARRIED**



**General Purposes Committee**  
**Monday, March 18, 2019**

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Discussion took place on declaring a climate emergency and the following **motion** was introduced:

It was moved and seconded

***That the City of Richmond declares and confirms a climate emergency.***

The question on the motion was not called as discussion took place on the meaning of a “climate emergency.” It was noted that the term is widely used with different meanings and therefore there is a need to better define Richmond’s position on a climate emergency. As a result, the following **amendment motion** was introduced:

It was moved and seconded

***That the main motion be amended to include the word “global” immediately prior to “climate emergency.”***

**DEFEATED**

Opposed: Cllrs. Day

Greene

McNulty

McPhail

Steves

Wolfe

The question on the main motion was then called and it was **CARRIED**.

Discussion continued regarding the City’s CEEP and the following **referral motion** was introduced:

***That staff report back on:***

- (1) a specific statement in conjunction with the City’s Community Energy and Emissions Plan;***
- (2) the consideration of more energy and emissions targets and more often; and***
- (3) strategies for enforcement relating to the City’s bike lanes.***

**CARRIED**

## **FINANCE AND CORPORATE SERVICES DIVISION**

### **4. OPTIONS FOR AN ONLINE COUNCIL MEMBER VOTING RECORD**

(File Ref. No. 01-0105-01) (REDMS No. 6107525 v. 4, 6118822)

David Weber, Director, City Clerk's Office, reviewed the proposed four options as described in the staff report titled “Options for an Online Council Member Voting Record,” dated February 26, 2019.

5.

## General Purposes Committee

### Monday, March 18, 2019

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In reply to queries from Committee, Mr. Weber advised that (i) both Option 3 and Option 4 can be implemented with little operational impact, (ii) should Option 4 be selected, staff anticipate a Capital submission for the 2020 budget cycle, and (iii) should Option 3 be selected, the Council Contingency account has been identified as a potential source of funding.

The following **motion** was introduced:

It was moved and seconded

*That Option 3 (voting record built as an add-on to an existing City database) with funding from the Council Contingency account as per the staff report titled "Options for an Online Council Member Voting Record," dated February 26, 2019, from the Director, City Clerk's Office, be approved.*

**CARRIED**

## ADJOURNMENT

It was moved and seconded

*That the meeting adjourn (5:40 p.m.).*

**CARRIED**

Certified a true and correct copy of the Minutes of the meeting of the General Purposes Committee of the Council of the City of Richmond held on Monday, March 18, 2019.

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Mayor Malcolm D. Brodie  
Chair

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Hanieh Berg  
Legislative Services Coordinator



# City of Richmond

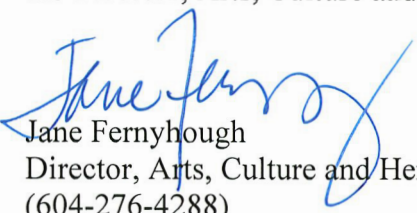
## Report to Committee

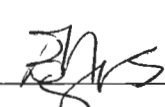


**To:** General Purposes Committee  
**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
**Re:** 2018 Richmond Film Office Annual Report

**Date:** March 12, 2019  
**File:** 11-7000-01/2019-Vol  
01

### Staff Recommendations

That the staff report titled "2018 Richmond Film Office Annual Report", dated March 12, 2019, from the Director, Arts, Culture and Heritage Services, be received for information.

  
Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

REPORT CONCURRENCE		
<b>ROUTED TO:</b>	<b>CONCURRENCE</b>	<b>CONCURRENCE OF GENERAL MANAGER</b>
Finance Division Economic Development	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

In 2007, Council adopted an official Richmond Film Strategy, which resulted in the establishment of a dedicated film office. One of the key mandates of the Richmond Film Office is to provide a “one-stop shop” resource for film productions, as well as provide centralized services to Richmond businesses and residents affected by filming. In 2018, Council adopted Policy 1000–Filming on Location in Richmond which formally acknowledges the economic and social benefits of filming.

The purpose of this report is to provide an overview of the 2018 film activity in the City, as well as to advise of early indicators for 2019.

### Background

The Richmond Film Office section oversees the production of and facilitates filming activities in Richmond. The office processes filming applications, provides permits for filming activity on City-owned properties and assists with location scouting within the City. Staff facilitates all City services required for filming and coordinates invoicing for those services; the most common services include policing, staff liaisons, location rentals and use of city streets.

A core initiative of the Richmond Film Office is to liaise with film industry and community stakeholders on film-related matters in order to promote the growth of Richmond’s Film Sector. The key objective of these efforts is to attract production crews to shoot on location in Richmond on both public and private property.

### Analysis

2018 was a transition year for filming in Richmond with a strong focus on strategic initiatives that are expected to benefit the local industry in 2019.

In 2018, the first purpose-built film studio opened its doors in Richmond. The studio is located in East Richmond and features four sound stages and over 119,000 sq. ft. of production space. This has resulted in a large amount of filming activity in late 2018 and early 2019, as the studio is fully leased and productions make efforts to keep location filming nearby the studio. The studio directly employs over 300 mostly local (Metro Vancouver) residents.

The productions filmed in Richmond for 2018 included:

- **Feature Film:** The Kaslan Project (part of the “Chucky” series);
- **Television Movies:** Smalltown Christmas, Hope for Christmas;
- **TV:** Project Blue Book, Salvation Season 2, The Mission, The Flash, Take Two, Magicians Season 4, Sirens Season 2, Twilight Zone, Ink, Supernatural, The Detour, Grape Hemlock and The Terror; and
- **Commercials:** Hulu, Xfinity, Best Buy, Allstate, Mitsubishi, Johnny Walker Black, Hyundai and Philips Dreamwear.

### 2018 Filming Revenue

In 2018, \$239,101 in service and location charges were processed through the Richmond Film Office. The breakdown of revenue was as follows:

- \$83,521 in location rental fees (e.g., parks, heritage buildings);
- \$31,558 in street use and parking fees (revenue to Transportation and Bylaws);
- \$46,303 in various cost recoveries (e.g., staff time cost recovery, fire hydrant permits, special effects permits);
- \$32,547 to the Richmond RCMP Detachment; and
- \$45,171 to the Richmond Film Office for administration fees.

As per the *Community Charter*, the City bills on a cost recovery basis for the majority of charges, however location rentals are billed at market rate.

Film revenue collected by the City in 2018 is lower than in 2017 for a variety of reasons including less major features in town, the “look” of the City not matching the production’s needs and a slowdown in filming activity in other similar sized municipalities in the region. The Film Office was able to focus on strategic initiatives which are paying off in the first quarter of 2019.

Examples of strategic initiatives included:

- Staff worked closely with the Fraserwood Studio group to navigate through the municipal processes required to gain final occupancy of the building.
- Staff are active in the Community Affairs Committee, a group of municipal, provincial, union and studio executives who meet regularly to address issues regarding the film industry.
- Staff participate in regular outreach such as guest instruction at Location Management courses at BCIT, Vancouver Film School and via the Directors Guild of Canada.

### Early Indicators for 2019

January and February 2019 were the most profitable on record with over \$160,000 in cost recoveries and revenue collected. Filming in the first two months of 2019 included 28 film days and 36 preparation/wrap up days. Popular locations such as Steveston are at capacity with the Film Office being forced to deny more than half of the film applications requesting the area.

While staff are reluctant to make predictions regarding the remainder of the year, the current level of activity is showing no signs of slowing down. The low Canadian dollar, the addition of Richmond based studios, and record levels of pilots filming regionally indicate that 2019 is potentially on track for a record breaking year.

### Filming Days

Below is a summary of the total filming days from 2013–2018:

Year	Filming Days		Comments
	Shoot Days	Prep/Wrap/Hold Days	
2018	211	209	High volume of filming activity within the City, however lower revenues due to scale of film shoots.
2017	205	253	Included several major features filming for short periods of time in the City and numerous TV productions.
2016	276	291	Included one major feature filming on location in Steveston Village, one feature filming on a property owned by the City and numerous on-location film and TV productions.
2015	189	380	Included two major blockbuster films which filmed on a property owned by the City and numerous other film and TV productions.
2014	133	65	Included numerous feature films and TV productions.
2013	147	52	Included one major blockbuster film which required a month of preparation.

Within Richmond, there are many non-City owned locations used for filming including Steveston Harbour Authority, YVR, Metro Vancouver and the Gulf of Georgia Cannery. These locations and other private property owners are not obligated to report revenue or filming days to the City. As a courtesy, film production companies generally alert the Richmond Film Office regarding filming to ensure compliance with bylaws, to avoid any traffic or other conflicts in the area and so that the filming can be included in City records.

In 2018, there were 173 days of filming managed by staff on City-owned property, nine days of filming on Metro Vancouver property and 29 days of filming at YVR for a grand total of 211 shoot days.

### Economic Benefits of Filming

Each year the Canadian Motion Picture Association releases economic impact studies for at least one production filmed in BC. In 2018, a report on the impact of the Metro Vancouver filmed production “Deadpool 2” was released. Highlights from that report include:

- Over \$2 million on construction supplies;
- Over \$2 million on transportation and car rentals;
- Over \$1.4 million on hotels;
- \$900,000 on wardrobe and dry-cleaning;
- 3,700 local jobs created; and
- Over \$500,000 on gasoline.

While *Deadpool 2* did not film in Richmond, portions of the local crew employed on the show are Richmond residents. The report is a good example of the impact one local show can have on our economy.

According to Creative BC data, film production expenditures in BC were over \$3.4 billion in 2017–2018, an increase of over \$700 million from 2016–2017. In Richmond, beyond the revenue generated from City and public properties, filming continues to contribute significant direct and indirect revenue to local businesses and land owners. The industry also supports 60,870 full-time jobs in the Province.

Metro Vancouver has 2.5 million sq. ft. of studio space and in 2018, nearly all of it was rented out to film productions. Productions are actively seeking warehouse space and converting them into temporary and permanent studios for filming. In 2018, at least two temporary warehouse conversions and one permanent warehouse studio conversion were constructed in Richmond. An additional warehouse studio conversion is anticipated to be completed in early summer 2019, doubling the amount of studio space within the City.

The film sector is a major employer in the City with over \$18 million in wages earned by residents employed in 2017 (2018 data is unavailable). Film production unions are predicting higher numbers for 2019 as a result of increased filming activity in Metro Vancouver.

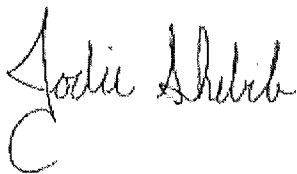
Film productions have a long history of donating to local not for profit groups in the areas they are impacting; however, they have also been historically reluctant to announce their donations. New for 2019, the Richmond Film Office is requesting more data on the amount of money being donated by each production filming in Richmond. In the first two months of 2019 local film productions donated over \$18,000 to local charities or causes. Gravity Productions Inc. (*Twilight Zone*) donated \$5,000 to the Richmond Maritime Festival and \$5,000 to the Steveston Community Society. Canadian Expedition Productions II Ltd. (*The Terror*) donated \$3,000 to the Richmond Animal Protection Society and \$2,000 to the Richmond Hospital Foundation. Marathon Park Productions (*Ink*) donated \$3,000 to the Richmond Girls Softball Association. City staff encourage shows with higher impact to make donations into the community whenever funds allow. This practice is promoted at the regional level in the Community Affairs group.

### **Financial Impact**

None.

### **Conclusion**

Filming is an important economic industry in the City. The financial impact through employment and fees for locations is significant and beneficial to the City.



Jodie Shebib  
Film and Major Events Liaison  
(604-247-4689)



# City of Richmond

## Report to Committee

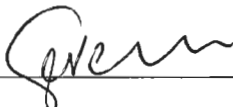


**To:** General Purposes Committee **Date:** March 18, 2019  
**From:** Jane Fernyhough  
Director, Arts, Culture and Heritage Services **File:** 11-7400-01/2019-Vol  
01  
**Re:** **Proposed Plan for Major Events and Programs in 2020**

### Staff Recommendations

1. That the Major Events and Programs for 2020 as outlined in the staff report titled "Proposed Plan for Major Events and Programs in 2020" dated March 18, 2019, from the Director, Arts, Culture and Heritage Services, be approved; and
2. That the expenditures totaling \$1,814,300 for Major Events and Programs in 2020, of which \$1,345,000 is funded from the Rate Stabilization Account and \$469,300 funded from projected sponsorships and earned revenue, be included in the amended Consolidated 5 Year Financial Plan (2019–2023).

Jane Fernyhough  
Director, Arts, Culture and Heritage Services  
(604-276-4288)

Att. 1

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Finance Parks Services Corporate Partnerships Corporate Communications Community Safety	<b>CONCURRENCE</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 



## Staff Report

### Origin

At the City Council meeting of January 15, 2018, Council approved a Terms of Reference and appointed a Major Events Advisory Group (MEAG) to provide input into the types of major events to be produced by the City. The Terms of Reference for MEAG is to provide recommendations on the annual event program which will allow staff to submit a report to Council through the General Purposes Committee and prepare a submission to the annual budget process. MEAG consists of Councillors' Day and Au (Co-Chairs), Loo and Steves, and staff, who have conducted a series of meetings to review the Major Event Program for 2020.

This report supports Council approved strategies, including the Major Events Strategy and its goals of programming and creating a dynamic destination waterfront, the Waterfront Amenity Strategy, the Parks and Open Space Strategy 2022, the Community Tourism Strategy, the Arts Strategy vision for Richmond to be an arts destination, and the Resilient Economy Strategy through enhanced destination and tourism products. The program detailed in this report will maximize the social and economic benefits to the community and provide a rich offering of festivals and events.

### Analysis

On January 22, 2019, staff presented the Major Events Advisory Group with the 2020 proposed program for events and festivals. The program included the following:

1. **Children's Arts Festival** (February 17–21)

A festival dedicated to children that opens on Family Day and features numerous performances, art activities, and workshops, and ends with four days of school group programs.

**Attendance** (projected): 8,000

**Venue:** Richmond Cultural Centre

**Target Audience:** Children aged 3-12; surrounding school districts

2. **Richmond Cherry Blossom Festival** (April 5, tentative date)

Set amongst the 255 cherry trees in Garry Point Park, this festival will feature a variety of Japanese performances, kite flying, activities and food. The festival will include mini-workshops where participants can learn the art of bonsai, origami, ikebana, traditional tea ceremony and more. The artistic direction for the festival is led by representatives of the local Japanese community.

**Attendance** (projected): 3,500

**Venue:** Garry Point Park

**Target Audience:** All ages; local community

3. **Doors Open** (June 6–7)

Doors Open is one of Metro Vancouver's largest celebrations of heritage, arts and culture. Doors Open offers visitors a free opportunity to explore 40+ sites showcasing the richness and depth of Richmond's history and culture.

**Attendance** (projected): 16,000

**Venue:** various locations throughout the city

**Target Audience:** All ages; local community

4. **Steveston Salmon Festival** (July 1)

A Canada Day celebration featuring festival programming throughout the Village, a headline concert, parade, salmon bake, exhibitors and artisans, kids zone, street hockey, and a fireworks finale. The festival will be organized in partnership with the Salmon Festival organizers.

**Attendance** (projected): 80,000      **Venue:** Steveston Village

**Target Audience:** All ages; local community

5. **Richmond Maritime Festival** (July 25–26)

This two day festival will celebrate the City's maritime heritage using both Britannia Shipyard National Historic Site and the docks at Imperial Landing. Wooden boats would moor at Britannia and the larger modern boats (e.g., Navy vessels, tug boats, tall ships [i.e., Adventurous]) would dock at Imperial Landing. The festival will showcase local performing artists and artisans. Exhibits will include various boat building demonstrations in collaboration with the Britannia Heritage Shipyard Society. The Richmond Arts Coalition will assist in programming local artists.

**Attendance** (projected): 40,000      **Venue:** Britannia Shipyard & Imperial Landing

**Target Audience:** All ages; Metro Vancouver residents; tourists

6. **Farm Fest at the Garden City Lands** (August)

The Farm Fest at the Garden City Lands is a nostalgic farmers market that celebrates Richmond's connection to agriculture, provides educational opportunities on agricultural and gardening practices, and connects residents to the Garden City Lands. In addition to the farmers and artisans marketplace, festival highlights will include agricultural demonstrations, farm equipment displays, educational exhibits, and an interpretive wagon ride. The Farm Fest will celebrate Richmond's farming heritage, provide learning opportunities for community members, strengthen collaboration between local food system stakeholders, and provide opportunities for community building in the City Centre.

**Attendance** (projected): 6,000      **Venue:** Garden City Lands

**Target Audience:** All ages; Metro Vancouver residents

7. **Richmond World Festival** (Sept 4–5)

A two day festival at Minoru Park featuring over 140 performances on nine stages including international headliners. The World Festival will showcase over 80 artisans and vendors and 50 food trucks in the FEASTival of Flavours. The Culinary Stage features cooking demonstrations by local chefs and Cinevolution produces the Digital Carnival zone. The award winning World Festival is a top tourist event for the City that has a strong regional appeal and can also be leveraged through a partnership with Tourism Richmond. Community partnerships include Richmond Public Library, Cinevolution, the local African community, and the Vancouver Cantonese Opera Society.

**Attendance** (projected): 60,000      **Venue:** Minoru Park

**Target Audience:** All ages; Metro Vancouver residents; tourists

8. **Neighbourhood Celebration Grant Program**

Neighbourhoods are the cornerstone of Richmond's communities. They are the natural spaces for building healthy, vibrant, trusting, and resilient communities.

The Neighbourhood Celebration Grant Program is designed to facilitate the hosting of high quality, grassroots events in neighbourhood parks thus building a sense of neighbourhood pride and identity.

The City would provide opportunities for residents, community groups and Parent Advisory Committees to submit proposals for the hosting of community-building events in their neighbourhood. The City would collaborate with event organizers to provide a base level of resources to support each selected event (e.g., event leader(s), permits, tents, water stations, equipment). Event organizers would be responsible for event programming, acquiring additional resources, and mobilizing neighbours.

The Major Events Advisory Group (MEAG) would provide direction on the eligibility and selection criteria for this program. The resources made available and the number of events to be selected, would be determined by the MEAG.

The benefits of this program include promoting resident interaction; strengthening community connections while building a sense of ownership and neighbourhood pride; connecting residents with their local streets, parks and green spaces; providing the community with the resources to host a high quality community building event; and providing an opportunity for community members to gain experience organizing grassroots events.

#### **9. City-wide Event Marketing Campaign Program and City Branded Assets**

The City-wide event marketing campaign (formerly Days of Summer) and City branded shared resources are programs that support all of the City's major events and have been historically funded as part of the major event program. The comprehensive marketing campaign promotes all of the major events to the region through the major media outlets (e.g., TV, radio stations and online blogs). The City-branded assets allow the events to properly recognize the City as the producer of the event, promote sponsors correctly and support the events infrastructure.

#### **Recommendations by the Major Events Advisory Group**

On January 22, 2019, the Major Events Advisory Group reviewed the proposed festival program and recommended the following:

1. That the 2020 program include the same schedule of events as presented by staff, including the Children's Arts Festival, Cherry Blossom Festival, Doors Open, Steveston Salmon Festival, Maritime Festival, Farm Fest at Garden City Lands, World Festival, Neighbourhood Park Celebration Grants and City-wide Event Marketing Campaign Program and City Branded Assets; and
2. That the funding for the event program remains at the same funding levels as the 2019 program (see Table 1).

**Table 1: Program Budget Summary**

<b>PROPOSED EVENTS &amp; PROGRAMS</b>	<b>2019 City Funding <i>Approved</i></b>	<b>Major Events Advisory Group Recommended 2020 City Funding</b>	<b>2020 Projected Sponsorship, Grants &amp; Earned Revenue</b>	<b>TOTAL: Event Budget</b>
Children's Arts Festival	\$ 75,000	\$ 75,000	\$90,000	\$165,000
Cherry Blossom Festival	\$35,000	\$35,000	\$0	\$35,000
Doors Open Richmond	\$20,000	\$20,000	\$14,300	\$34,300
Steveston Salmon Festival (in partnership)	\$ 250,000	\$ 250,000	\$105,000	\$355,000
Richmond Maritime Festival	\$300,000	\$300,000	\$95,000	\$395,000
Farm Fest	\$40,000	\$40,000	\$15,000	\$55,000
Richmond World Festival	\$ 400,000	\$ 400,000	\$150,000	\$550,000
Neighbourhood Celebration Grant Program	\$75,000	\$75,000	\$0	\$75,000
City-wide marketing campaign	\$ 85,000	\$ 85,000	\$0	\$85,000
City branded shared resources	\$ 15,000	\$ 15,000	\$0	\$15,000
Program Contingency	\$50,000	\$50,000	\$0	\$50,000
<b>TOTAL PROGRAM BUDGET</b>	<b>\$1,345,000</b>	<b>\$1,345,000</b>	<b>\$469,300</b>	<b>\$1,814,300</b>

A summary of the City funding from 2016 to the proposed 2020 budget is detailed in Attachment 1.

#### Post-Event Evaluation

Through feedback from a recent art strategy survey and community engagement, free public events were considered one of the top priorities from Richmond residents. Also, exit surveys taken at the Maritime Festival and World Festival in 2018 were extremely positive with an average of 94% of respondent rating the festivals as very good to excellent.

The success of the City's festival program can also be evaluated based on overall attendance and sponsorship sales totals. In 2018, attendance for the City's festival program exceeded 200,000 people and sponsorship sales were in excess of \$300,000. These two figures speak to the popularity for free community festivals and the satisfaction level of the festival's corporate partners for the program.

The Canadian Event Industry Awards recognized the inaugural 2015 edition of the Richmond World Festival as the Best Public Entertainment Event in Canada. The World Festival is currently nominated for Best Festival in Canada with winners to be announced on March 28<sup>th</sup>.

For 2019, staff will continue to collect exit surveys for the major festivals and explore options to measure economic impact. At the end of the festival season, staff will meet with the Major Events Advisory Group to review the outcome of each event, the impact the event had on the community, and discuss if any changes are required to the overall scope of the event. This feedback will inform staff's recommendation for the festival program in the future years.

#### Options to Reduce Proposed Event Program

Should Council wish to reduce the festival program for 2020, the following actions could be considered (along with the associated budget reduction):

**1. Neighbourhood Celebration Grant Program**

- a. Cancel the program (\$75,000)

**2. Cherry Blossom Festival**

- a. Cancel the City's funding support (\$35,000)

**3. Steveston Salmon Festival:**

- a. Cancel the fireworks (\$30,800)
- b. Cancel all stage programming (Gulf of Georgia, Tram and Museum) and roving performances that were added as part of the Richmond Canada Day in Steveston and only support Salmon Festival with site production and marketing. (\$90,000)

**4. Richmond Maritime Festival:**

- a. Cancel the previously approved expansion to Imperial Landing and revert back to the 2018 model (\$100,000)
- b. Scale the festival to a one day event (\$70,000)

**5. Farm Fest at the Garden City Lands:**

- a. Cancel the funding support (\$40,000)

**6. Richmond World Festival:**

- a. Reduce the festival to a one day event (\$100,000)

Any changes to the proposed program should consider the City's current relationships with sponsors. For example, reducing the World Festival to a one day event will result in a decrease in sponsorship revenue. In addition, most of the festivals have developed strong partnerships with various community groups (e.g., Salmon Festival Society, BC Wakayama Kenjin-Kai, Richmond Arts Coalition, Britannia Heritage Shipyard Society, Cinevolution, etc.).

#### Comparison to Neighbouring Communities:

According to a recent scan of 2018 events, festival budgets varied between communities. The following table shows an approximate total budget for each event that includes city funding,

sponsorship sales totals, and other revenue sources (e.g., ticket sales, grants, vendor commissions, etc.).

Event	Surrey	Coquitlam	Abbotsford	Burnaby	Richmond
Canada Day	\$550,000	\$241,000	\$135,000	\$200,000	\$325,000
Cultural Festival	\$780,000	\$180,000	n/a	\$450,000	\$550,000
Other Festivals	\$435,000	\$110,000	\$4,000	\$120,000	\$527,500
<b>TOTAL</b>	<b>\$1,765,000</b>	<b>\$531,000</b>	<b>\$139,000</b>	<b>\$770,000</b>	<b>\$1,402,500</b>

#### Inflationary Pressures on Program Budget:

Staff are not recommending an increase to the 2020 program relative to the 2019 program budget as directed by the Major Events Advisory Group during the January 22, 2019 meeting. However, inflationary pressures related to minimum wage and higher crowd safety requirements will impact the festival program.

In February 2018, the provincial government announced incremental increases to the minimum wage every year until 2021. Since 2017, the minimum wage rate will rise from \$11.35 per hour to \$14.60 per hour in 2020 – a 29 per cent increase.

The schedule for general minimum wage is as follows:

- June 1, 2018 – \$12.65 per hour
- June 1, 2019 – \$13.85 per hour
- June 1, 2020 – \$14.60 per hour
- June 1, 2021 – \$15.20 per hour

The events' budgets will be impacted by the minimum wage increase as a significant amount of event expenses are labour related. Specifically, the festival's contractors for event security, first aid, traffic management, production crew and stage technicians will be directly impacted; and rental pricing for tenting, toilets, electrical distribution, fencing, audio and lighting and mobile stage—which all rely heavily on labour—will increase as well. A general increase to all costs of goods and food services required for each festival is anticipated.

In addition to the wage increase, the City's major festivals now require an increased level of safety precautions due to recent global events. Canada Day, for example, requires large City vehicles to be placed at all arteries into the festival site for the day; more traffic control to improve traffic flow; and security deployment to manage the large crowds.

A static budget will not address each festival's natural growth in attendees. New events like the Cherry Blossom Festival, Farm Fest and World Festival, that continue to attract significantly more people each year, require additional production and safety costs to address the demands of larger crowds. The 2018 festivals were already impacted by the wage increase that took effect on June 1, 2018. The 2019 events will be impacted further and staff will need to adjust programming to address the changes.

Without an increase to the 2020 event budget, the scope of each festival will be reduced accordingly. For example, performance opportunities for artists could decrease and certain

activations may be eliminated. As a result, the overall event experience for the attendees may be impacted.

#### RCMP Deployment at City Produced Festivals:

City festivals all require varying levels of RCMP presence. For smaller festivals like Farm Fest and the Cherry Blossom Festival, RCMP are made aware of the event but do not specifically deploy members to be on-site for the duration of the event. Mid-sized events like the Maritime Festival require a small deployment of officers. The World Festival and Steveston Salmon Festival require a much larger deployment including the setup of an RCMP command centre. The Salmon Festival also requires an additional deployment of RCMP officers to assist with traffic management during the parade and egress after the fireworks.

RCMP costs associated with each event have historically been covered through the RCMP's operating budget and staff anticipates that this will be the case for the 2019 and 2020 festivals. Staff will monitor RCMP overtime and resource deployment at each festival and ensure controls are in place to maintain consistent level of service as in previous years.

#### Corporate Partnerships, Federal Grants and Earned Revenue

Each event relies on its sponsorship revenue, grant funding and earned revenue to deliver the proposed project scope and quality programming. Based on the original list of proposed events, staff project that sponsorship, federal grants and earned revenue targets, for all 2020 events, will reach approximately \$469,300. This amount is approximately 25 per cent of the overall budget. Should these revenues not meet projected targets, the event's scope and budgets will be adjusted accordingly.

Community partnerships have also resulted in additional festival funding. Specifically, the partnership between the Richmond Arts Coalition and the Richmond Maritime Festival has resulted in \$363,800 over the past eight years. The City's partnership with the Steveston Salmon Festival for Canada Day will allow sharing of resources and pooling of earned revenue. And the partnership with Cinevolution and the Vancouver Cantonese Opera Society provides this City with a professional level of artist coordination for no cost.

#### **Financial Impact**

The financial impact will be \$1,345,000 which is proposed to be funded through the Rate Stabilization Account and that the amended Consolidated 5 Year Financial Plan (2019–2023), be updated accordingly.

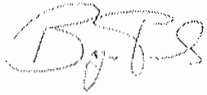
#### **Conclusion**

The proposed schedule of events for 2020 continues the City's tradition of providing numerous opportunities for people to celebrate and engage with their community. Richmond has become a leader in Metro Vancouver when it comes to offering free or low cost festivals to its residents and the attendance and feedback shows this.

March 18, 2019

- 9 -

Over the past few years, each event was well attended, strongly supported through corporate sponsorships, created meaningful community partnerships, provided numerous volunteer opportunities and received significant positive public feedback.

A handwritten signature in dark ink, appearing to read 'B. Tasaka'.

Bryan Tasaka  
Manager, Major Events and Film  
(604-276-4320)

Att. 1: Five Year Funding Summary (2016 – 2020)



Five Year Funding Summary (2016-2020)

The following table details the City, sponsorship and grant funding levels since 2016:

	2016	2017	2018	2019	2020 (proposed)
<b>CHILDREN'S ARTS FESTIVAL</b>					
City Funding	\$ 60,000	\$ 70,000	\$ 75,000	\$ 75,000	\$ 75,000
Sponsorship	\$ 27,000	\$ 23,000	\$ 28,000	\$ 33,750	\$ 30,000
<b>Total</b>	<b>\$ 87,000</b>	<b>\$ 93,000</b>	<b>\$ 103,000</b>	<b>\$ 108,750</b>	<b>\$ 105,000</b>
<b>CHERRY BLOSSOM FESTIVAL</b>					
City Funding		\$ 10,000	\$ 25,000	\$ 35,000	\$ 35,000
<b>Total</b>		<b>\$ 10,000</b>	<b>\$ 25,000</b>	<b>\$ 35,000</b>	<b>\$ 35,000</b>
<b>DOORS OPEN</b>					
City Funding				\$ 20,000	\$ 20,000
City Funding (from department budgets)	\$ 13,615	\$ 14,245	\$ 7,680	\$ 7,000	\$ 7,000
Federal Grant	\$ 4,100	\$ 3,600	\$ 2,700	\$ 2,500	\$ 2,300
Sponsorship	\$ 1,500	\$ 500	\$ 5,000	\$ 5,000	\$ 5,000
<b>Total</b>	<b>\$ 19,215</b>	<b>\$ 18,345</b>	<b>\$ 15,380</b>	<b>\$ 34,500</b>	<b>\$ 34,300</b>
<b>CANADA DAY (Ships to Shore 2013-2016; Richmond Canada Day in Steveston 2017-2018); merged with SalmonFest 2019)</b>					
City Funding	\$ 180,000	\$ 365,000	\$ 250,000	\$ 250,000	\$ 250,000
Sponsorship	\$ 25,000	\$ 53,000	\$ 75,000	\$ 105,000	\$ 105,000
<b>Total</b>	<b>\$ 205,000</b>	<b>\$ 418,000</b>	<b>\$ 325,000</b>	<b>\$ 355,000</b>	<b>\$ 355,000</b>
<b>MARITIME FESTIVAL</b>					
City Funding	\$ 205,000	\$ 380,000	\$ 200,000	\$ 300,000	\$ 300,000
Federal Grant	\$ 43,200	\$ 54,600	\$ 52,700	\$ 55,000	\$ 55,000
Sponsorship	\$ 47,400	\$ 40,000	\$ 39,500	\$ 60,000	\$ 40,000
<b>Total</b>	<b>\$ 295,600</b>	<b>\$ 474,600</b>	<b>\$ 292,200</b>	<b>\$ 415,000</b>	<b>\$ 395,000</b>
<b>FARM FEST (Harvest Fest in 2017)</b>					
City Funding		\$ 150,000	\$ 28,000	\$ 40,000	\$ 40,000
Sponsorship		\$ 16,452	\$ 4,500	\$ 15,000	\$ 15,000
<b>Total</b>	<b>\$ -</b>	<b>\$ 166,452</b>	<b>\$ 32,500</b>	<b>\$ 55,000</b>	<b>\$ 55,000</b>
<b>WORLD FESTIVAL</b>					
City Funding	\$ 230,000	\$ 300,000	\$ 400,000	\$ 400,000	\$ 400,000
Sponsorship	\$ 115,000	\$ 133,000	\$ 151,500	\$ 150,000	\$ 150,000
<b>Total</b>	<b>\$ 345,000</b>	<b>\$ 433,000</b>	<b>\$ 551,500</b>	<b>\$ 550,000</b>	<b>\$ 550,000</b>
<b>SHIPS TO SHORE - KING OF THE SEA</b>					
City Funding		\$ 695,000			
Sponsorship		\$ 34,375			
<b>Total</b>		<b>\$ 729,375</b>			
<b>NEIGHBOURHOOD GRANT PROGRAM</b>					
City Funding		\$ 150,000		\$ 75,000	\$ 75,000
<b>Total</b>		<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>
<b>SUPPORT SERVICES</b>					
Marketing	\$ 50,000	\$ 150,000	\$ 85,000	\$ 85,000	\$ 85,000
Shared Event Assets	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
Program Contingency		\$ 200,000	\$ 50,000	\$ 50,000	\$ 50,000
<b>Total</b>	<b>\$ 65,000</b>	<b>\$ 365,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>

**CANADA 150 SPECIFIC EVENTS**

Pioneer Luncheon	\$	60,000				
Music in the Plaza	\$	30,000				
Additional 150 Projects	\$	75,000				
Specialized Services	\$	250,000				
	\$	415,000				

<b>TOTAL</b>	<b>\$</b>	<b>1,016,815</b>	<b>\$</b>	<b>3,272,772</b>	<b>\$</b>	<b>1,494,580</b>	<b>\$</b>	<b>1,778,250</b>	<b>\$</b>	<b>1,754,300</b>
TOTAL CITY FUNDING (from Rate Stabilization Fund)	\$	740,000	\$	560,000	\$	1,128,000	\$	1,345,000	\$	1,345,000
FUNDING VIA: Council Community Initiative Fund			\$	2,095,000						

**NOTES:**

1. Base level funding for each event was through the Rate Stabilization Fund; except for the Richmond Canada 150 program in 2017 which received \$2,095,000 in funding from the Council Community Initiative Fund.
2. The 2017 Cherry Blossom Festival was funded through the Richmond Canada 150 Celebration Grant program.
3. Figures shown in italics are estimates or requested amounts



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Kim Somerville  
Manager, Community Social Development  
**Date:** March 13, 2019  
**File:** 07-3000-01/2019-Vol  
01  
**Re:** #AllOnBoard Campaign Resolution

### Staff Recommendation

That the #AllOnBoard Campaign resolution, as proposed in Attachment 1 of the staff report titled "#AllOnBoard Campaign Resolution" dated March 13, 2019 from the Manager of Community Social Development be endorsed, requesting that:

1. TransLink work with the Provincial Government to secure funding to provide free transit for children and youth (0-18 years) and a sliding fee scale for low-income individuals;
2. TransLink consider modifying fare evasion ticketing practices;
3. The Provincial and Federal Governments be requested to provide sufficient resources to address existing and projected ridership demand; and
4. That the resolution be forwarded for consideration at the 2019 Lower Mainland Government Management Association of BC (LMGMA) convention and subsequent Union of BC Municipalities (UBCM) convention, as well as to the Federation of Canadian Municipalities.

Kim Somerville  
Manager, Community Social Development  
(604-247-4671)  
Att. 4

REPORT CONCURRENCE		
<b>ROUTED TO:</b> Transportation Intergovernmental Relations	<b>CONCURRENCE</b> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>CONCURRENCE OF GENERAL MANAGER</b> 
<b>REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE</b>	<b>INITIALS:</b> 	<b>APPROVED BY CAO</b> 

## Staff Report

### Origin

At the Regular Council Meeting of Monday, February 25, 2019, Council received a delegation from the Richmond Poverty Response Committee regarding the “#AllOnBoard” Transit Campaign. Delegates requested that Council endorse the Campaign’s resolution to make the transit fare system more equitable for children, youth and low income individuals (Attachment 2). The following referral motion was passed:

*That the #AllOnBoard Transit Campaign be referred to staff for analysis and to bring back recommendations in one month.*

This report supports the following Social Development Strategy action:

*5.2 Support initiatives to help individuals and families move out of poverty, specifying the roles that the City and other partners and jurisdictions can play in pursuing viable solutions (e.g. job readiness programs, affordable housing measures).*

### Findings of Fact

#### #AllOnBoard Campaign

The #AllOnBoard Campaign was initiated by a representative of the Single Mothers’ Alliance B.C., a member organization of the B.C. Poverty Reduction Coalition (BCPRC), of which the Richmond Poverty Response Committee (RPRC) is also a member. The #AllOnBoard Campaign, hosted by the BCPRC, has three main goals:

- To eliminate transit fees for children and youth aged 5 to 18 years (children aged 4 years and under currently ride free);
- Reduce transit fares on a sliding scale for all low-income people, regardless of age; and
- Change fare evasion ticketing practices by:
  - immediately eliminating fare evasion ticketing for all minors;
  - ceasing to withhold BC Drivers’ Licenses or vehicle insurance from those unable to pay fare evasion fines;
  - allowing low-income adults to provide community service as an alternative to paying fines; and
  - lowering fare evasion fines.

The #AllOnBoard Campaign has approached several municipalities to endorse a draft resolution. Other than the municipality named, the wording of the resolution proposed by the RPRC at the February 25 Council Meeting is the same as that proposed to other municipalities. To date, the Cities of Port Moody, Vancouver and New Westminster have endorsed this resolution with minor amendments.

Documentation provided by the RPRC (Attachment 2) includes a 2016 report prepared by the Social Planning Council of Winnipeg, “Affordable Transit Pass Programs for Low Income Individuals: Options and Recommendations for the City of Winnipeg”. The report includes a description of transit subsidies provided by a number of Canadian cities and regions. A summary table profiling the programs, including the type and amount of discount, eligibility, funding source, cost and number of users is included (Attachment 2, Appendix A). Nineteen jurisdictions are identified as providing some form of subsidy, ranging from 22% to 100% discount. One of the resulting learnings and recommendations is:

*All of these “affordable” subsidized programs (usually ~50% discount) still found in their evaluations that the cost is too high for many, so a sliding scale may be a useful addition; this was recently approved and will soon be implemented in the City of Calgary, with the proposed discount ranging from 50-95% off the cost of an adult monthly pass.”*

Subsequent to the preparation of this report, Calgary Transit introduced a Low Income Monthly Pass on a sliding scale based on income. Those with the lowest income will pay \$5.30 for a monthly pass in 2019 (Attachment 3).

#### Related TransLink Actions

At the July 26, 2018 public meeting of the Mayors’ Council on Regional Transportation, TransLink’s Vice President of Transportation Planning and Policy presented the report “Transit Fare Review: Final Recommendations, July 2018”. The recommendations addressed a number of topics, including three addressing user discounts (Attachment 4):

1. *Maintain existing age-based discounts;*
2. *Create separate rider classes for children, youth and seniors; and*
3. *Work with the Provincial Government to explore expanded discounts for low-income residents, children and youth.*

With respect to the latter recommendation, further comments are included in the Review’s Summary of Key Recommendations:

*While not within the transportation-focused mandate of TransLink, the Review finds that expanding discounts for low-income residents is a worthwhile social policy objective. The Review recommends that TransLink and BC Transit work under the leadership of the Provincial Government in the context of the BC Poverty Reduction Strategy to explore available funding, priorities, and opportunities to expand discounts for low-income transit riders, as well as children and youth, across British Columbia.*

The Review identifies Implementation Approaches which, with respect to user discounts, includes to “Work with the Provincial Government to identify potential funding and priorities for potential expansion of discounts for low income residents, children and youth”.

Following consideration of the Review's Final Recommendations, the Mayors' Council on Regional Transportation resolved to:

1. *Endorse the policy recommendations proposed in the Transit Fare Review;*
2. *Direct staff to develop an implementation plan consistent with the approach described in the final report; and*
3. *Receive this report.*

### BC Poverty Reduction Strategy

Based on the endorsed Transit Fare Review implementation approach, the next step regarding user discounts would most likely depend on the Provincial response. However, no subsidies to TransLink for user discounts or fare elimination were introduced in the 2019 Provincial budget or in "TogetherBC: British Columbia's Poverty Reduction Strategy" released on March 18, 2019. Four references to transportation are found in the Strategy; the 2017 introduction of a monthly \$77 transportation supplement for persons with disabilities; the elimination of tolls on the Port Mann and Golden Ears bridges; and overall investment in transit throughout the Province, including HandyDART service improvements. The Province also eliminated a rule whereby income assistance applicants were required to sell a vehicle if worth over \$10,000 in order to qualify.

The Province has described "TogetherBC" as "the beginning of government's efforts to end poverty", indicating that additional policies remain under development, noting that "enhanced investments in affordable transportation", as recommended in community consultations, have not yet been attained.

### Previous City Actions

On January 14, 2019, Richmond City Council considered a request from the RPRC to approve a proposed resolution from the BCPRC calling on the provincial government to ensure that its forthcoming BC Poverty Reduction Plan will be "Accountable, Bold and Comprehensive". The BCPRC's Plan includes several recommendations under each of these three headings. The "Comprehensive" section includes a request of the province to "Develop a comprehensive poverty reduction plan with short, medium and long-term actions in seven policy areas". One of these policy areas, "Equity: Address the needs of those most likely to be living in poverty" includes "Provide free transit for children 0 – 18 years of age and a low-income transit pass for adults". Following consideration of this request, Council resolved:

1. *That the BC Poverty Reduction Coalition's proposed Municipal Resolution, "Call for the ABC Plan for an Accountable, Bold and Comprehensive poverty reduction plan for British Columbia," be endorsed; and*
2. *That the resolution be sent to the Premier, the Minister of Social Development and Poverty Reduction, Richmond Members of the Legislative Assembly, Richmond Members of Parliament and the Leader of the Opposition.*

Previously, in February 2017, Richmond City Council had considered a report by the Richmond Community Services Advisory Committee on “Municipal Responses to Child and Youth Poverty”. This RCSAC report noted the absence of transit fee reductions for low income families as a significant policy gap. The RCSAC report also commended the actions identified in a report prepared by Vibrant Surrey, “THIS is How We End Poverty in Surrey”. The acronym THIS represents four poverty reduction pillars including transportation as one of the cornerstones identified in community consultations (Transportation, Housing, Income and Supports). The RCSAC also recommended that the City advocate for a provincial Poverty Reduction Strategy with targets and timelines.

In providing the RCSAC report to the Province, Council reiterated its request that the province prepare a Poverty Reduction Strategy as Richmond had previously endorsed resolutions for submission to the UBCM to that effect, most recently on May 24, 2016. Earlier that year, Council had also advocated for the elimination of additional bus pass fees for Persons with Disabilities introduced by the Province (April 11, 2016).

## Analysis

### #AllOnBoard Campaign Motion

The motion proposed by the #AllOnBoard campaign (Attachment 2) begins with three preamble clauses containing valid assertions; essentially, that (1) lack of transportation is a barrier to accessing medical care, labour market participation and social inclusion; (2) individuals directly affected have communicated these impacts to the City; and (3) that non-profits supported by the City assist clients with transit expenses. With respect to the latter point, Richmond Family Place, Richmond Youth Services Agency, Avia Employment, Family Services of Greater Vancouver (Richmond Office), Richmond Addiction Services and Touchstone Family Association all report assisting clients with transit costs.

Following the preamble, two key clauses propose advocacy actions. These are described below, followed by a brief analysis.

- (1) BE IT RESOLVED THAT the City would endorse the #AllOnBoard Campaign; the City write a letter to the TransLink Mayors' Council on Regional Transportation, the Board of Directors of TransLink, the Ministry of Municipal Affairs and Housing and the Ministry of Social Development and Poverty Reduction asking TransLink to work with the provincial government to finalize and secure funding, and develop a plan for free public transit for minors (aged 0-18), and reduced price transit based on a sliding scale using the Market Basket Measure for all low-income people regardless of their demographic profile as soon as possible...*

Given the enormous impact of mobility on all aspects of societal participation, including the ability to access employment, staff consider that transportation, subsidized as described, would be an appropriate poverty reduction strategy. It is also important to consider the significant financial and societal costs resulting from barriers to employment, affordable housing, healthcare and opportunities for inclusion.

While free transit for children and youth would not be limited to those in low-income circumstances, a universal rather than targeted approach is recommended so as to avoid the stigmatization resulting from a two-tiered application process or type of pass that would be particularly detrimental to children, youth and those parents seeking such assistance. In addition to overcoming stigma for vulnerable children, youth and families, the following broader societal goals identified for the U-Pass system (U-Pass Review Final Report, Urban Systems, May 4, 2005) would also apply to providing universal access for children and youth:

- Increased transit ridership;
- Reduced automobile traffic;
- Reduced greenhouse gas emissions;
- Cost savings for those using transit; and
- Developing a transit culture.

These points illustrate that a number of social, environmental and financial sustainability goals would be met by such a policy direction, with increasing benefits over time as future generations are raised as transit users.

As TransLink's mandate is to provide a predominantly self-funded transit system, free transit for children and youth as well as a sliding fee scale for low income adults would require significant funding sources. To fund the latter proposal, the 2018 Transit Fare Review proposes that this be resourced by the provincial government as part of the BC Poverty Reduction Strategy. However, as indicated above, transit fee reductions were not included in the recently introduced Strategy.

In addition to the subsidization required to make up for the cost of foregone fares, another significant financial impact would be the need for additional transit capacity should ridership increase substantially from this policy change. For example, introduction of the U-Pass program for post-secondary students resulted in higher than anticipated ridership increases and is a factor in the 99 B-Line bus corridor becoming the busiest route in Canada and the United States. For this reason, staff are recommending an additional clause (Attachment 1), requesting that senior governments finance transit capacity expansion commensurate with the increased ridership anticipated to result from the recommended policy changes, as well as to address existing demand given that many TransLink routes are already subject to overcrowding (TransLink 2017 Transit Service Performance Review).

- (2) THAT the City write a separate letter to the Mayor's Council on Regional Transportation asking them to 1) require that TransLink adopt a poverty reduction/equity mandate in order to address the outstanding issue of lack of affordability measures to ensure those who need public transit the most can access the essential service, and 2) to request the Mayors' Council on Regional Transportation and TransLink immediately and without delay amend existing by-laws and cease ticketing all minor for fare evasion as the first step towards the full implementation of free transit for children and youth 0 – 18, unlink ICBC from fare evasion for youth and adults, and introduce options, including allowing low-income adults to access community service as an alternative to the financial penalty of a fare evasion ticket; and lower the ticket price substantially...*



This clause includes a number of actions related to fare evasion fines. While provincial resources would be required for TransLink to adopt a broader poverty reduction/equity mandate, it is within their mandate to change fare evasion ticketing practices, specified in a proposed wording amendment to the motion (Attachment 1). #AllOnBoard proposes that TransLink cease fining children and youth for fee evasion. If transit is made free for these age groups, ceasing to ticket them would be consistent with the new policy direction; however, as provincial support for the former has not yet been received, modifying the wording from “immediately and without delay” to “consider amending” is proposed.

The second proposed action, to cease blocking access to a driver’s license or vehicle insurance as a consequence of unpaid fines, is also consistent with a poverty reduction approach. As mobility is often essential to locating affordable housing, and finding and securing employment, further restricting mobility only serves to exacerbate barriers. The third proposal, to allow low-income adults the option of offering community service instead of fine payment, is a constructive alternative. Lowering the fine for fare evasion would also be reasonable; the fine fare of \$173, increasing to \$213 if not paid within 180 days or \$273 if not paid within 366 days, is beyond the reach of low-income individuals and families to pay.

The final two clauses propose that the resolution be forwarded to the 2019 Lower Mainland Government Management Association of BC and the subsequent 2019 Union of BC Municipalities (UBCM) Convention. The amended resolution (Attachment 1) adds the Federation of Canadian Municipalities Convention to the list of recipients.

### **Financial Impact**

There is no financial impact.

### **Conclusion**

Access to health care, education, employment and housing is often dependent on mobility. Access to nature, recreation, cultural activities and meaningful relationships are also vitally important for physical, mental and social health. While some are fortunate to have these close at hand, for many, distance and the commensurate cost of transportation comes between them and a range of opportunities. Higher housing costs in proximity to urban centres, resulting in those with lower incomes moving to areas with fewer amenities and travelling greater distances to access the same, exacerbates the need for affordable transit.

As the proposed #AllOnBoard Campaign motion contains proposals to support poverty reduction in immediate, practical ways by removing barriers to life’s necessities and opportunities, and to support children and youth through a universal transit access program with wide-ranging and long-term social, environmental and economic benefits, staff recommend its endorsement with the additions proposed in Attachment 1, requesting that TransLink receive sufficient funding to address current and future ridership demand.



Lesley Sherlock  
Social Planner  
(604-276-4220)

March 13, 2019

- 8 -

- Att. 1: Proposed #AllOnBoard Resolution  
2: Richmond Poverty Response Committee submission  
3: Calgary Transit Low Income Monthly Pass  
4: TransLink Transit Fare Review: Final Recommendations, July 2018

City of Richmond**Notice of Motion: #AllOnBoard Campaign (Proposed Revisions to Attachment 1 Motion in Bold)**

WHEREAS the City of Richmond has recognized and has demonstrated over the past years its commitment to the health and well-being of its residents, and lack of transportation is one of the most common reasons for missing medical appointments and a significant barrier to social inclusion and labor market inclusion for low income adults and youth; and

WHEREAS the #AllOnBoard Campaign, concerned agencies in **Richmond** and through-out Metro Vancouver, and directly impacted youth and adult community members have brought to the attention of the City of Richmond the direct harm that is brought to them through the bad credit ratings they develop due to fare evasion ticketing. Those living below the poverty line have brought forward that they cannot afford to pay the \$173 fines received individually, or the resulting accrued 'TransLink debt' from many unpaid fines; and

WHEREAS the City of Richmond and other municipalities contribute to charities and non-profits which then out of necessity subsidize transit tickets for those who cannot afford to access crucial social services provided in the City of Richmond and other municipalities, and sometimes pay off 'TransLink debt' and fare evasion fines to TransLink and external collection agencies;

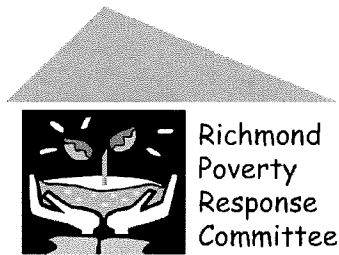
BE IT RESOLVED THAT the City of Richmond endorse the #AllOnBoard Campaign; the City write a letter to the TransLink Mayor's Council on Regional Transportation, the Board of Directors of TransLink, the Ministry of Municipal Affairs and Housing and the Ministry of Social Development and Poverty Reduction asking TransLink to work with the provincial government to finalize and secure funding, and develop a plan that will provide free public transit for minors (aged 0-18), and reduced price transit based on sliding scale using the Market Basket Measure for all low-income people regardless of their demographic profile as soon as possible; and

THAT the City write a separate letter to the Mayor's Council on Regional Transportation asking them to 1) **request that** Translink **consider adopting** a poverty reduction/equity mandate **regarding fare evasion fines** in order to address the outstanding issue of lack of affordability measures to ensure those who need public transit the most can access the essential service, and 2) request the Mayor's Council on Regional Transportation and TransLink **to consider amending** existing by-laws and cease ticketing all minors for fare evasion as the first step towards the full implementation of free transit for children and youth 0-18, unlink ICBC from fare evasion for youth and adults, and introduce options, including allowing low-income adults to access community services as an alternative to the financial penalty of fare evasion ticket; and lower the ticket price substantially; and

**THAT the Provincial and Federal Governments be requested to provide sufficient resources to TransLink to address existing and projected ridership demand including estimated increases resulting from these policy changes; and**

THAT the resolution regarding support for the #AllOnBoard Campaign be forwarded for consideration at the 2019 Lower Mainland Government Management Association of BC (LMGMA) convention and subsequent Union of BC Municipalities (UBCM) convention, **as well as to the Federation of Canadian Municipalities;**

AND THAT the #AllOnBoard forthcoming research report containing evidence and testimonials in support of the #AllOnBoard Campaign be included in the submission to the LMGMA once available.



**Delegation to Richmond City Council February 25, 2019**

My name is Phil Dunham and I live in Steveston. Don Creamer and I are speaking on behalf of the Richmond Poverty Response Committee or PRC.

We are here to ask City Council to approve the **#All On Board transit campaign** resolution tonight, which is to endorse the campaign and advocate to the Mayors' Council and the BC government to implement the following improvements to the transit fare system:

- Free transit for 0-18 years
- Sliding scale fares for low-income individuals
- Changes to Translink fines program

Free transit for children and youth will 'raise-a-rider' and develop enthusiastic transit users over time.

Sliding scale fares will give disadvantaged residents access to public amenities that we all pay for.

And changes to the transit fines programs can mean local non-profits won't have to use grant funds to pay their clients' fines.

New Westminster, Port Moody and Vancouver have all approved resolutions in support of #AllOnBoard.

The campaign is now pushing forward in Burnaby, North Vancouver, Port Coquitlam, Delta and White Rock. Richmond could be next!

Now Don Creamer will speak on his experience with fines.

Thank you,

Phil Dunham  
On behalf of  
Richmond PRC

cc. De Whalen,  
Chair, Richmond PRC  
H 13631 Blundell Road  
Richmond V6W1B6  
C 604.230.3158

**City of Richmond**

**Notice of Motion: #AllOnBoard Campaign**

WHEREAS the City of Richmond has recognized and has demonstrated over the past years its commitment to the health and well-being of its residents, and lack of transportation is one of the most common reasons for missing medical appointments and a significant barrier to social inclusion and labour market inclusion for low income adults and youth; and

WHEREAS the #AllOnBoard campaign, concerned agencies in Vancouver and through-out Metro Vancouver, and directly impacted youth and adult community members have brought to the attention of the City of Richmond the direct harm that is brought to them through the bad credit ratings they develop due to fare evasion ticketing. Those living below the poverty line have brought forward that they cannot afford to pay the \$173 fines received individually, or the resulting accrued 'TransLink debt' from many unpaid fines; and

WHEREAS the City of Richmond and other municipalities contribute to charities and non-profits which then out of necessity subsidize transit tickets for those who cannot afford to access crucial social services provided by the City of Richmond and other municipalities, and sometimes pay off 'TransLink debt' and fare evasion fines to TransLink and external collection agencies;

BE IT RESOLVED THAT the City of Richmond endorse the #AllOnBoard Campaign; the City write a letter to the TransLink Mayors' Council on Regional Transportation, the Board of Directors of TransLink, the Ministry of Municipal Affairs and Housing and the Ministry of Social Development and Poverty Reduction asking TransLink to work with the provincial government to finalize and secure funding, and develop a plan that will provide free public transit for minors (aged 0-18), and reduced price transit based on a sliding scale using the Market Basket Measure for all low-income people regardless of their demographic profile as soon as possible; and

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THAT the resolution regarding support for the #AllOnBoard Campaign be forwarded for consideration at the 2019 Lower Mainland Government Management Association of BC (LMGMA) convention and subsequent Union of BC Municipalities (UBCM) convention

AND THAT the #AllOnBoard forthcoming research report containing evidence and testimonies in support of the #AllonBoard Campaign be included in the submission to the LMGMA once available.



*Research conducted by Peter Greenwell*

**Fare Evasion Fines and Enforcement: TriMet, Portland and King County Metro Transit, Seattle**  
**CONFIDENTIAL**

**Summary**

In Metro Vancouver, we took fare evasion fines and enforcement out of the court system in 2012, through amendments to the South Coast Transportation Authority Act. The non-court based alternative enforcement mechanisms included: non-renewal of drivers' licenses, referral to debt collectors, and barring from the transit system. In 2016 the Province of Alberta fare evasion and jay walking fines were also removed from the criminal system. In 2015, in Alberta, a tragic situation occurred when Barry Stewart chose five days in jail instead of paying \$287 in fare evasion and jay walking tickets<sup>1</sup> and then died in remand. In 2018 both TriMet (Portland) and King County Metro Transit (Seattle)<sup>2</sup> decriminalized fare evasion. Importantly these two transit systems are also making significant changes to the level of fare evasion fines and the process and objectives of the enforcement mechanisms being implemented.

After the completion of audits<sup>3</sup> on their fare evasion citation programs, considering effectiveness and cost-recovery, both TriMet and King County Metro Transit concluded their existing fare evasion and enforcement procedures were not cost-effective and, in addition, were punitive to particular population groups. The King County Audit said Metro Transit "cannot determine whether its model of fare enforcement makes sense, in terms of costs and outcomes, or identify ways to improve it." Both transit systems elected to establish, with extensive community discussions and research of approaches in other USA cities, programs that had multiple resolution options in a non-court based framework. Portland and Seattle, working under State and County policies on equity and social justice, are implementing reforms that TransLink is not currently considering. TriMet and Metro Transit's approaches are discussed below.

***TriMet, Portland***

Portland's regional transit system<sup>4</sup>, TriMet, has a seven member Board of Directors that is appointment by the Governor of Oregon. The General Manager answers to the Board of Directors. There is a necessary but indirect relationship with City of Portland and Tri-County governments. TriMet's electronic card is called the HOP Fastpass. Since 2010, TriMet has been going through a process of simplifying their fare structure, first by ending their zone system, and then re-setting fare levels at the same level for Honored Citizens (seniors, disabled and veterans) and youth.

TriMet issues approximately 20,000 fare evasion tickets per year<sup>5</sup>. The agency completes an annual fare evasion survey; and in 2017 the estimated fare evasion rate was 13.1 percent. This percentage is high compared with other transit systems and represented a challenge for TriMet fare enforcement.

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<sup>1</sup> News article here: <https://www.cbc.ca/news/canada/edmonton/alberta-bill-proposes-end-to-arrests-for-transit-fare-jaywalking-scofflaws-1.3534395>

<sup>2</sup> Washington DC Council voted to support the *Fare Evasion Decriminalization Act 2018*, November 13, 2018 <http://lims.dccouncil.us/Download/38590/B22-0408-CommitteeReport1.pdf>

<sup>3</sup> Portland had a third-party independent audit completed, and Seattle's was an internal audit

<sup>4</sup> TriMet operates in three different counties and numerous cities: <https://trimet.org/pdfs/taxinfo/trimetdistrictboundary.pdf>

<sup>5</sup> In a September, 2018 Appellate Court decision, not specifically related to fare evasion, but deemed to be applicable, the issue of checking for fares evasion without probable cause, was deemed unconstitutional, as the process lacked reasonable suspicion.

### ***Research conducted by Peter Greenwell***

Repeat violations (i.e. getting caught with either no fare or improper fare more than once in the two years of data) comprise 25.5% of all enforcement incidents.

In 2017 TriMet had a third-party independent review conducted which revealed a growing fare evasion rate, as well as a need for a fare enforcement regime that included both opportunities to make consequences less punitive, while maintaining an effective incentive for riders to pay fares. The independent review considered the fare enforcement practices used by other transit systems including Dallas, Los Angeles, Minneapolis, New York, Phoenix, Buffalo, and San Francisco.

Beginning July 1, 2018 TriMet rolled out, in conjunction with the implementation of a low-income fare program, a revised fare evasion enforcement plan. TriMet's previous fine was similar to TransLink's fare evasion ticket, with a \$175 fine per infraction. State legislation was enacted to allow TriMet to hold fare evasion citations for 90 days<sup>6</sup>, to allow for alternative dispute resolution, before the citation was registered with the Court. The new system is a hybrid system that provides adults, riding without a valid fare, with three options:

1. Fine
2. Community service
3. Enrollment in the Low income/Honored Citizen program

If completed within 90 days, the citation is not referred to the Court system. If it is not resolved, then it continues to be referred to Court.<sup>7</sup> Currently, citations are issued on paper. TriMet is in the final stages of testing the filing of electronic citations. Currently, all citations are tracked in a database, but that information is manually entered from the citation form to a database.

It should be noted an appeal process, regarding proof of payment only, is available for citations issued for non-payment. Essentially a passenger is given a second chance to produce proof of payment (for example, when a monthly employee pass was paid for but forgotten and not shown at the time of the citation). There is no appeal for extenuating circumstances. If the citation is resolved within the 90 days, then administratively it is referred to the Court system.

#### Tiered fines

There were extensive discussions before fine levels were determined, to find a balance between effective deterrence without being punitive. This discussion was informed by empirical research undertaken by Dr. Brian Renauer, Criminal Justice Policy Research Institute, Portland State University, on

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TriMet will modifying their fare checking process. The issue does not come up with non-police security. Full report here: <https://trimet.org/meetings/board/pdfs/2018-11-14/ord-351.pdf>

<sup>6</sup> The violation statute (ORS 153.054) used to say that the citing officer "shall cause" the citation to be delivered to the court. Oregon changed the statute so now it says that except as provided in ORS 267.153 (which is where the administrative fine option is outlined). So TriMet has the clear authority to not file until after 90 days, and not file at all if the person resolved administratively. *Knight versus Spokane*, Washington State Court ruling from the 1970's, a ticket must be served within 3 days of issuance (this addressed graft issue with officers 'issuing' tickets, but paid to them directly, and then not filed with Court).

<sup>7</sup> Los Angeles opted for an completely internal system for adjudicating citations, without referral to court system, and has had difficulties with compliance enforcement

### ***Research conducted by Peter Greenwell***

compliance results and efficacy of 'get tough policies.' The fine structure approved is tiered<sup>8</sup> based on the number of fare evasion violations:<sup>9</sup>

- First offense: \$75
- Second offense: \$100
- Third offense: \$150
- Fourth offense and beyond: \$175 (no reduction options available)

### **Community Service**

TriMet has developed relationships with five larger agencies that already had an established relationship with the Court system, for the completion of community service hours, see list here:

<https://trimet.org/citation/communityservice/>. A person that receives a citation must register with one of the five agencies, complete the required hours, and have the agency report back to TriMet within 90 days of the citation being issued, to avoid a referral of the citation to the Court system. An adult fare evader may have the option to complete community service in lieu of a fine:

- First offense: 4 hours (\$18.75/hour in-kind service)
- Second offense: 7 hours (\$14.28/hour in-kind service)
- Third offense: 12 hours (\$12.50/hour in-kind service)
- Fourth offense and beyond: 15 hours (\$11.66/hour in-kind service)

### **Low income/Honored Citizen Program enrollment**

TriMet will waive the fare evasion citation if an adult rider meets ALL of the following criteria:

- Eligible for, but not enrolled in, TriMet's low income fare program (July 2018) or the agency's Honored Citizen program, <https://trimet.org/citation/programs/>
- Successfully enroll in the low income or Honored Citizen program during the 90-day stay period.
- Load a minimum of \$10 on their reloadable HOP Fastpass™ fare card during the 90-day stay period.

Qualification for the Honored Citizen HOP is handled through verification by third parties (non-profit agencies and other government departments/agencies). It is a two year qualification period, the same as Seattle's Metro Transit. A person must go to the TriMet's downtown ticket centre with the verification, to have their photo taken, and have a HOP card printed for them at that time. Resolution of a ticket through these options is only available to adults for fare evasion citations, and not when other violations (such as behavior) of the TriMet Code have been committed.

### ***King County Metro Transit, Seattle***

Fare enforcement on King County Metro Transit<sup>10</sup> started in 2010. Currently, the RapidRide lines are the only bus lines in the Metro Transit system with fare enforcement<sup>11</sup>. On the regular buses, much like in

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<sup>8</sup> Calgary Transit also has a tiered fine system, but at much higher rates, \$250 (1<sup>st</sup> fine), \$500 (2<sup>nd</sup>) and \$750 (3<sup>rd</sup>)

<sup>9</sup> If paid during the 90-day stay period

<sup>10</sup> Metro Transit has 1/3 of the County workforce, and is being elevated from a Division of the Transportation Department, to its own department.

<sup>11</sup> Starting March, 2019 no Metro Transit busses will run through the downtown transit tunnel, Sound Transit light rail only. Most busses will be rerouted onto the 3<sup>rd</sup> Street transit corridor, where all busses, including non-RapidRide, will be subject to proof of payment enforcement



***Research conducted by Peter Greenwell***

Metro Vancouver, operators may ask for proof of payment, but do not enforce payment and do not issue tickets for fare evasion<sup>12</sup>.

King County Metro Transit contracts with Securitas, the same private company used by Sound Transit, for fare enforcement officers. Sound Transit runs the regional light rail system. Metro Transit adopted the same fare enforcement practices used on Sound Transit. Metro Transit operates in a different policy environment than TransLink; they have their own *Service Guidelines* – similar to TransLink’s *10-Year Vision* – and in addition they operate within the *King County 2016-2022 Equity and Social Justice Strategic Plan*, which outlines the need to consider the equity impacts of County services. Metro Vancouver’s *Metro 2040*, does not have explicit social equity or social sustainability goals.

In 2016 the Securitas enforcement officers checked almost 300,000 passengers, or about 1.4 percent of RapidRide ridership. Of those 300,000 checks, officers encountered 9,352 instances where riders could not show proof of payment. Depending on the number of times a person has been encountered by officers without valid proof of payment or deceitful behavior, officers can:

- issue a verbal warning
- a \$124 fine<sup>13</sup>, or
- recommend a misdemeanor to Metro Transit Police (adults only)

Almost 19,000 people received penalties between 2015 and 2017. Of those people, 99 individuals (0.5 percent) received a total of 1,589 penalties or six percent of all penalties in this time period. One person received 53 penalties over two years. The majority of this group are people of color, people who experienced housing instability during this time, or both. An Auditor’s report on the existing fare evasion system found that about 10% of people given warnings were homeless or experiencing housing instability, 25% of citations were given to this group of people, and nearly 30% of misdemeanors were to this category of people<sup>14</sup>.

The table below details the approximate cost of the past fare evasion ticket system for various activities<sup>15</sup>.

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<sup>12</sup> Practice in Seattle, a bus operator might provide a transfer to a non-paying person, so that if a fare inspector is on the bus, the rider will have ‘proof of payment’ – to prevent situation where the rider says the bus driver let me on, but not having proof.

<sup>13</sup> Under State Law, Theft in 3<sup>rd</sup> Degree (theft of services) which is a criminal gross misdemeanor, as there is a real value being stolen, and could be referred to the County Prosecutor

<sup>14</sup> During interviews, officers stated they try to use their discretion in enforcement with individuals they encounter frequently or who may be experiencing housing instability, but their tools were limited and their primary task is fare evasion enforcement.

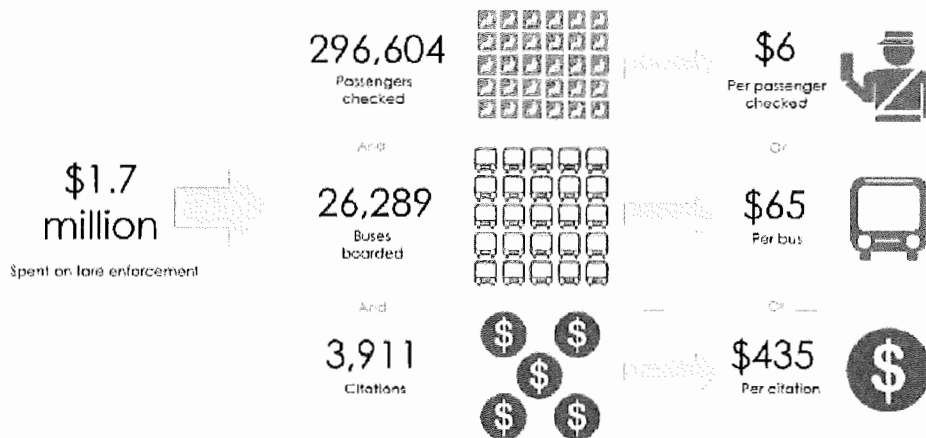
<sup>15</sup> From staff report to King County Executive, September 8, 2018

Research conducted by Peter Greenwell

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RapidRide fare enforcement costs on per-unit basis for 2016.

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According to the King County Executive, the past process was intended to provide a deterrent to fare evasion, however, a King County Auditor's Office report found that most infractions went unresolved.

The District Court estimated that processing fare evasion tickets cost more than \$343,760 in staff time in 2016, with only \$4,338—about 1.3 percent—recovered in payments to the county. The District Court began charging Transit for the remainder of its ticket processing costs. With Metro Transit expanding fare enforcement to additional RapidRide lines, these costs were expected to increase. By 2025 Metro Transit has plans to increase the RapidRide bus lines from six lines to 19 lines, and 26 lines by 2040.

In early 2017 there was an internal review of fare enforcement. The fare evasion citation is a civil infraction such as a red light infraction. Reviewed infractions to look for trends with race, geography and looked at ways to address/prevent (for example, parking a police vehicle near a transit stop with frequent evasion boarding). Officers rotate through the system so everyone should have the same ticketing profile, couldn't find any statistically significant trends amongst the officers. The position of Quality Assurance Supervisor was created, to review all complaints, uses of force and look for any undesirable trends.

On September 8, 2018 the King County Council approved Ordinance 2018-0377 to amend the *King County Code*, to replace the existing infraction system for fare evasion on RapidRide buses and replace it with an alternative resolution process. The Ordinance directs the creation of an internal Metro Transit process, where customers will have several options for resolution of any fare violation. The intent is to provide offenders with an option to resolve the citation, outside of court, and not face debt collection and subsequent penalties. The new system will allow for several options for resolution—an opportunity to mitigate a fine by early payment, allow for community service in lieu of a fine, or provide for the ability to administratively cancel a fine. Estimated that January, 2019 will be when new tickets will be issued.<sup>16</sup>

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<sup>16</sup> In the transition period Metro Transit has stopped referring adult citations to prosecutor (youth citations have not been referred for two years with an additional warning given before ticketing). Currently doing a Title 6 check (compliance with the Civil Rights Act), which is why the program is likely not in place until January, 2019.

*Research conducted by Peter Greenwell*

The following transit fare evasion penalties and resolution for use by Metro King County Transit on the RapidRide busses have every step based on 'a fresh start.' Two people have been hired to administer the program, one person is responsible for outreach – job is to connect with violators and explain/work through the prevention and/or resolution steps. The proposed fines and resolutions are:

**\$50 Infraction**

**WITHIN 30 DAYS**

- Paying infraction = fine halved

**WITHIN 90 DAYS (TBD)**

- LIFT enrollment the fine is waived
- 4 hours Community Service the fine is waived. On the back of the infraction form is a certification form to be filled out and signed by the agency where hours completed, a self-addressed stamped envelope is provided.
- Add \$25 stored value to ORCA Lift the fine is waived (limited to once per year)
- Add \$50 to ORCA the fine is waived (limited to once per year)
- Appealed to
  - 1<sup>st</sup> – Metro Adjudicator<sup>17</sup>
  - 2<sup>nd</sup> – Mitigation Panel<sup>18</sup>

**IF UNRESOLVED AFTER 90 DAYS**

The ticketed person's name would be added to the "Pending Suspension" list. The next failure to pay, results in a 30 day suspension per unresolved infraction. After 30 days, the infraction is considered to be resolved. The link that is maintained to the Court system<sup>19</sup> is that non-payment of a fare during a suspension could have transit police either issue a ticket for criminal trespass, ask the rider to disembark the bus (under the County Code's *RideRight* can have civil or criminal charges depending on infraction) or take the person to jail. A 30 day suspension can be issued anytime during the 365 days.

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<sup>17</sup> The new position of Metro Adjudicator, within Transit Security, was created with the goal of engaging people in violation with resolution options.

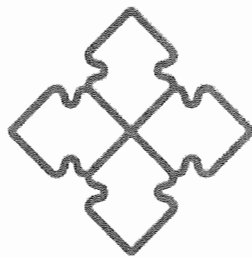
<sup>18</sup> The final step is an appeal to the Mitigation Panel (an existing process used for suspensions). The Mitigation Panel has five members representing: Transit Security, Operations, Diversity, Customer Service and ParaTransit.

<sup>19</sup> Los Angeles Metro Transit brought both fare evasion/enforcement and parking tickets in-house: <https://www.metro.net/about/transit-court/>, including an inability to pay waiver, [http://media.metro.net/about\\_us/transit\\_court/images/waiver\\_transitcourt\\_declaration\\_inability\\_to\\_pay.pdf](http://media.metro.net/about_us/transit_court/images/waiver_transitcourt_declaration_inability_to_pay.pdf)

# Affordable Transit Pass Programs for Low Income Individuals: Options and Recommendations for the City of Winnipeg

Markus Beveridge – Practicum Student

July 22, 2016



Social Planning Council  
*of Winnipeg*

## **Table of Contents**

<b>Introduction .....</b>	<b>3</b>
<b>Methodology &amp; Structure .....</b>	<b>3</b>
<b>Profiles: Selected Canadian Affordable Transit Pass Programs .....</b>	<b>4</b>
1. City of Calgary .....	4
2. Region of Waterloo .....	6
3. Region of York .....	8
4. Region of Halton .....	10
5. City of Hamilton .....	11
6. City of Windsor .....	13
7. City of Kingston .....	15
8. City of Guelph .....	17
9. City of Saskatoon .....	19
<b>Summary &amp; Comparison .....</b>	<b>21</b>
<b>Conclusion &amp; Recommendations .....</b>	<b>24</b>
<b>References .....</b>	<b>25</b>
<b>Appendices .....</b>	<b>27</b>
Appendix A: Brief Profile of All Canadian Affordable Transit Pass Programs.....	27
Appendix B: List of All Information Sources by Jurisdiction.....	28

## **INTRODUCTION**

Accessible and affordable transportation for low-income individuals and families has been demonstrated to create economic and social benefits for not only those experiencing low income, but for society as a whole. A majority of Canadian cities have either fully implemented, or are piloting, affordable public transit passes for people living in low-income. Winnipeg currently has discount pass options for seniors and in September, 2016, will be implementing a UPASS program for students. These two discount programs recognize that cities can play an important role in meeting the transportation needs of people with fixed or lower incomes.

Winnipeg considered implementing an affordable transit pass (ATP) program in 2010. At the time, Transit Finance Manager Carrie Erickson wrote, “a transit system that is accessible to all Winnipeggers is an important contributor to employment and economic opportunity” (Kives, 2010). On March 24, 2010, Winnipeg City Council voted in favour of a motion to consider low income and off-peak passes, “after the implementation of Winnipeg Transit’s Fare Collection System Update Project to provide for the review and development of intergovernmental partnerships as well as technical, financial, and administrative support systems that may be necessary” (City of Winnipeg, 2010).

There are various types of affordable transit initiatives being employed in Canada and internationally. The two primary reasons that these are implemented are to increase public transit use and/or to make transit more affordable (Serebrisky et al., 2009). This report is concerned with the latter, focusing especially on initiatives targeted at helping low-income individuals and families. The current types of programs being used include indirectly and directly targeted discounts. Indirect programs such as family passes and off-peak passes are universal, but operate under the implicit assumption that these will be utilized most by those with low incomes. Direct programs have eligibility restricted to those with low incomes, such as reduced transit tickets and reduced monthly passes. Some jurisdictions even have free transit, which may be either universal or needs based.

Family passes, off-peak passes, and reduced ticket programs have undergone little research, but are generally considered impractical due to their significant limitations (Hardman, 2015; Taylor, 2014; Dempster, 2009). It is not advised that these be implemented as standalone programs, although they could perhaps be used to supplement other affordability initiatives. Universal system-wide free transit models are the theoretical ideal, but are typically considered unfeasible for a city with the size and dispersion of Winnipeg (Perone & Volinski, 2003; Volinski, 2012). Needs based free transit could work since it is essentially a subsidy program with a very deep discount, although there was no available research that could be found on such a model. As such, this report will focus on reduced cost monthly passes. These are the most common transit initiatives currently used in Canada to benefit those with low incomes, and they are steadily increasing in number across the nation.

## **METHODOLOGY & STRUCTURE**

Nineteen national affordable transit pass (ATP) programs were found and are each briefly profiled in Appendix A. Fourteen of them are permanent and five are pilots. Fifteen of the programs are municipal (seven with provincial funding and eight without), three are regional, and one is provincial. Of the nineteen ATP programs, nine of them are analyzed in more depth below. Eight of these are permanent and one is a pilot; six are municipal (three with provincial

funding, three without) and three are regional. A review of eight international programs has also been very recently conducted by Toronto Public Health (2015) and is therefore not repeated in this report, but can be found in the list of references.

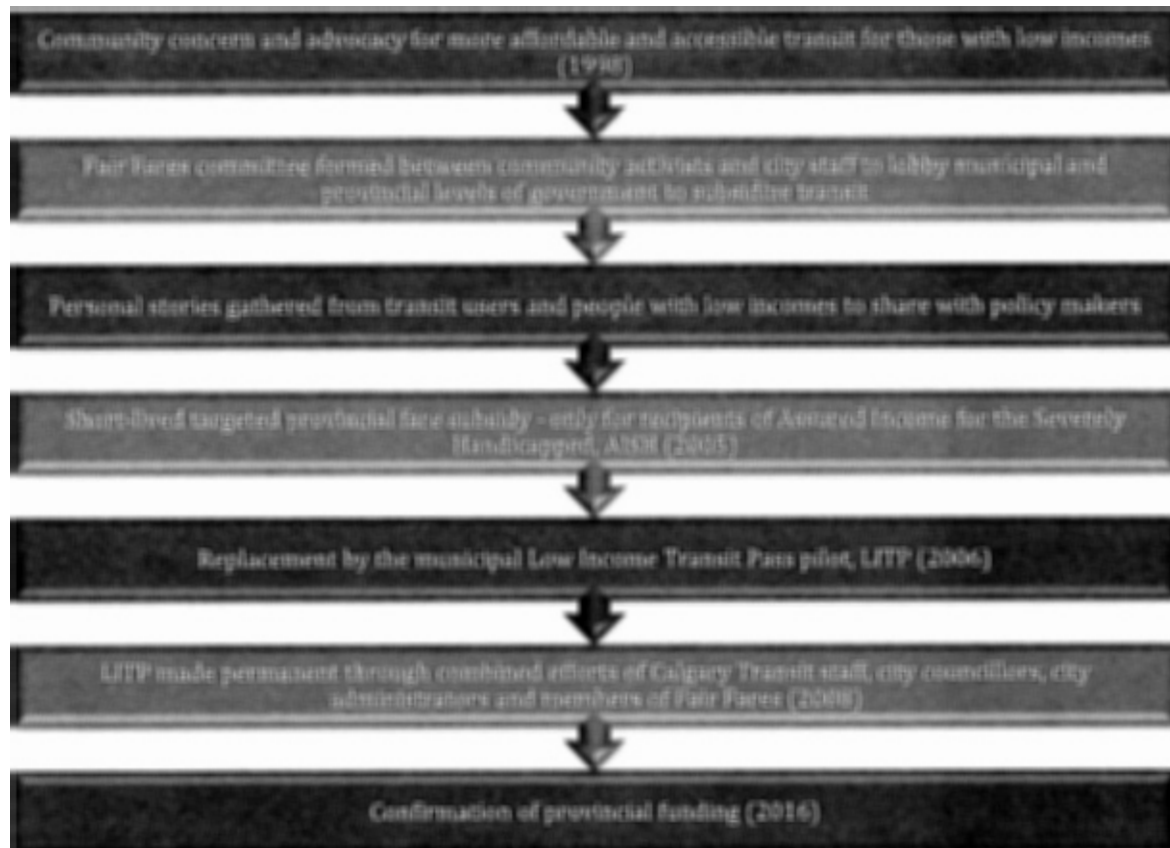
This paper reviews ATP program specifics in the following jurisdictions: City of Calgary, Region of Waterloo, Region of York, Region of Halton, City of Hamilton, City of Windsor, City of Kingston, City of Guelph, and City of Saskatoon. The establishment, funding, operation, challenges encountered, successful strategies, and impact are examined for each (much of which is adapted/updated from a 2012 review conducted by Dempster and Tucs for the City of Toronto). The paper then culminates in a final summary and comparison of all the programs profiled, out of which come brief options and recommendations for the City of Winnipeg.

*Note: This review is not wholly comprehensive, it is comprised of all the information that was publicly available at the time of writing; it is meant to give a preliminary understanding of the types of programs already being implemented and a guide to what can be learned from them. For a list of all information sources used for each jurisdiction see Appendix B.*

## **PROFILES: SELECTED CANADIAN ATP PROGRAMS**

### **1. CITY OF CALGARY**

#### **1.1 Establishment**



#### **1.2 Funding**

For the first years of operation the cost of the LITP program was covered by an anticipated surplus in the Calgary Transit budget. During this time, continuation of the program

was reliant on a sustained surplus. When the LITP program was approved as a permanent program in 2008, the municipal tax levy began to cover costs through an allotment to Calgary Transit. The city covered the full \$20 million per year costs until 2016 when the Government of Alberta confirmed \$4.5 million of yearly provincial funding to help supplement the program.

### **1.3 Operation**

Calgary Transit operates the program. Applications for the LITP are accepted at the main transit office. Registration is open to all residents of Calgary 18-64 years old who meet the low-income criteria. With their application, registrants must provide an Income Tax Notice of Assessment (NOA) for all family members 18 years or older in the household. Applicants who are recipients of AISH can provide a Health Benefits stub or a current copy of an official letter stating their eligibility. Patrons who meet the criteria receive a confirmation letter, which they may then use to purchase a pass at any one of four locations. To reduce risk of fraud, registrants' names are maintained in a database, LITP passes have patrons' names on them and are non-transferable, and patrons must reapply annually. The passes were initially priced at just under half the regular adult pass (44%), with eligibility available to those falling below 75% of the before-tax Low Income Cut-Off (LICO). Eligibility has since increased to 100% of before-tax LICO in 2014, and the recent provincial funding has been touted as an opportunity to implement a sliding scale up to 130% of the LICO.

### **1.4 Challenges Encountered**

- Logistical: establishing a benchmark for eligibility
- Financial: determining how the city's cost would vary with different criteria and different pass prices
- Administrative: finding ways to mitigate potential for fraud while still remaining non-stigmatizing and easily accessible

### **1.5 Successful Strategies**

- Long-term community advocacy and involvement; the Fair Fares group continues to play a role in an advisory capacity
- Personal stories from people with low incomes helped councillors and staff appreciate the importance of the program and the barriers that regular prices create
- Studies conducted to assess costs (how many people would switch to the new pass) and appropriate fees (from the perspective of potential clients)

### **1.6 Impact**



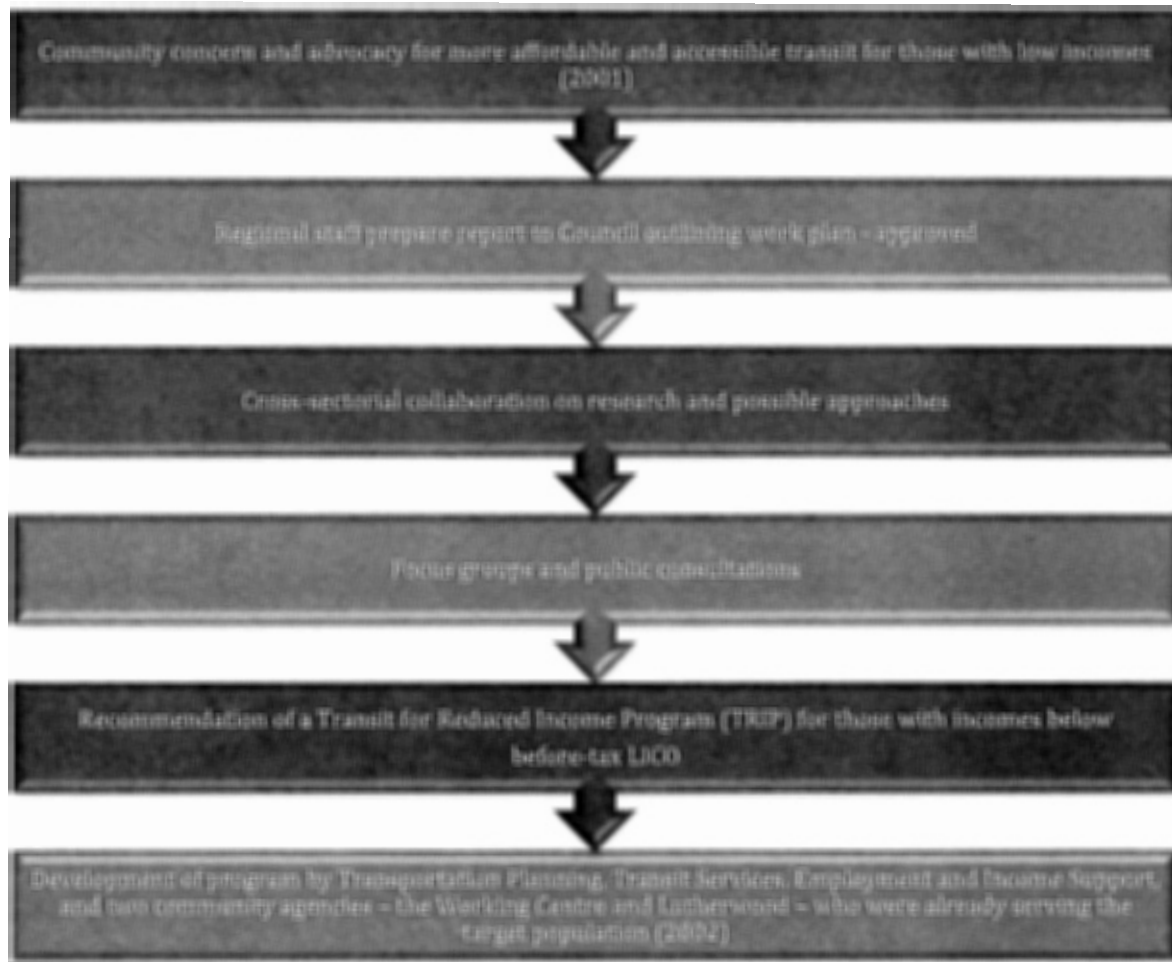
In 2007, the City and Fair Fares collaborated to assess the program impacts. The responses were strongly positive.

Positive
<ul style="list-style-type: none"><li>•99% of respondents agreed that the pass was useful to them</li><li>•97% agreed that life was better with a pass</li><li>•55% pointed to financial benefits, 35% to increased mobility, 8% to general assistance, and 5% to reduced stress</li><li>•90% had more money to buy things, 62% visited family and friends more often, 60% went to medical appointments more often, 59% were able to keep a job, 55% took more training/education classes, 49% found employment/better employment, and 48% volunteered more often</li></ul>

Negative
<ul style="list-style-type: none"><li>•56% of respondents had previously bought a regular pass, 25% had purchased books of tickets, and new patrons only accounted for about 10%</li></ul>

## 2. REGION OF WATERLOO

### 2.1 Establishment



### 2.2 Funding

TRIP funds are allocated to the Employment and Income Support department of Social Services and come from the municipal tax levy and the gas tax revenue allocated to municipalities. Payment is made to Grand River Transit based on the number of passes sold. Administration costs are covered by: Region of Waterloo's Employment and Income Support (general administration), Transportation Planning (usage and projections), Grand River Transit (sales and marketing), and two community agencies, The Working Centre and Lutherwood (application and renewal). The total annual cost of the program in 2015 was \$407,000.

### 2.3 Operation

The application for TRIP is an honour-based process managed by two community agencies in the region. Applicants do not necessarily need to provide proof of income, as that is left to the discretion of agency staff who regularly work with the targeted demographic and may be well acquainted with the applicants. The program is capped at 2300 patrons, and a ratio of

40% employed to 60% unemployed is sought (although the ratio is quite flexible). Registrants receive a sticker on the back of their transit identification card, after which they can buy a regular adult pass at the discounted price at any main bus terminal. The stickers are valid for one year.

The TRIP price was originally the same as the reduced rate for seniors and students. After review the discount was increased to 44%, largely due to slow uptake and the realization that it was still too expensive for many. Initially restricted to people who were employed, TRIP was also expanded to include people in receipt of OW/ODSP or with other sources of income. TRIP has an advisory committee of those involved in management and administration of the program. Meetings occur every couple of months and provide an opportunity to make necessary changes. The committee also updates TRIP operating principles and procedures every two years.

## 2.4 Challenges Encountered

- Finding the right formula for price versus number of passes available
- Recognizing the importance of revenue from the fare box for the transit system
- Complexity of application process
- Dealing with the success of the program (ex. long wait lists due to rapidly increased interest)

## 2.5 Successful Strategies

- Cross-sectorial partnerships including community partners whose work and mandates complements the program
- Consistency in committee membership
- Recognizing the importance of accessibility as well as affordability
- Avoiding stigmatization
- Raising awareness of the necessity of transportation for people with low incomes

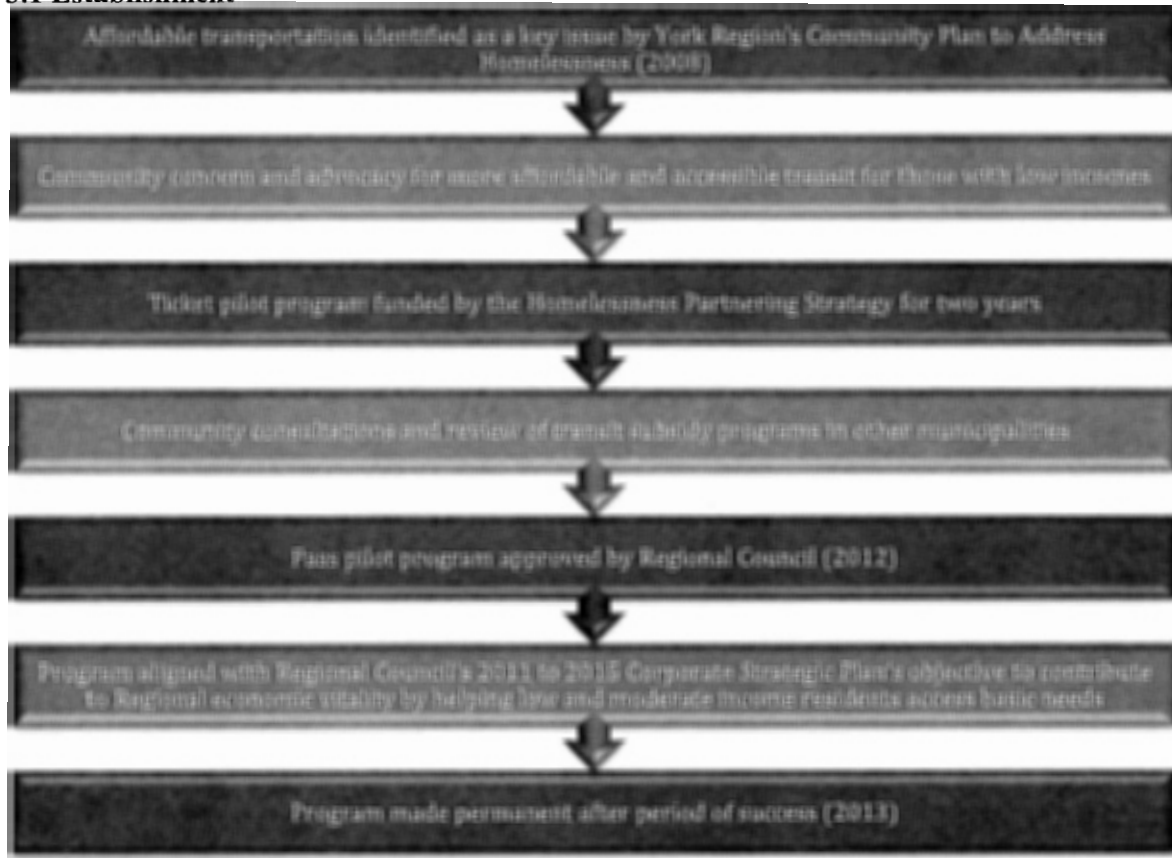
## 2.6 Impact

Evaluations of TRIP were undertaken in 2004 and 2013, showing that the program was well received and indicating continued benefits.

Positive	Negative	Recommendations
<ul style="list-style-type: none"> <li>• Almost all respondents saw public transit as vital and 99% said access to a reduced monthly pass made a positive difference in their life</li> <li>• Patrons reported increased community inclusion and socialization, as well as increased access to training, volunteer, and employment</li> <li>• 62% of patrons purchased the TRIP pass every month</li> <li>• Patrons relied on the bus much more when they had a TRIP pass (96% of the time) than when they did not have a TRIP pass (41% of the time)</li> </ul>	<ul style="list-style-type: none"> <li>• Many noted that availability of passes was limited, eligibility criteria excluded many that need assistance, and transit service was not always accessible or available</li> <li>• The price of the reduced bus pass is still a significant amount for individuals with low income</li> <li>• TRIP patrons commented that the barriers they face with regard to transportation are in relation to costs (of the bus pass and rising prices), the timing of buses, and the schedules and routes being inconvenient for their travels</li> </ul>	<ul style="list-style-type: none"> <li>• Continue efforts to improve service, with particular attention to diversity and to the needs of people who rely heavily on public transit</li> <li>• Facilitate greater community involvement, specifically including low-income patrons in the design, planning and implementation</li> </ul>

### 3. REGION OF YORK

#### 3.1 Establishment



#### 3.2 Funding

The program had an initial budget of nearly \$1.33 million. With the majority allocated to passes (\$966,000), the remaining funds were allocated to tickets (\$250,000), to administrative expenses like staff and benefits (\$96,400), and to evaluation (\$15,000). The budget in 2014 went down to \$886,000. All the monies are paid to the Community and Health Services Department and are drawn from the York Region Social Assistance Reserve Fund, which is funded mainly through the municipal tax levy.

#### 3.3 Operation

A working group comprised of regional staff members from the Community and Health Services Department (Social Services, Strategic Service Integration and Policy), the Transportation Services Department (Transit, Policy and Planning), and a provincial ODSP representative (York Region Office) was formed in the summer of 2011 to design program specifics. The working group identified a set of principles for the program and considered ways in which to provide support for their target group: OW/ODSP recipients with employment-related criteria.

By focusing on recipients of OW/ODSP, eligibility determination is facilitated through regular OW/ODSP case management processes. Development of a new application process was not required. Patrons are able to purchase transit passes at a 75% discount, and up to 1400 passes are available through the program. Program registrants receive six-months worth of vouchers, to be redeemed at York Transit's main office. Enrolment after six months may be renewed if the registrant has not found a job.

### **3.4 Challenges Encountered**

- Inconsistent funding

### **3.5 Successful Strategies**

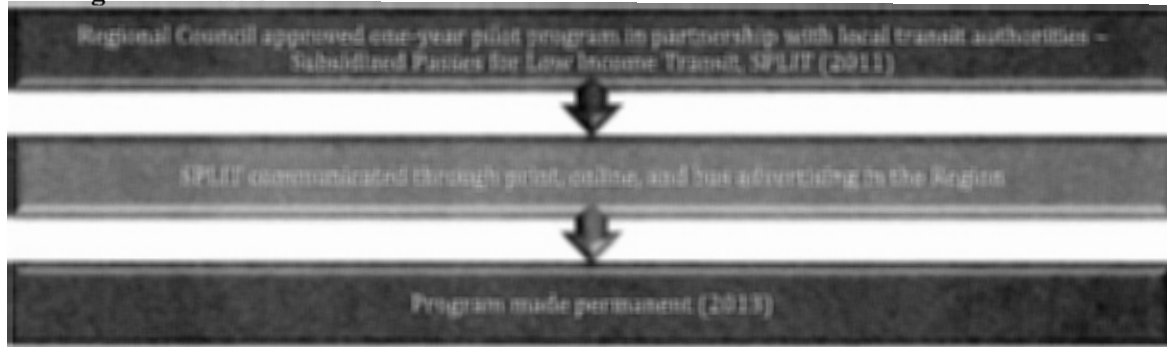
- Alignment with municipal and provincial strategic plans: responding to the transportation needs of all residents was part of Regional Government's broader strategic plan and the Community and Health Services Department's Multi-Year Plan.

### **3.6 Impact**

[Not available]

## 4. REGION OF HALTON

### 4.1 Program Establishment



### 4.2 Program Funding

SPLIT is funded by regional social services but administered by the transit agencies, which have access to a database of eligible participants. Since inception the budget has more than doubled from \$300,000 to \$630,000 in 2014.

### 4.3 Program Operation

SPLIT covers 50% of monthly transit passes for seniors, students, and adults (including OW/ODSP recipients), respectively, who can demonstrate that their income is within 15% of the LICO (from most recent NOA). Individuals wishing to apply must contact the region by dialling 311 for an eligibility assessment. Upon approval, individuals can then purchase a pass from their local transit authority. Eligibility is reassessed annually.

### 4.4 Challenges Encountered

[Not available]

### 4.5 Successful Strategies

- Including para-transit/handi-transit programs and services
- Wide program outreach and communication
- Including both those receiving social assistance as well as those who are not
- Relating the program to municipal strategic plans/directions

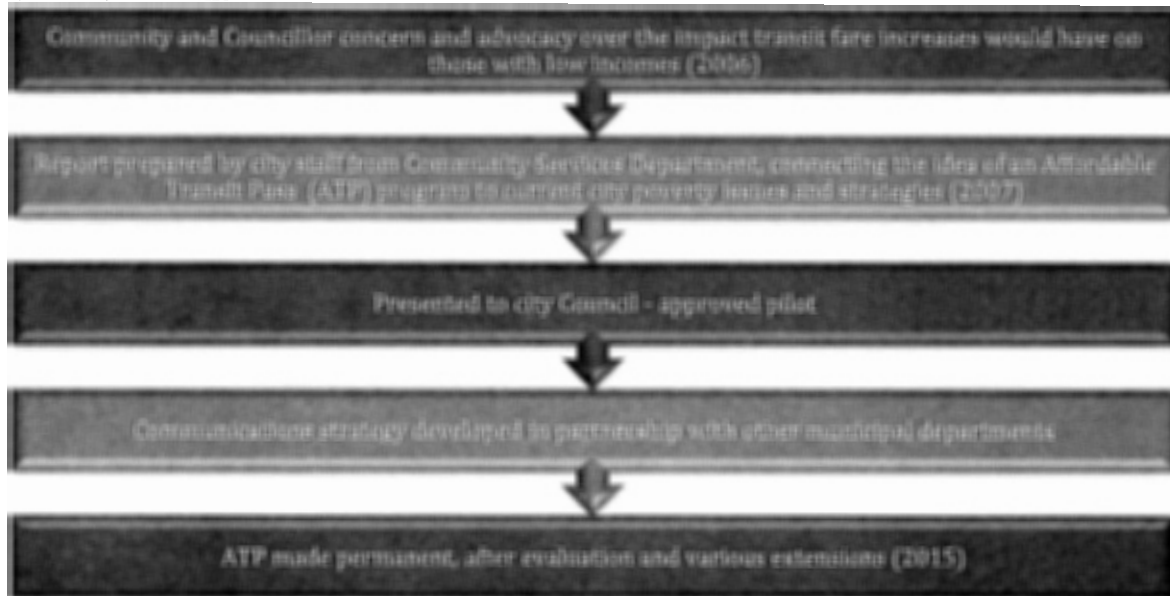
### 4.6 Impact

Upon completion of the SPLIT pilot, staff participated in a short assessment of the program.

Positive
<ul style="list-style-type: none"><li>•The program has been successful in terms of garnering interest and participation from low-income households and individuals in the Region</li><li>•Take-up has doubled since the program began</li></ul>

## 5. CITY OF HAMILTON

### 5.1 Establishment



### 5.2 Funding

The report first recommending an ATP in Hamilton suggested that \$500,000 be taken from the Social Services Initiative Reserve to fund a one-year pilot project. That initial budget included monies for administration and staffing, assistance with communication, and program evaluation. Additionally, inclusion of OW/ODSP recipients laid the groundwork for a cost sharing agreement with the province subsidizing OW/ODSP patrons on an 80%-20% ratio (province-municipality). A proposal to make the ATP program more permanent was tabled in the 2011 budget negotiation. The proposal was successful.

For 2012, the ATP budget was approximately \$403,000, including administrative costs. Most of the budget is allocated to the Community Services Department for passes: \$261,000 (500 passes). The total amount includes a provincial contribution of \$102,900. That amount breaks down into \$64,800 for passes and covers half of the administrative costs in the Community Services Department (\$36,300 for staff and \$1,800 for other administration costs). The program budget also includes about \$65,000 allocated to Public Works – Hamilton Street Railway for a ticket agent and other administrative expenses. The total annual cost more recently went down to \$271,000 in 2015.

### 5.3 Operation

The ATP covers 50% of a regular monthly pass. To be eligible for the program one must be a working full-time, part-time, or casual (but not self-employed) with a family income that falls below after-tax LICO, or one must be a working recipient of OW/ODSP not receiving other transportation subsidies. An Income Tax NOA and four weeks' pay stubs are required with applications. Applications can be made through the Community Services Department and letters of approval are valid for six months. Patrons can purchase passes at the Hamilton Street Railway main ticket office by showing their letter of approval. Letters are signed each time that a pass is

purchased to prevent anyone from purchasing additional passes. The City of Hamilton approves an average of around 600 applicants and the program has capacity for 500 monthly passes. When it does reach full capacity, the ATP program operates on a first-come, first-served basis.

#### 5.4 Challenges Encountered

- Single downtown point of sale
- Slow uptake of program in the first few months

#### 5.5 Successful Strategies

- Connecting the idea of an Affordable Transit Pass Program to municipal poverty issues and strategies
- Development of a communication strategy to increase program uptake
- Community-based poverty group provides periodic feedback and suggestions on the program, and members of the Public Works department are consulted occasionally with respect to program operation

#### 5.6 Impact

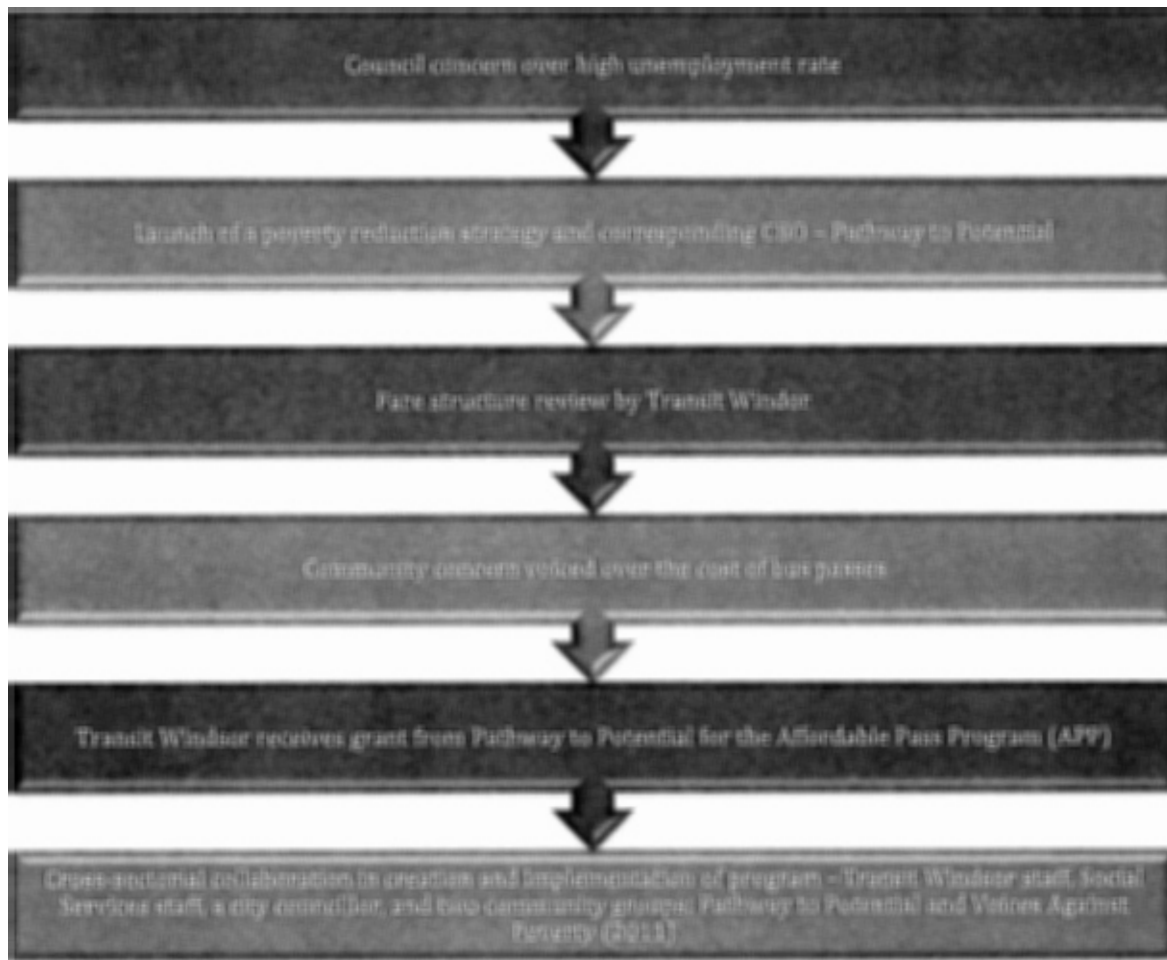
Six months into the program there was a telephone survey to evaluate the program.

Positive	Negative
<ul style="list-style-type: none"> <li>• ATP used most often to get to and from work (22%), grocery shopping/running errands etc. (20%) and personal appointments (19%)</li> <li>• Helped patrons feel more independent (97%)</li> <li>• Easier for them to get to work (95%)</li> <li>• Made a difference in the family's budget (91%)</li> <li>• Helped maintain a connection to family and friends (87%)</li> <li>• Easier for them to run errands, schedule appointments, etc. (84%)</li> <li>• Helped them to keep their job (75%)</li> <li>• Many would not have been able to purchase a monthly transit pass without the ATP (73%)</li> </ul>	<ul style="list-style-type: none"> <li>• Only 5% increase in respondents who relied on public transit before versus after the registering in the program</li> <li>• When asked about administrative aspects of the program applicants said they would prefer something other than the single downtown point of sale</li> </ul>



## 6. CITY OF WINDSOR

### 6.1 Establishment



### 6.2 Funding

Grant funding from Pathway to Potential covers the fare subsidy and administration costs. The funds are allocated to Transit Windsor. In 2011 program costs were approximately \$125,000, and in 2014 the budget for the program was \$200,000. The hope is that increased ridership through uptake of the APP will offset lost revenue as a result of the pass being discounted; however, this is not the expectation. Since City Council has promised limited tax increases, revenue generation to cover the subsidy and administration of the APP was noted as being critical to its continuation.

### 6.3 Operation

The initial uptake was slow, as with other similar programs, but the number of applicants increased as awareness of the program rose among eligible applicants interested in taking part in the program. There were 2500 patrons of the program in 2014. Applications are available online and at the Windsor transit terminal and centre. Free assistance completing the application is also

available. Eligibility is based on after-tax LICO and may last 6-12 months depending on the applicant's circumstances. Applicants must provide proof of their combined household income. The APP covers 50% of a regular monthly pass.

#### 6.4 Challenges Encountered

- Slow uptake
- Revenue loss

#### 6.5 Successful Strategies

- Non-confrontational communication between staff
- Exchange of information, knowledge, and experiences amongst stakeholders (inclusive of prospective pass users)

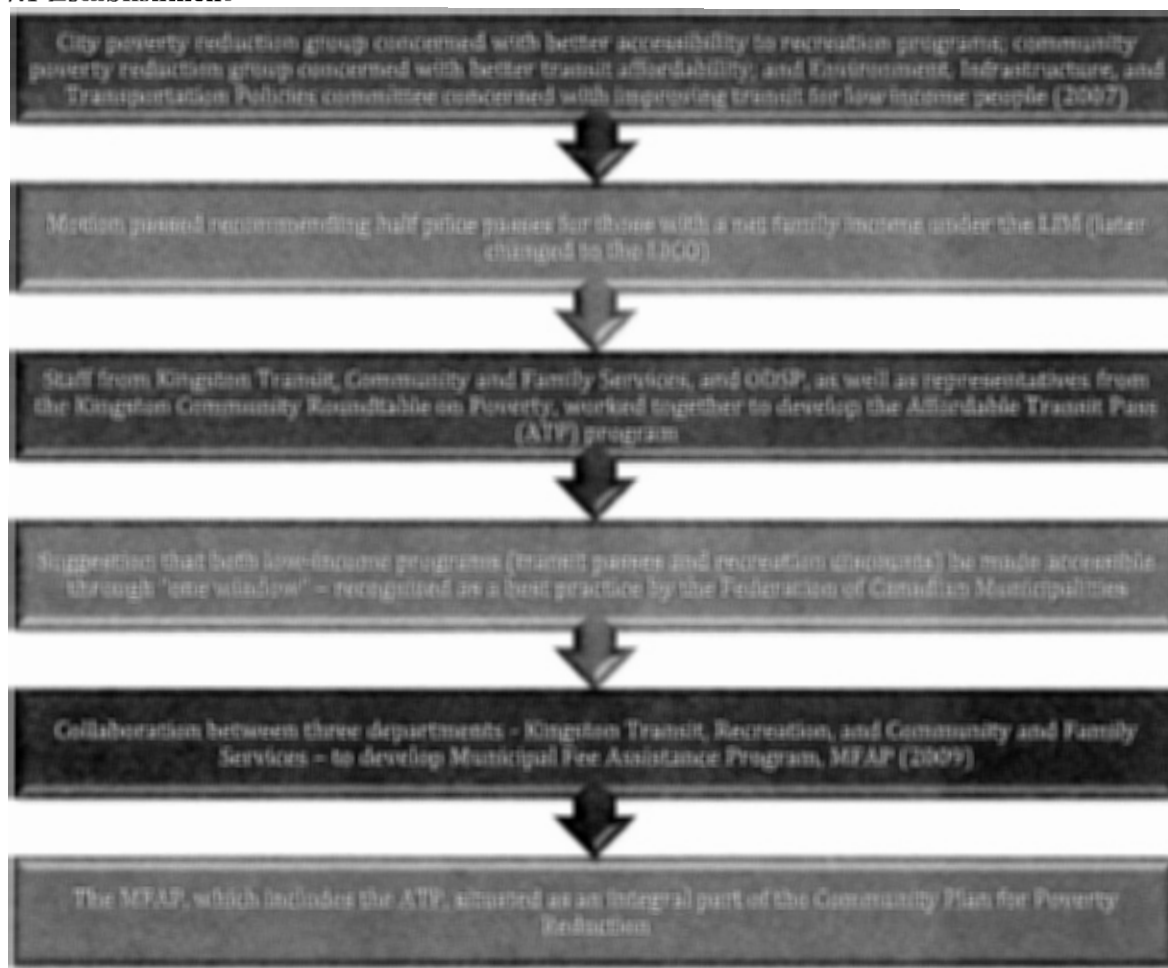
#### 6.6 Impact

Pathway to Potential and Transit Windsor plan to continue to assess the impact of the APP. Anecdotally, impacts have been positive to date.

Positive	Negative	Recommendations
<ul style="list-style-type: none"><li>•New fare box and electronic bus passes, combined with information collected at the time of application, allow for data and information collection that can be used to determine needs, transit deficits, and benefits</li></ul>	<ul style="list-style-type: none"><li>•Transit Windsor is aware that fares have been and remain a barrier for some patrons</li></ul>	<ul style="list-style-type: none"><li>•Provide quality service and increase the accessibility, affordability, and availability of transit services</li></ul>

## 7. CITY OF KINGSTON

### 7.1 Establishment



### 7.2 Funding

The ATP program is funded through municipal taxation. Partners developing the program thought the loss in revenue resulting from the discounted fare might be recovered by increases in ridership. However, even though the program was more successful than anticipated, this cost recovery has still not occurred. The actual cost of the program in 2010 was \$165,000 instead of the estimated \$108,000. Kingston Transit absorbs the cost of the ATP program, other than costs related to administration. The Community and Family Services Department manages the administration costs.

### 7.3 Operation

The program provides a 35% discount off the price of a monthly transit pass for residents of Kingston, inclusive of adults, children, youth, and seniors in low income households, and OW/ODSP recipients, as measured by the after-tax LICO. The application process is friendly, quick, and simple. Application can be made on a drop-in basis at the Community and Family

Services Department or at a number of alternative locations. There is no cap in regard to the number of passes issued. Eligibility is determined on the spot and reviewed yearly. Once registrants have obtained a card indicating their eligibility they can then purchase a photo ID card and monthly transit pass at City Hall. Subsequent passes can be purchased online, providing a more accessible option for those who have access to technology. Those receiving social assistance may be able to cover all or part of the cost of the reduced transit passes through OW discretionary benefits, depending on their individual circumstances.

#### 7.4 Challenges Encountered

- Administrative approach for the MFAP is unique and entailed considerable learning
- Need to ensure quick implementation of the program and reduce applicants' stress or anxiety
- Municipal departments involved did not commonly work together

#### 7.5 Successful Strategies

- Poverty was one of Council's top concerns, and the province was also concerned with poverty in Ontario
- Good communication across municipal departments – community services staff as bridge
- Access to quality research on best practices, and useful data on potential applicants
- Adapting processes, procedures, and tools developed by others
- Administrative process that is simple and unobtrusive
- Application procedures that can be easily implemented at any service/intake location
- Clear information sharing protocols
- Training for front line staff
- Invaluable input from the Kingston Community Roundtable on Poverty
- The one-window approach reduces the need for multiple applications, and the sharing of income information across several municipal departments.

#### 7.6 Impact

Approximately 2400 households completed MFAP applications during the first two years of operation.

Positive	Negative	Recommendations
<ul style="list-style-type: none"> <li>•80% of households accessing the program were on social assistance while the remaining 20% would be classified as "working poor"</li> <li>•Between Nov 2011 and the launch of the ATP program, 657 individuals purchased at least one monthly discounted transit pass</li> <li>•ATP riders average about 38 trips per month, which is consistent with the regular adult monthly pass riders</li> </ul>	<ul style="list-style-type: none"> <li>•The point was raised that public transit does not always meet the need of city dwellers, inclusive of those who live in low-income households</li> </ul>	<ul style="list-style-type: none"> <li>•People with low incomes may require something in addition to public transit (ex. a car or taxi) given challenges surrounding the accessibility and availability of public transit that may limit the utility of a discount bus pass</li> </ul>

## 8. CITY OF GUELPH

### 8.1 Establishment



### 8.2 Funding

The Affordable Bus Pass Program (ABPP) is covered through municipal taxes. In December 2011 City Council passed the next year's operating and capital budgets, also approving a 3.52% tax hike, the ABPP pilot, and reinstatement of bus service on some statutory holidays. The ABPP alone required a tax increase of over 3%, for implementation of the program mid-year. The cost of the program in 2012 was \$135,000.

### 8.3 Operation

Passes are priced at 50% of the regular bus pass for youth, adults and seniors, respectively. Residents of Guelph are eligible for the program if they are low income, based on the LICO, and experiencing barriers to accessing public transit. Patrons must reapply annually. To avoid a complicated and stressful application process, program designers first committed to developing a person-centred, transparent and reasonable application process. Applications are available at the various locations throughout the city: City Hall, Guelph Transit, Evergreen Seniors Community Centre, and West End Community Centre. Passes can be purchased at the same locations once an approval letter has been received. The program has no cap and had 1800 patrons in 2012.

### 8.4 Challenges Encountered

- Financial: difficulty estimating cost recovery/loss of revenue, increase in ridership, and change in service requirements
- Workload: no dedicated ABPP staff, more staff time required than was expected, program uptake exceeded forecasts
- Data collection: data collected by three very different means (application forms, sales data from all locations that sell affordable passes, and pass swipes on the buses used by transit to track ridership). Each of these databases is managed by a different team and organized in a different way.

## 8.5 Successful Strategies

- According to those involved, the ABPP's establishment was without incident, in large part because of the commitment to poverty reduction among council, community organizations, and the public
- Public transit is seen as contributing to Guelph's sustainability
- Examining similar ATP programs in other municipalities
- Proactive marketing of the program to counteract the lag that has been noted in many ATP's between the launch of the program and the widespread use of the pass

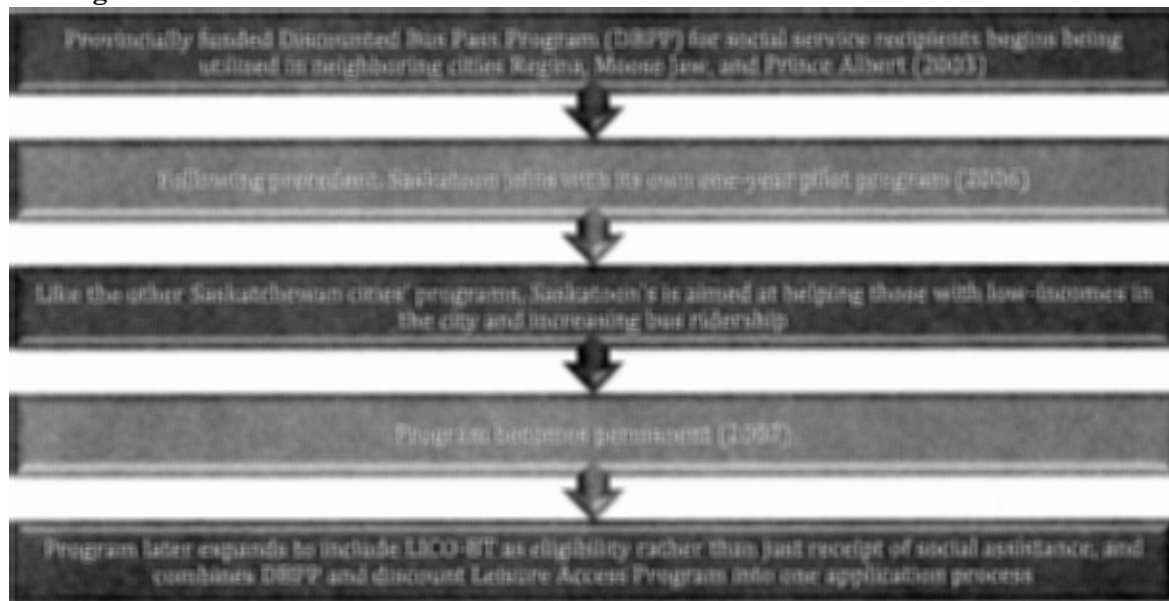
## 8.6 Impact

In 2013 an evaluation study was performed, indicating many positive results and recommending some areas for further improvements.

Positive	Negative	Recommendations
<ul style="list-style-type: none"> <li>• An estimated 27% of people living below the Low Income Cut-off in Guelph have become users of the ABPP</li> <li>• It has built financial assets by reducing the cost of transit</li> <li>• It has built physical assets by enabling users to get to work, apply for jobs, and access the services they need more consistently</li> <li>• It has built social assets by enabling users to make more trips for a greater variety of reasons and in a more flexible way</li> <li>• Four primary program goals were met: <ul style="list-style-type: none"> <li>• Enabling more residents living with a low income to purchase monthly transit passes</li> <li>• Making a positive impact on the budget of low-income residents</li> <li>• Improving perceptions of overall wellbeing</li> <li>• Improving sense of contribution to community</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• The total number of applications has exceeded the original estimate (of 1,800 applications) by 50%</li> <li>• Almost all affordable bus pass users (96%) had used Guelph Transit before entering the program: of the 910 re-applicants who stated that they were transit users prior to the ABPP, 47% were previous subsidized pass holders, 35% used cash and/or tickets, and 19% used a regular bus pass</li> </ul>	<ul style="list-style-type: none"> <li>• Explore extending turn-around times for applications, while maintaining customer focus</li> <li>• Consolidate and rationalize the application and sales databases</li> <li>• Review and streamline the process for analyzing and reporting program data</li> <li>• Create a dedicated program manager position and simplify the program structure</li> <li>• Assign additional staff time to the Service Guelph desk on "Bus Pass Days"</li> <li>• Explore the possibility of having key partners play a larger role in selling passes</li> <li>• Consider an alternate approach to income verification for users who are on ODSP/OW or users whose income is in transition due to recent unemployment, immigration or transition from school to work</li> <li>• Provide a plain language summary of the eligibility criteria and the application process</li> <li>• Create a formalized, transparent appeals process</li> </ul>

## 9. CITY OF SASKATOON

### 9.1 Program Establishment



### 9.2 Program Funding

The DBPP is partially funded through the provincial government's Ministry of Social Services, with the remainder from municipal taxes. The province contributed a total of \$1.6 million to programs in the seven largest Saskatchewan cities in 2014: Saskatoon, Regina, Prince Albert, Moose Jaw, North Battleford, Swift Current, and Yorkton.

### 9.3 Program Operation

The DBPP allows low-income Saskatoon residents the opportunity to purchase a monthly bus pass at a reduced rate. It is part of the Low Income Pass, which combines the DBPP with the subsidized Leisure Access Program into one application process. Eligibility is based on falling below the before-tax LICO or receiving social assistance. If eligible, patrons receive a 22% discount on their monthly bus pass. For low-income residents, application forms are available at all City of Saskatoon leisure centres and at the Customer Service Centre. Applicants must include their NOA and mail the completed application to the Community Development Branch. For social assistance recipients, application forms are available at the Social Services office. The completed forms can be dropped off at Saskatoon Transit to purchase the reduced pass. Patrons are accepted to the program for one year at a time, after which they must be reassessed. The DBPP does not have any cap set on the number of patrons.

### 9.4 Challenges Encountered

[Not available]

### 9.5 Successful Strategies

- Similar programs had already been running in neighbouring cities for three years
- Combined low-income subsidies for transport and recreation into one application

## 9.6 Impact

Since its inception the Saskatoon program has continued to expand.

Positive

- Now includes both receipt of social assistance and LICO-BT as eligibility, to include the "working poor"



## **SUMMARY & COMPARISON**

### **Program Establishment**

The key factors that played a role in establishing the ATP programs profiled are: advocacy on the part of community groups and champions within government; awareness of the importance of transportation for those living on low incomes; and impending change that would make transit less affordable (Dempster & Tucs, 2012). Other important factors include an in-depth study of transportation options, development of committees to assist in operationalizing programs, inter-sectorial collaboration, and justifying the programs through existing municipal and provincial poverty reduction strategies. When analyzing the establishment process of the various programs profiled in this report there seems to be a typical linear trend that they followed. It may be summarized into four phases:

- Phase 1 Impetus & Advocacy – includes public concern and community involvement
- Phase 2 Research & Proposal – includes public consultations and review of similar initiatives
- Phase 3 Development & Implementation – includes multi-sectorial collaboration and a communications strategy
- Phase 4 Evaluation & Expansion – includes the switch from pilot to permanent programs as well as reducing rates/increasing caps/expanding eligibility

### **Program Funding**

Many aspects of funding for affordable transit passes have been explored, such as how programs are funded, fund allocation, administrative costs, and revenue generation or loss. Primary funding for most programs comes from the municipal tax base. With just under half ( $n=8$ ) of the 19 Canadian programs profiled receiving any form of provincial support, funding is an ongoing concern. In some jurisdictions the programs are operated by social service departments, while in others they are run directly by transit authorities. On the one hand, allocating funds to social services may be advantageous in that it allows for an appeal to the province for ongoing support; on the other hand, allocating funds to transit budgets may be advantageous due to reduced potential for caps and cuts (Dempster & Tucs, 2012). The administrative costs for the different programs profiled are variably carried by social services, transit authorities, community agencies, or some combination. Revenue generation or loss is the most difficult aspect to estimate with some communities reporting large increases in ridership (Kalinowski, 2014), and other communities reporting overall revenue loss (Tanasescu, 2007). The key question one must consider: is most of the target group already purchasing transit passes, or will providing the discount lead to increased sales that will offset the cost?

### **Program Operation**

The most salient elements of program operation are the eligibility criteria, the application process, the sale of passes, and the partnerships involved. The most common ATP program eligibility is based on receipt of social assistance and/or falling below the LICO (either before- or after-tax). However, it is important to note that the former may exclude the “working poor” and the latter may be considered inadequate because it is too low and not based on the cost of living (Citizens for Public Justice, 2013). Pilot programs in three municipalities—Mississauga, Guelph, and Kingston—have suggested using the Low Income Measure (LIM) instead. An NOA is the

most common way to assess eligibility, but this may be problematic for those who do not file income tax returns (eg. homeless individuals) and it does not necessarily reflect an individual's current circumstances. The Region of Waterloo has circumnavigated this issue by having community agencies already familiar with the clientele dole out passes through an honour-based system (Dempster, 2009). "One window" eligibility for recreation subsidies and discounted monthly transit passes has been recognized as a best practice as well (Federation of Canadian Municipalities, 2010), and is currently being used by Calgary's Fair Entry program, Kingston's Municipal Fee Assistance program, and Saskatoon's Low Income Pass program. In regards to the sale of passes, processes that are non-stigmatizing are overwhelmingly favoured, with passes that look exactly the same as regular passes. Central sales locations have been found to create accessibility barriers for patrons, but are also beneficial due to having qualified staff and central database systems. Throughout the entirety of program operation, partnerships and collaboration are vital. Consensus and a readiness among leading partners like city councils, transit authorities, social services, and community groups to work together facilitated establishing and continuing the operation of programs.

### **Challenges Encountered**

Challenges encountered by the various programs profiled were logistical, administrative, or financial in nature. Logistical challenges were the most common, for instance establishing a benchmark for eligibility, finding way to mitigate potential for fraud while still remaining non-stigmatizing, and dealing with the complexity of the application process. Administrative challenges were also common, for example training and learning involved with the new program, no dedicated staff for the program, and dealing with long waitlists due to higher uptake than anticipated. Lastly, financial challenges were encountered, such as loss of revenue, inconsistent funding, and finding the right formula for price versus number of passes.

### **Successful Strategies**

Many of the municipalities found creative ways to mitigate the challenges. Analysis reveals that in their establishment ATP programs are most likely to succeed with the support of long-term community advocacy and cross-sectorial partnerships. They were also aided by rigorous research and relevance to current poverty reduction strategies. Accessibility was improved through clear information sharing protocols and using a single, simple and unobtrusive application process. Quick program uptake was ensured through wide communication strategies, and exchange of information amongst stakeholders similarly improved results. Finally, many of the programs strove to be as inclusive as possible, extending eligibility to both those receiving social assistance and those who are not.

### **Program Impacts: Benefits and Weaknesses**

Many pilot programs have developed into permanent programs due to their success. Four of the longer-term programs have undergone formal evaluation (Region of Waterloo, 2013; Taylor Newberry Consulting [Guelph], 2013; City of Hamilton, 2008; HarGroup Management Consultants [Calgary], 2007). In each case, results have been used to support program continuation and/or expansion. The clearest indicator of success is the rise in consistent use of public transit within the low-income population. This trend was seen throughout all jurisdictions profiled, and take-up has even doubled in some of them. Benefits can also be viewed from the perspective of patrons, who considered the programs vital and effective in creating a positive difference in their lives. With the passes, patrons had more money to buy other things, visited

family and friends more often, went to medical appointments more often, took more training/education classes, found employment/better employment, and volunteered more often. Various low-income residents across Canada have had the opportunity to participate in ATP programs, including people on social assistance, people living with disabilities, youth, seniors, and the working poor. Each of these populations has gained valuable financial, physical, social, and quality of life assets as a result:

- Financial assets – reduced cost of transit resulted in more money to provide for other basic needs (eg. food and rent)
- Physical assets – increased mobility enabled users to get to work, apply for jobs, and access the services they need more consistently (eg. training/education and medical appointments)
- Social assets – users were able to make more trips for a greater variety of reasons and in a more flexible way; passes were used most often for getting to and from work, grocery shopping/running errands, and personal appointments, but could also be used to go out to events and community meetings more often
- Quality of Life assets – feeling more independent, improvements in family budget, maintaining connection to family and friends, greater sense of contribution to community, increased social inclusion, and reduced stress

While patrons and others celebrated the numerous benefits of the programs, they made several qualifications, too. Passes are still considered unaffordable for many, even at the reduced rates. Not enough passes are available in jurisdictions with caps, and restrictive eligibility criteria exclude many that require assistance. Furthermore, a greater diversity in types and points of sale is needed, rather than just one or a limited number. These barriers overlap with other limitations surrounding accessibility and availability of public transit. That is to say that the timing of buses and inconvenient schedules/routes can restrict the overall utility of an ATP program, regardless of the rate of discount.

It is important to try to broadly consider the full benefits of such discount transit programs. Most evaluations view the impact in narrow terms of direct benefits reaching only those involved in the programs. However, researchers suggest that a complete and comprehensive cost-benefit analysis considering the wider health, educational, economic, and social impacts of these programs would likely illustrate even greater value than they are currently credited with (Dempster & Tucs, 2012). Consider, for example, instances where vast amounts of money are being spent on social service programs, but the target population remains unable to access them because they lack the money required to take the bus. Such factors must also be addressed in evaluations going forward.

## **CONCLUSION & RECOMMENDATIONS**

Research has identified access to affordable transportation as a significant feature in reducing income inequalities and improving quality of life (Muntaner et al., 2012; Litman, 2012). The growing number of income-based Affordable Transit Pass programs across Canada in recent years attests to the veritable possibility of implementing, continuing, and expanding such programs. This brief review found that nineteen municipalities across Canada have ATP programs in place, and two more are seriously considering implementing soon (Peterborough and Halifax). With this number steadily increasing, clearly it is time for the City of Winnipeg to step up as well. Winnipeg is one of the only major cities in Western Canada that is not currently running a pilot or permanent ATP program. Additionally, all provinces west of Manitoba have some form of provincially subsidized ATP programs. The main recommendation of this report is for the City of Winnipeg to implement its own ATP program, ideally with provincial support and funding. Other key learning and unique recommendations for the development of this ATP are as follows:

- Although the LICO is most common in other jurisdictions, the LIM may be a more appropriate benchmark measure for the target population
- The NOA may not adequately reflect an individual's current circumstances and therefore may not be ideal as the standalone method for assessing eligibility; community agencies familiar with the target population could be given the flexibility to manually override
- All of these "affordable" subsidized programs (usually ~50% discount) still found in their evaluations that the cost is too high for many, so a sliding scale may be a useful addition; this was recently approved and will soon be implemented in the City of Calgary, with the proposed discount ranging from 50-95% off the cost of an adult monthly pass
- Combine the ATP application process with the Recreation Fee Subsidy Program that is already being offered in Winnipeg, as this has been identified as a national best practice
- All possible perspectives and partners (especially relevant community groups and individuals experiencing poverty) should be considered and involved when working out details of program design, planning, implementation, and evaluation
- Ensure that an evaluation plan is developed into the program design, gathering both quantitative and qualitative data from patrons; this has been integral in many of the programs profiled to show areas of success and drive continued improvements

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# **APPENDIX A: Brief Profile of All Canadian Affordable Transit Pass Programs**

Location	Program Name	Discount	Eligibility	Funding	Started	Cost (year)	Cap (n=?)	Users (year)
Calgary	Low Income Monthly Pass	56%	LICO-BT	City & Province	2005	\$20,000,000 (2016)	No	25000 (2016)
Waterloo Region	Transit for Reduced Income Program	44%	LICO-BT, honour-based	City	2002	\$407,000 (2015)	Yes (n=2300)	2300 (2013)
York Region	Transit Fare Subsidies Program	75%	OW/ODSP and working	City	2012	\$886,000 (budget 2014)	Yes (n=1400)	623 (2014)
Halton Region	Subsidized Passes for Low Income Transit	50%	LICO-BT	City	2011	\$630,000 (budget 2014)	No	550 (2016)
Hamilton	Affordable Transit Pass Program	50%	LICO-AT, OW/ODSP, and working	City & Province	2008	\$271,000 (2015)	Yes (n=500)	500 (2012)
Kingston	Affordable Transit Pass	35%	LICO-AT	City	2009	\$165,000 (2010)	No	not found
Guelph	Affordable Bus Pass	50%	LICO	City	2012	\$135,000 (2012)	No	1800 (2012)
Saskatoon	Discounted Bus Pass Program	22%	LICO-BT or social assistance	City & Province	2006	not found	No	not found
Regina	Discounted Monthly Pass	70%	Social assistance	City & Province	2003	not found	No	2250 (2014)
Moose Jaw	Discounted Bus Pass	70%	Social assistance	City & Province	2006	\$54,000 (2014)	No	2400 (2014)
Prince Albert	Reduced Bus Pass	75%	Social assistance	City & Province	2006	\$190,000 (2014)	No	not found
Cornwall	Community Bus Pass	35%	OW/ODSP - first come, first served	City	2009	not found	Yes (n=150)	150 (2012)
Banff	ROAM Low Income Transit Pass	100%	LICO, AISH, or Alberta Seniors benefit	City	2007	not found	No	not found
British Columbia	BC Bus Pass Program	\$45/yr	Low-income seniors and persons with disabilities	Province	1967	not found	No	1200 (2012)
Windsor - Pilot	Affordable Pass Program	50%	LICO-BT, OW/ODSP	City	2011	\$200,000 (budget 2014)	No	2500 (2014)
Moncton - Pilot	Affordable Transit Program	50%	Subsidized tickets provided to community agencies	City	2016	\$22,000 (2016)	not found	not found
Sudbury - Pilot	Affordable Transit Pass Program	50%	LICO-BT, OW/ODSP, and working	City	2016	not found	not found	not found
Mississauga - Pilot	MiWay Affordable Transportation	50%	LIM-AT - first come, first served	City	2016	\$1,300,000 (budget 2016)	Yes (n=2500)	not found
Edmonton - Pilot	Low Income Transit Pass	60%	LICO	City & Province	2017	not found	not found	not found

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**Entitlement to concessionary public transport and wellbeing: a qualitative study of young people and older citizens in London, UK**

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**Abstract**

Access to transport is an important determinant of health, and concessionary fares for public transport are one way to reduce the 'transport exclusion' that can limit access. This paper draws on qualitative data from two groups typically at risk of transport exclusion: young people (12-18 years of age, n=118) and older citizens (60+ years of age, n=46). The data were collected in London, UK, where young people and older citizens are currently entitled to concessionary bus travel. We focus on how this entitlement is understood and enacted, and how different sources of entitlement mediate the relationship between transport and wellbeing. Both groups felt that their formal entitlement to travel for free reflected their social worth and was, particularly for older citizens, relatively unproblematic. The provision of a concessionary transport entitlement also helped to combat feelings of social exclusion by enhancing recipients' sense of belonging to the city and to a 'community'. However, informal entitlements to particular spaces on the bus reflected less valued social attributes such as need or frailty. Thus in the course of travelling by bus the enactment of entitlements to space and seats entailed the negotiation of social differences and personal vulnerabilities, and this carried with it potential threats to wellbeing. We conclude that the process, as well as the substance, of entitlement can mediate wellbeing; and that where the basis for providing a given entitlement is widely understood and accepted, the risks to wellbeing associated with enacting that entitlement will be reduced.

**Key words**

UK; Entitlement; Public transport; Young people; Older citizens; Belonging; Social exclusion; Wellbeing

**Research Highlights**

- Young people (12-18 year-olds) and older people (over-60s) receive free bus travel in London, UK.
- The receipt and enactment of entitlement can contribute to wellbeing by fostering a sense of community belonging.
- Where an entitlement is perceived to be 'earned,' participants also reported that it improved their sense of self-worth.



## **Introduction**

Recent years have seen growing recognition that access to transport is an important determinant of health, including in the UK NICE guidance (NICE, 2008), The Marmot Review (Marmot et al., 2010, pp. 134-136), and transport policy approaches in cities such as London (GLA, 2011, pp. 196-197). In general, however, the multiple connections between transport and health are still far from receiving the policy attention they merit. Transport is normally needed in order to access health services; the goods necessary for health; the work and education that are determinants of health and the social networks that foster a healthy life. Differential access to transport is one of the ways in which health inequalities between people and places are generated (Macintyre et al., 2008), and age is one social factor that influences the risk of 'transport exclusion'. In the UK, for instance, the Social Exclusion Unit (2003, p. 2) cited transport-related problems as restricting young people's capacity to take up education or training opportunities. Young people's exclusion from participation has been variously conceptualised as arising from immobility (Barker et al., 2009; Thomsen, 2004), disempowerment (L. Jones et al., 2000; Kearns & Collins, 2003) or dependency on adults for transport (Barker, 2009; Fotel & Thomsen, 2004; Kullman, 2010). Older people have also been described as particularly at risk of transport-based social exclusion (King & Grayling, 2001, p. 166) or 'transport disadvantage' (Hine & Mitchell, 2001) and consequently of becoming isolated (Titheridge et al., 2009; Wretstrand et al., 2009), with significant numbers of older people reported to face difficulties in getting to health centres, dentists and hospitals (Audit Commission, 2001, p. 30).

Within the London region, a number of policy initiatives have formed part of a broader transport agenda that has, at various points, been more or less explicitly oriented to public health as well as other social goals including reducing dependence on car travel and mitigating the health effects of transport exclusion (Mindell et al., 2004). Concessionary fares for public transport are one approach to addressing transport exclusion, and in London two specific policies relate directly to age-related transport exclusion through the provision of fare exemptions. First, free bus travel for 12-16 year-olds was introduced by the Greater London Authority in September 2005 (TfL, 2007). This concession was subsequently extended in 2006 to include 17 year-olds in full-time education (TfL, 2006, p. 7) and subsequently all 18 (and some 19) year-olds in full-time education or on a work-based learning scheme (TfL, 2010a, pp. 8-9). On its introduction the scheme was explicitly positioned as a way of addressing transport exclusion with a particular emphasis on improving access to education and jobs: as a means "to help young people to continue studying, improve employment prospects and promote the use of public transport" (TfL, 2006, p. 7). Second, the 'Freedom Pass', funded by the 33 local authorities that make up London, is provided to all of those over 65 (or over 60 if born before 1950), entitling them to free transport at any time of day on all bus, underground and tram services and to off-peak travel on many rail services in the Greater London area (London Councils, 2011).

There is a small but growing body of evidence on the positive impact of such concessions on health generally. For older residents, the Freedom Pass was reported to reduce transport exclusion and enhance mental health (Whitley & Prince, 2005), and concessionary bus travel for older people is associated with a reduced risk of obesity (Webb et al., 2011) and with increased likelihood of walking more frequently (Coronini-Cronberg et al., 2012). For young people, concessionary bus travel in London has been reported to contribute to reductions in transport poverty, gains in independence and opportunities for enhancing wellbeing (A. Jones

et al., 2012). In Canada, significant association between transport mobility benefits and quality of life for older Canadians have been identified (Spinney et al., 2009).

However, the relationship between transport and health is not based solely on access to transport. Beyond the instrumental functions of transport for accessing goods and services, which can be enhanced by offering concessionary fares, are the less tangible psycho-social impacts of access to, use of and entitlement to transport. These are mediated in part by the social meanings of particular modes. For instance, in the context of what has been called a 'regime of automobility', in which the private car dominates as the default mode of transport (Sheller & Urry, 2000), those without access to a car report adverse effects on wellbeing from using less-valued alternatives (Bostock, 2001). For older people, driving cessation or lack of access to a car has been widely reported as a threat to wellbeing (Adler & Rottunda, 2006; Davey, 2007). In the UK, as in many other high-income countries, private car use is reported to provide a number of benefits for users, including self-esteem and a sense of autonomy (Goodman et al., 2012; Hiscock et al., 2002). Currently, such benefits are not always provided by public transport access. Bus travel in particular is often positioned as a stigmatised 'other' mode (Ellaway et al., 2003), primarily for use by those with few other options (Root et al., 1996, p. 32).

In this paper, we discuss the relationship between entitlements to concessionary fares, mobility and wellbeing. We focus not on the direct effects of entitlement to concessionary public transport on 'objective' measures of health, illness and disease, but rather on the symbolic meanings of 'entitlement' to public transport, and the implications of this for people's subjective perceptions of their wellbeing in one particular locality (London). Acknowledging that it "may be a somewhat slippery concept" (Cattell et al., 2008, p. 546), we understand 'wellbeing' here as a concept that captures understandings of health "which extend beyond a narrow bio-medically oriented definition of health as 'the absence of disease'" (Airey, 2003, pp. 129-130). Importantly for the present analysis, it is a concept that emphasises the ways that people interpret their own circumstances or social contexts in ways that relate to health (Airey, 2003; Cattell et al., 2008). As Hiscock, Ellaway and colleagues have argued (Ellaway et al., 2003; Hiscock et al., 2002), if policies to wean people off car use are to succeed, the social and cultural associations of public transport need to be addressed. Reducing transport exclusion, and its damaging health effects, entails more than just increasing the provision of or access to transport. In order to optimise use, the mode provided needs to be culturally valued, and capable of enhancing autonomy, self-esteem and social inclusion; providing, in short, the kinds of psychosocial benefits associated typically with private car use. In London, with a relatively good public transport infrastructure, and a policy context in which private car use is actively discouraged, the meanings of public transport, particularly for older people, may be less devalued than has been reported for other settings.

Theoretically, 'entitlement' to a benefit of this kind provided explicitly to address transport exclusion could further stigmatise the groups targeted (Sen, 1995), thus off-setting health gains from concessionary transport with losses from the effects of loss of self-esteem or autonomy. This is likely to be particularly true if the benefit provides access to a mode of transport that is of low relative value. Alternatively, concessionary transport may be intrinsically good for 'wellbeing' simply because it enables participation: a theme echoed in social policy literature that has addressed participation (Jordan, 2012). As well as being a route to social participation, transport also provides a way of *enacting* participation – a theme taken up in recent literature on cycling in particular (Aldred, 2010; J. Green et al., 2012), but

less well addressed in relation to public transport. To explore the symbolic effects of transport entitlement on wellbeing in the context of public transport systems, we examine how two groups entitled to free bus transport in London – young people aged 12-18 and older citizens – understand and value their entitlements, and how this might mediate the relationships between mobility and wellbeing.

## **Methods**

This paper draws on qualitative data collected as part of a larger study examining the public health implications of concessionary transport for young people. Older citizens were included in the study for two reasons. First, those aged 60+ are entitled to a public transport fares concession in London (as discussed above). Second, young people's entitlement to free bus use raised some concerns in the media about possible negative effects on older people's access to bus travel as a result of over-crowding or fear-based exclusion (TfL, 2008). Between February 2010 and April 2012 we spoke to 118 12-18 year-olds and 46 60+ year-olds living in London. Data were generated using a mix of individual, pair and group interviews in order both to access interactions about public transport and also to ensure more private settings. The latter was thought necessary in case participants found groups a difficult place to discuss more sensitive issues such as financial barriers to transport. In-depth interviews (individual, pair or triad interviews) were conducted with 62 young people and 28 older people. These interviews, and 13 focus groups (ten with younger people and three with older people), focussed on the everyday travel experiences of research participants, and their preferences for different modes of transport.

Both younger and older people were recruited primarily from four local areas across London, selected to include a range of public transport provision. Two were inner London areas ('Hammersmith & Fulham' and Islington), with typically denser housing and more abundant public transport options, and two outer London (Havering and Sutton), where public transport is both less abundant and less used (TfL, 2010b). Areas were sampled in this way in order to include accounts from a range of inner and outer London communities characterised by different levels of public transport provision. Within each area participants were recruited purposively to include a range of participants by age, gender, ethnicity, ability, socio-economic status and typical mode of transport, with recruitment continuing until saturation.

Younger participants were recruited primarily via education and activity-based settings (including schools, academies, youth clubs and a pupil referral unit) with 22 participants also recruited from among young Londoners engaged in the 'Young Scientists' programme at the institution leading the study.<sup>1</sup> Excerpts from these accounts are tagged with the identifier 'YS'. Older residents were recruited mainly via community groups, charitable organisations and a local authority event. Harder to reach individuals such as those with visual impairments or aged 90+ proved difficult to recruit, and in these cases (n=3) we used personal networks from within London but outside the local areas listed above. Excerpts from these accounts are tagged with the identifier 'Other'.

Analysis was largely inductive, drawing on principles of the constant comparative method (Strauss, 1987), but informed by concepts from theoretical literatures on entitlement and the determinants of wellbeing. The authors collectively developed coding frameworks and coded data for analysis. When quoting directly from the data we have anonymised all names and other potential identifiers and have tagged all extracts with an identifier for gender (M or F),

area (Inner London [I] or Outer London [O]) and age or age range. Where quotes from two or more participants in a given interview or focus group are given, numbered identifiers for gender (e.g. 'F1') are given before each quote to help the reader differentiate between the individual participants quoted. This study was approved by the LSHTM Ethics Committee.

## **Findings**

Two sets of narratives around the theme of 'entitlement' were evident in the accounts that we generated. In the first set, which we term '*formal entitlements*', the narratives relate to the receipt of statutory "welfare benefit entitlements" (Moffatt & Higgs, 2007, p. 450) – in this instance the entitlement of young and older citizens in London to travel without charge on particular public transport modes. In relation to this theme, participants talked about how and why they considered themselves to be 'entitled' to concessionary use of public buses. In the other set of narratives, which we term '*informal or perceived entitlements*', respondents discussed an interrelated set of ideas relating to their own personal sense of entitlement. Entitlements of this kind have been conceptualised "as a stable and pervasive sense that one deserves more and is entitled to more than others" (Campbell et al., 2004, p. 31; see also Lessard et al., 2011, p. 521). In the present study participants described the ways they understood their and others' 'rights', for want of a better term, to occupy particular, contested spaces on the bus, such as the 'priority seating' areas or the space near the door. Accounts of informal or perceived entitlements were organised by participants primarily in a categorical way – in particular according to age, disability, pregnancy and being accompanied by young children.

The significance of concepts of entitlement to respondents, and the degree to which these were linked to facets of wellbeing, arose inductively from the analysis, rather than being anticipated as an effect of, or explanation for the effects of, free bus travel. The notion of formal entitlements emerged without prompting in interview and focus group discussions with older people as an *in vivo* code, whereas 'informal entitlements' was a useful analytical code to make sense of some otherwise contradictory accounts of the role of bus travel in wellbeing (such as experiencing a bus ride as socially inclusive, but also potentially generating conflict with other passengers). In this sense, 'entitlement' is an explanatory theme which helps make sense of some of the more direct effects of free bus travel reported by younger and older passengers, such as providing accessible transport, enhancing social participation and providing a space for social interaction (J Green et al., in press; A. Jones et al., 2012).

### *Formal entitlements earned: Older citizens' understandings of their right to free bus travel*

Older study participants, discussing why they thought they received free bus travel via their 'Freedom Passes', gave clear and consistent explanations. These revolved around the 'dues' that older Londoners reasoned that they had paid over their lifetimes (cf. Moffatt & Higgs, 2007, p. 458), with free public transport in turn conceptualised as a 'repayment' of sorts. On occasion, this was explicitly framed as an entitlement. As one respondent put it succinctly:

[W]e're entitled to them. We've worked all our life. (F, I, 75-89)

Notably, the Freedom Pass was generally understood as something that older people rightfully 'deserved', even on the odd occasion where people reported feeling 'lucky' to have it:

I know we've paid...our taxes and our dues and all the rest of it, but I still think we're very lucky to have this pass. (F, I, 65-89)

The primary understanding that travel concessions were a return on previous societal contributions was evidenced in some participants' explanations of why others did not deserve the same entitlements. These explanations often mirrored those for why older people did get free travel, in that free bus travel was described as less justified when granted to those they felt had 'not paid their dues'. One group mentioned on occasion was recent immigrants to London (who are eligible for the scheme on the basis of their age):

F1: What I can't understand is...the people who come in [migrate], and they've not paid any of the taxes or insurances like we all have done during my years... And they get bus passes.

F2: Yeah, well that's what I'm against. That's not fair. (I, 75-89)

Criticisms by older respondents of the entitlement of young people to free bus travel were more implicitly articulated in terms of a lack of contribution. Sentiments that young people's concession is undeserved were framed either in terms of a generational unfairness (for example, older participants did not benefit from this concession when they were children themselves or when they were parents of young children) or in terms of the ways in which young people choose to use concessionary travel:

[A]ll my children had to...walk to and from school... I could have killed Ken [Livingstone, former Mayor of London] for giving kids the right to travel on the buses, really and truly... They [young people] do abuse it [free bus travel] they get on, they get off [the buses]. (F, I, 70-74)

Well I used to have to walk to school...now, they get on for two bus stops (F, I, 75-89)

In summary, therefore, older citizens shared a strong and coherent sense of entitlement in relation to their own receipt of free public transport, which was evident in an unproblematic acceptance of their rightful entitlement, and a consequent questioning of that of others. It was understood as part-and-parcel of a wider set of benefits to which they are entitled on the basis of the taxes, insurances and 'dues' that they have paid over the course of their lives.

*Formal entitlements as conditional: Young people's understandings of their right to free bus travel*

Young people offered a more disparate, and in general more tentative, set of explanations for why they felt they had been granted their free bus travel. For some, and dovetailing with the official rationale for the scheme (TfL, 2006, p. 7), it was about increasing young people's capacity to "stay in education longer" (F, I, 16) and to pursue "extra-curricular activities" (M, O, 14-18). However, there was less consensus across young people's accounts than among the older respondents, and a range of other explanations were given by young people as to why they thought they were granted free bus travel, including the scheme being a means to cut transport-related pollution and it coming into force to help relieve financial pressure on working mothers. The lack of consensus was overtly played out in many of the group discussions, with some explicitly debating both the rationale and the likely effects of the scheme:

M1: I think it [the granting of free travel] could be because some people are lazy, tired, if they're tired they won't go to school. So then the government try and encourage them to go in, and they've got free travel...

M2: But then wouldn't that...defeat the point of...the government fitness thing? Because if they're trying to encourage people to get fit, why encourage them to take the bus then?

M1: True. (I, 15)

Thus, unlike the explanations given by older people, those from young people as to why they are granted free travel were more varied and were offered with uncertainty, with young people challenging, debating and altering each others' assumptions about the rationale for the concessionary bus travel they received. In addition, nothing in the accounts of young people suggested that, like their older counterparts, they felt that they had *earned* the right to travel without charge. However, as a universal benefit (Goodman et al., in press), entitlement was still understood as *relatively* unproblematic, given it was legitimated largely through socially valued ends such as fostering access to education, rather than as a potentially stigmatised benefit for those in particular need. Young people thus displayed a weaker sense of being entitled to free travel – and did not once conceptualise it explicitly as an 'entitlement' in the way that older people did – but they valued it all the same, with accounts of its benefits universal across our data set.

### *The fragility of formal entitlements to travel*

The weaker sense of entitlement articulated by young people is perhaps most evident in accounts of what happened when they did not have the pass with them because it had been stolen or confiscated (for breaches of the 'Behaviour Code' (TfL, 2010c) – a code of conduct linked to receipt of concessionary bus travel which applies to young people but not to older citizens). As this young man's account of a journey following the theft of his 'Oyster'<sup>ii</sup> travel pass implies, apart from the transport exclusion that results from a stolen card, there are social risks that can arise from negotiating their rather more fragile entitlement:

[T]he day I was robbed I lost my Oyster. I had a missing [glasses] lens, ...buttons ripped off my shirt and a bruise on my face. And then I tell him [the bus driver] I don't have my Oyster, I got robbed, and he's like 'I've heard all these excuses...' and he was actually swearing at me...and then he kicked me off (M, I, 15-16)

Enacting entitlement, as Sen (1995) describes, can be difficult, and in situations where participants were without their pass, entitlement to use the bus could not be assumed as a 'right', but had to be negotiated. As one respondent put it, if you "just lost it [your pass] that same day you'd have to find a nice caring bus driver or they'll just be like, sorry mate I can't help you" (M, O, 15).

Young people conveyed the fragility of their entitlement in accounts, therefore, in a manner that corresponds both to the conditionality of their particular entitlement (on 'good behaviour') and to the lesser extent to which they felt they had actively earned their passes. While the substance of the entitlement conferred to young people and older citizens is comparable (bus and public transport fare exemptions respectively), it is clear that the conditions in which these entitlements are conferred mediate the status of the entitlement (and how this is in turn enacted) for each group.

### *Affective formal entitlements: riding the bus and belonging in London*

When entitlement was unproblematic, and users had the capabilities to enact that entitlement, a salutogenic function was conferred not just by the receipt of that right, but also the enactment of those rights. Entitlement to free bus travel not only brought an

understanding of the operation of entitlements to the fore for young and old people but also, in turn, this understanding impinged on the sense of belonging (to London as a community or polity) experienced by our participants. The concessions informed the place-based identities (or sense of belonging) that our study participants construct for themselves. Specifically, the concessions engendered an enhanced and significant sense of 'being a Londoner'. As one older person put it:

I guess some other thing that is quite good [about the travel concession], it makes you feel a Londoner. For what it's worth. (F, I, 70-74)

For younger users, often aware that their concession was unusual to their city, this sense of belonging to the city was often stronger, and more explicitly framed as having an effect on wellbeing through fostering pride:

It [the Zip Card scheme]...makes you feel proud [to be a Londoner] because you're at the front of everyone, because you're the ones who have brought in these new schemes that are working and making your life easier... (M, O, 15)

And also you have this mutual understanding of [being...] a Londoner, you're the same as me now. ...And there's...this sense of community in this huge, huge [city.] (F, O, 18)

In part, the enhanced sense of 'being a Londoner' that participants derived from concessionary access to public transport stemmed from the capacity these concessions afforded them to "get to know" (M, I, 12-13) or "learn about" (F, YS, 17) London by travelling widely in it. As one young person put it:

I like it [having the Zip Card] because you feel kind of unique..., and it's only in London. [Y]ou can travel around London because you're a kind of a Londoner, but other people can't. (F, O, 17)

In this respect, many of the younger aged study participants, in particular from the outer London boroughs, recounted exploratory bus journeys they had conducted "up London" (M, O, 13-16) to "the West End" (F, O, 15-16) or even to destinations unknown on account of their being able to travel by bus without charge. Concessionary bus travel, therefore, affords young people a topographical engagement with their urban surroundings which enhances their familiarity with the city by rendering them "more aware of where you're going, how to get to places" (F, O, 14-15).

Beyond evoking a feeling of belonging or a sense of community, the receipt of a transport concession was important to recipients because it indicated to them that they resided in an innovative polity – in a city that is "at the front of everyone" as the young man quoted earlier puts it. Some recipients valued the concession, that is, not only for the belongingness that it implies, but also because it indicated to them that they live in a progressive society:

I've just taken it [concessionary travel] for granted... That's what a civilised society would do (M, Other, 90+)

On occasion, this distinctiveness of London was described in comparison to other settings, in particular by young people. For instance, one focus group participant described how her "cousin [who] lives really far away...just wishes she could have more buses and the free travel...to get around more" (F, O, 14-15). By contrast, for older passengers who shared concessionary fares with other older people in England (Department for Transport, 2012), the referent for 'belonging' was typically more generic than just the city, and instead encompassed a broader sense of societal belonging. Specifically, this was articulated in terms of entitlement to a Freedom Pass being a sign of 'recognition' from the wider polity, and as therefore a positive affirmation of social worth:

[I]t's like [being] an old army veteran or something, you sort of feel, oh, well, I've got a free pass and I'm recognised. [P]eople say, that people who are, women who are older are invisible. And there's a sort of thing, well, I'm being recognised, acknowledged. I'm not being shunted, for once I'm not being shunted I'm being acknowledged. So I think in this way it's...quite important... The Freedom Pass isn't just, I've got a free pass. It does mean a lot of things. (F, I, 70-74)

Thus, entitlement to concessionary bus travel, if understood as resulting from valued, or at least unproblematic, social attributes or needs has potentially beneficial effects on wellbeing through the positive symbolic meanings that attach to that entitlement. Entitlement can, that is, contribute to a user's sense of belonging to a place or society.

However, when entitlement is understood as deriving from less valued social attributes, its enactment may have less positive implications for a sense of self worth. One rare example from accounts of formal entitlement to concessionary public transport suggests this, describing the discomfort felt at times by a Freedom Pass user in the course of using the bus:

[Y]ou do get this impression, from people, that you haven't paid, so you don't deserve a space of your own, you know? I don't take it to heart, I really don't...I just pick that up as...you can see the look on their [other passengers'] faces (F, I, 70-74)

Although such accounts are rare, they do indicate that an understanding of how group-specific entitlements such as concessionary bus travel are perceived by others (and how in turn this shapes attitudes towards recipients) is crucial to the likely health promoting effects (or otherwise) of transport entitlements. Whether the entitlement is constructed as based on valued attributes (contribution to society, ability to take part in education) or on less valued attributes (such as not paying one's way) is likely to change the symbolic meaning of enacting that entitlement, and in turn the psycho-social implications of that enactment. To illustrate, we turn now to the category of less formal or perceived entitlements to particular spaces or seats on the buses discussed by the study participants, which were more likely than formal entitlements to be open to contested claims to legitimacy.

#### *Informal entitlements: Contested claims to occupy space on the bus*

Informal entitlements included those to sit at crowded times of day, or to sit in 'priority seats', or to board the bus ahead of others. For older participants, accounts often focussed on the normative expectations these participants hold about getting or being offered a seat on the bus, and on the Goffman-esque social interaction strategies (Goffman, 1966) they employed to signal that they were entitled to a seat:

[T]he schoolchildren.... They're so noisy and well they do give you your seat now because the look we give them, they decide they'd better give you the seat. (F, O, 80-84)

There was no straightforward and mutually-recognised hierarchy of spatial rights on public buses. Rather, a cross cutting hierarchy based on the one hand on 'needs', and on the other 'rights', was articulated through stories of contested claims and difficulties in identifying whose access should be prioritised. A number of scenarios were brought to our attention in which rights to seating and to other passenger space on buses (and here the term 'rights' was often explicitly used) were disputed. These accounts often pertained to the section of the bus opposite the rear (exit) doors where seats are not provided. This is a clear space that is usually occupied by standing passengers during peak travel periods, and by infant buggies, passengers in wheelchairs, pieces of luggage or stowed shopping trolleys belonging to older/less mobile passengers at other times of the day. It is at these non-peak times that



reported problems in terms of a clash of perceived entitlements to space on the bus were repeatedly reported to arise, as in the following example:

Because... people are so unsociable on buses I tend not to get on with my trolley.  
...Not because I'm shy, but you get these mums, with their great big four-by-four [wheels] prams and I have been told, "that [her trolley] needs to go!" I have got a letter...from [TfL – London's transport authority] to say that I have as much right as them to be on the bus. (F, I, 70-74)

Given the policy concern that offering concessionary bus travel to young people would reduce older passengers' ability to use the bus, one somewhat surprising finding was that the most frequently reported tension when it came to competing rights claims on the bus was between mothers with buggies and others (including older people with shopping or mobility trolleys and those using wheelchairs) in need of non-seating space. The recourse to external legitimisation for a rights claim, as in the example above of the "letter from TfL", was rare, but it does illustrate the potentially contestable nature of the entitlement to such space. More typical as a way to negotiate disputed rights was a range of subtle gestures deployed by fellow bus passengers to communicate their perceived superior entitlement to space on the bus. While many young people talked about their willingness to offer their seats to "whoever is deserving" (M, I, 15), their accounts on occasion highlighted how the occupation of space on the bus could be a source of dispute. Thus, two young focus group participants described their experience of such interactions between passengers as follows:

F1: [I]t's when you're on the bus and you're sitting down and the old person comes along and they look at you expecting you to stand up.

F2: Yeah, they give you that dirty look.

F1: They give you the look...as if you're supposed to stand up for them. But sometimes you're tired. ...And if that little area...chosen for them [the priority seating area] is full up [then] they come to the back and then start expecting other people to get up.

F2: ...I feel old people feel they have the right to the whole bus. (O, 15-16)

Here again the language of rights, and rights that are perceived as applying in an unequal way, is used explicitly when disputes over space on the bus is discussed. In this instance it is clear that these young people do not share the view that older people should be offered a seat automatically if there is nowhere else to sit: the 'right' derived from a social attribute (age) does not necessarily trump that derived from a 'need' (being tired).

In the abstract, users could construct a hierarchy of claims to space on the bus. Thus, in one interview two of the interviewees articulated their understanding of the hierarchy of bus users that they would give their seat up for – old people, disabled people and pregnant women (M, I, 15) – and similar hierarchies were provided in other accounts. However, in discussions, and in accounts of actual experiences of contested claims, what becomes clear is that this hierarchy is mutable. For instance, in one discussion, some of the participants argued that they "don't feel like [an overweight person] should have a seat as much as...an elderly person or someone with a small child" (F, O, 14-18). At the same time, however, some of the young people we spoke to expressed how they felt very much *subject to* these entitlement claims, rather than in a position to assert their own claims.

The findings also suggested that where entitlement is based overtly on need (rather than rights), enactment of the informal right is recognised as carrying a certain risk of disrespect for either party involved in a given negotiation of space on the bus. For instance, as the discussion above shows, both older and younger respondents referred to the "look" that older

bus users would have to give on occasion in order for a young person to give up their seat. This bore the risk for the older person of having to assert themselves in public, but also for the younger person of having to defer to another passenger in front of their peers, in particular if they were not thanked for their actions:

F1: The elderly people completely disrespect somebody just because they're young. ... [A] lot of the time...there's no verbal abuse but you can just see them looking at people like, you're in my seat...

M1: And then what annoys me is you give up your seat and...they don't even say thank you... They believe they have the right to sit there, that you should just get off, in a sense. (O, 14-18)

Elsewhere, in a group interview conducted with young people, uncertainty around whether or not a fellow bus user was pregnant was described as a potential source of disrespect:

M1: When I do sit down I'll give it up for an old person, a... paralysed person, or disabled [person]

M2: And pregnant people ... because that's the issue. ...If they ask for it [the seat] I'd jump up straightaway but...if I see someone I think is pregnant, I just try and figure it out. ...I just try and study [the person's figure], if you know what I mean, to make sure I don't end up insulting someone. (I, 15-16)

The ambiguity of entitlements based on need and vulnerability implied above meant that less mobile study participants on occasion indicated the important role of outward signifiers of entitlement to their everyday use of public transport. For instance, in an exchange between two older study participants, both over 90, one of them described how:

[E]specially because I've got a walking stick, people are extremely kind, and the kids help you down if necessary, they certainly give way to you once you get on the bus. And ... I don't even have to show my pass sometimes, [even though] I'm supposed to (M, Other, 90+)

Our findings also suggest that the potential for negotiations of space on the bus to generate disrespect and disharmony on occasion became visible when hierarchies of social difference intersected with those of vulnerability, as in this discussion between older bus users in outer London:

F1: They will not move, they will not move.... They don't move, schoolchildren do not *move*...

F2: I've always found they will move....

F3: *I'd have thought* that they would move but it's interesting, I wonder if they would give it to a white woman but not to [a non-white woman]

F4: Yes that's it, that's it. (O, 65-89 [emphasis in speech])

These accounts demonstrate that buses, as a constituent part of the urban public realm, constitute important 'sites' for the enactment of citizenship (see Isin, 2009, p. 370). Within this, they show that a complex set of norms and informal dicta are deployed in the course of everyday bus travel as a means to try to negotiate competing attitudes towards entitlement to sit, or occupy particular spaces, on buses. Importantly, these norms and dicta are mutable and so are contested, with the risks incumbent to this, in the course of bus travel.

## **Discussion**

It is increasingly well established that access to transport is an important determinant of health, and emerging research findings suggest that concessionary fares have a role to play in fostering wellbeing. In this paper, we have explored an important mediator of the relationship between concessionary fares and wellbeing, namely how entitlement to that benefit is understood. We also discuss the conceptual significance of entitlements in relation to public bus travel by younger and older people. In doing so, we have shown how these understandings and deployments of formal and perceived entitlements can be ‘affective’, by which we mean that they can impinge on recipients’ sense of wellbeing as broadly conceived.

Where entitlements are understood as arising from valued aspects of the self (such as contributions to society) they straightforwardly constitute a route to enacting ‘belonging’ and deriving a sense of self-worth. When the rationale for a given entitlement is less easily understood via recourse to societal contribution, and the enactment itself is more fragile (as with entitlements granted to young people), there are possibilities that enactment can be fraught with risks of ‘disrespect’. The main implication of this study is that concessionary public transport has a set of effects on wellbeing that go beyond its effects on levels of physical activity through the elimination and generation of ‘active travel’ journeys (e.g. Besser & Dannenberg, 2005; Webb et al., 2011) and its capacity to mitigate the social isolation that may result from transport exclusion (e.g. King & Grayling, 2001; Spinney et al., 2009; Whitley & Prince, 2005). Though hard to measure, this set of potential health effects warrants attention as it relates to the degree to which often-marginalised groups (here, older citizens and young people) hold and report a sense of belonging (to a place or society) and perceive themselves to be recognised as valued and deserving citizens.

Study participants reported that the entitlement they received was important to them not only because it provided concessionary travel (and in turn facilitated participation in a range of social activities) *but also for symbolic reasons*. Our research suggests that for young people and older citizens alike, receipt of fare concessions on public buses and on the wider public transport network in London respectively signified a belonging to a conurbation (London in this case) and to the citizenry of that conurbation. The concessions were seen to bolster any ‘sense of being a Londoner’ that the recipient might construct for her- or himself, and to contribute “to the strengthening of people’s belonging to and perception of place” (Kearns, 1991: 530).

At the same time, for older recipients, receipt of the concession also brought a valued sense of societal recognition. The concession was understood to be, and presented to us as, a reflection of the entitlement to which older London residents were due on the basis of the contribution that they had made to society over the course of their lives so far. Notably, this sense of earned entitlement was not shared by the younger cohort of study participants.

In terms of outcomes for wellbeing (and in turn health if we see these two concepts “as part of a continuum” (Cattell et al., 2008, p. 546), these two concepts, belonging (or ‘solidarity’) and recognition (or ‘significance’), are component parts of the psychological sense of community construct outlined by Clarke (1973) and reframed in the context of ‘wellbeing’ by Young et al (2004). As Young et al (2004, p. 2629) put it “[s]ense of solidarity refers to sentiments such as feelings of belonging, togetherness, cohesion, and identification

[and...]sense of significance entails members feeling that they are appreciated as important contributors to the group, thereby developing a sense of achievement, fulfilment and worth.” More recently, both concepts have been identified as key indicators of wellbeing – for example in the New Economics Foundation’s (2009) *National Accounts of Well-being*, ‘trust and belonging’ is included as an indicator of social wellbeing while ‘self-esteem’ is included as an indicator of personal wellbeing.

Critically, what this paper suggests is that it is not only the *substance* of entitlements that generate health outcomes, as has previously been demonstrated in relation to concessionary travel schemes (Coronini-Cronberg et al., 2012; A. Jones et al., 2012; Webb et al., 2011). In addition, the very act of entitling (or being entitled to) benefits can shape feelings of wellbeing (that can determine health) in and of itself. The very process of entitling individuals and groups impinges upon the wellbeing of entitlement recipients. In this instance, then, we argue that public transport concessions not only mitigate the particular transport-related barriers to social inclusion faced by young and older people discussed in the introduction to this paper, but more broadly that the act of entitlement can serve to mitigate wider forces of social exclusion faced by these groups. In this way, entitlements directed towards younger and older members of the population can act to reduce the feelings of exclusion, disenfranchisement and isolation felt by these groups, and might also act to improve their sense of self-worth.

## **Conclusion**

The provision of concessionary transport is identified as a policy intervention that can support wider strategies to tackle social exclusion. In the UK context this is understood to be primarily by ensuring “that bus travel, in particular, remains within the means of those on limited incomes and those who have mobility difficulties” (Department for Transport, 2012). If the effectiveness of a free bus transport scheme resides in (say) its ability to promote access to goods and services or social inclusion, we suggest that its ‘affectiveness’ relies on how far it shapes the meaning of access and entitlement for its users. Here, where entitlement was understood as based on rights, it could enhance wellbeing. Where it was based on needs and vulnerability, it was more problematic, with social risks of underlining social marginalisation rather than fostering inclusion.

In this paper, we have sought to understand, through qualitative enquiry, the ways that recipients of such transport concessions understand and value the entitlements that they receive. This has suggested that beyond the substance of the entitlements themselves, the process and conditions of entitlement are also important when it comes to considering the effects of a given entitlement on recipients’ wellbeing. In particular, we have found that the relationship between entitlements and wellbeing is mediated by the sense of belonging that receipt of an entitlement confers on the individual. This, in turn, is a function of the nature of a given entitlement: where the entitlement has an ontological fit with a sense of personal entitlement then wellbeing can be enhanced, but where the entitlement is conditional or based on needs, rather than rights, then the rationale behind it is negotiable, and a recipient’s sense of wellbeing can be marginalised in the process of trying to enact that entitlement. This finding suggests that to reduce the risks to wellbeing that can come with enacting entitlements, policy-makers should pay attention to communicating a cogent rationale for a given entitlement so that the wider public better understand why that entitlement has been conferred.

### **Conflict of interest**

None

### **Acknowledgements**

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<sup>i</sup> The 'Young Scientists' programme offers work experience in an academic setting to young people aged 14-18 from schools in deprived parts of London. For further information see: <http://www.lshtm.ac.uk/aboutus/introducing/volunteering/ysp/index.html>.

<sup>ii</sup> 'Oyster' refers to the plastic card used to access London's transport system; as here, young people often used the term 'Oyster' to refer specifically to their free pass (the 'Zip Card').



# Calgary Transit

## Low Income Monthly Pass

Read below to find out if you're eligible for a Low Income Monthly Pass. [Click here \(http://www.calgarytransit.com/fares-passes/passes/Low-Income-seniors-yearly-pass\)](http://www.calgarytransit.com/fares-passes/passes/Low-Income-seniors-yearly-pass) for information about the Low Income Seniors Yearly Pass.

City Council approved the cost of a low income monthly pass to be on a [sliding scale \(http://calgary.ca/CSPS/CNS/Pages/Neighbourhood-Services/sliding-scale-fare-changes.aspx\)](http://calgary.ca/CSPS/CNS/Pages/Neighbourhood-Services/sliding-scale-fare-changes.aspx) effective April 2017. Sliding scale is a pricing system that assesses income and assigns a purchase price based on income. The less an applicant earns, the less they will need to pay.

	2018	2019
Band A	\$5.15	\$5.30
Band B	\$36.05	\$37.10
Band C	\$51.50	\$53.00

### Eligibility and application for a Low Income Monthly Pass

- Resident of Calgary (proof of address required, PO Boxes, rural route addresses and bank statements are not accepted as proof of residency).
- Meet one of the Fair Entry's eight ways to qualify for this and several other City subsidized programs and services. Find out if you qualify, visit [Fair Entry \(http://www.calgary.ca/CSPS/CNS/Pages/Neighbourhood-Services/Programs-and-services-for-low-income-calgarians.aspx\)](http://www.calgary.ca/CSPS/CNS/Pages/Neighbourhood-Services/Programs-and-services-for-low-income-calgarians.aspx). Download the [Fair Entry application form \(http://www.calgary.ca/CSPS/CNS/Documents/Neighbourhood-Services/Fair-Entry-Fee-Reduction-Application.pdf\)](http://www.calgary.ca/CSPS/CNS/Documents/Neighbourhood-Services/Fair-Entry-Fee-Reduction-Application.pdf).

### Where to buy a pass when approved?

If you have already been accepted in the Fair Entry program, find out where you can [buy your pass \(http://www.calgarytransit.com/fares-passes/where-buy\)](http://www.calgarytransit.com/fares-passes/where-buy).

### Conditions of Use

- The Low Income Monthly Pass is for the sole use of the registered applicants and is not transferable. It is valid on all Calgary Transit services.
- The pass user must be registered with Calgary Transit and the back of the pass must include the registered users name and registration number to be valid.
- The pass user must have in their possession and be prepared to present valid photo identification upon request while using Calgary Transit.

- The entire pass must be shown to the operator when boarding the bus and must remain in the possession for the user at all times while on the system.
- Misuse of the Low Income Transit Pass may result in suspension of eligibility and the user may be subject to a fine under the Transit Bylaw 4M81.
- Please note, we don't issue replacement passes for lost or stolen passes.



## Calgary Transit Low Income Monthly Pass sliding scale fare changes

The City of Calgary's sliding scale fare structure for the [Calgary Transit Low Income Monthly Pass](#) helps eliminate financial barriers for low income Calgarians so they can more fully participate in the community.

### How were the price bands developed for a sliding scale?

Sliding scale is a fare system that assesses income and assigns a purchase price based on income. **The less an applicant earns, the less they will have to pay**, but all who qualify will receive a minimum 50% discount.

To determine the bands, The City looked at the income levels of the current customers and how to provide the most assistance to the most people within the budget.

Then The City studied other income support program benefit systems to see how the bands might impact persons receiving those benefits and also used community input to adjust the bands appropriately.

The majority of current Low Income Monthly Pass customers will pay less than they did in March and everyone who qualifies receives a minimum 50% discount.

### When do prices change?

Prices for the Low Income Monthly Pass change each year in January as the discounts are linked to the price of an adult monthly pass, which also changes each year.

### What is sliding scale?

Sliding scale is a fare system that assesses income and assigns a purchase price based on income. **The less an applicant earns, the less they will have to pay.**

For the Calgary Transit Low Income Monthly pass, three income categories or bands have been developed. Those earning the least will pay the lowest fare and those earning a bit more will pay higher fares, but all who qualify will receive a discount.

### How will people apply for a discounted transit pass based on sliding scale?

Fair Entry will remain the single point of entry for all subsidy programs, including anyone interested in the new sliding scale for Transit's Low Income Monthly Pass. Details on the current application can be found at [calgary.ca/fairentry](http://calgary.ca/fairentry).

### How much will a pass cost?

Introduction of a sliding scale will introduce three price bands. For 2019 the prices are: \$5.30, \$37.10 and \$53.00 per month dependent on how much a customer earns.

### What if I disagree with my price band?

If you have questions on how your income impacts where you fit in a sliding scale, please contact Fair Entry by calling 311 to speak with Fair Entry staff or email [fairentry@calgary.ca](mailto:fairentry@calgary.ca).

### Who qualifies for sliding scale?

Customers approved for Fair Entry will be eligible to receive a minimum 50% discount based on a sliding scale. The income a customer earns will be assessed to determine the price they will pay for a Low Income Monthly Pass. The Fair Entry qualifications list outlines eight proofs of income a customer can use to qualify. [calgary.ca/fairentry](http://calgary.ca/fairentry).

GP - 99

Household Size	Income Category A \$5.30	Income Category B \$37.10	Income Category C \$53.00
<b>1 person</b>	Less than \$12,960	\$12,961 - \$22,032	\$22,033 - \$25,921
<b>2 person</b>	Less than \$16,135	\$16,136 - \$27,429	\$27,430 - \$32,270
<b>3 person</b>	Less than \$19,836	\$19,837 - \$33,721	\$33,722 - \$39,672
<b>4 person</b>	Less than \$24,083	\$24,084 - \$40,941	\$40,942 - \$48,167
<b>5 person</b>	Less than \$27,315	\$27,316 - \$46,435	\$46,436 - \$54,630
<b>6 person</b>	Less than \$30,806	\$30,807 - \$52,371	\$52,372 - \$61,613
<b>7 person</b>	Less than \$34,299	\$34,300 - \$58,308	\$58,309 - \$68,598

Fair Entry also accepts AISH, Alberta Works and Refugee Assistance Program documents as proof of income. If you are interested in how your income impacts where you fit in the sliding scale, please contact Fair Entry by calling 311 to speak with Fair Entry staff or email [fairentry@calgary.ca](mailto:fairentry@calgary.ca).

If you are not sure if you would qualify, go to a Fair Entry site, call 311 to speak with Fair Entry staff, or email [fairentry@calgary.ca](mailto:fairentry@calgary.ca) about how you might apply or find other community supports.

### **What about the seniors transit pass – both regular and low income?**

Prices for the senior pass, regular and low income, are not impacted by sliding scale pricing. Details on seniors passes can be found [here](#).

# **Transit Fare Review: Final Recommendations**

July 2018



# Contents

Summary of Key Recommendations	2
Detailed List of Recommendations	3
Introduction	4
Fares by Distance	6
Fare Products	10
Transfer Time	14
Service Type	15
Time of Travel	16
Discounts	17
Implementation Approach	18

## Summary of Key Recommendations

The Transit Fare Review was a comprehensive review of the policies guiding how we price transit in Metro Vancouver. Over the course of four major phases, we undertook extensive public and stakeholder consultation, technical analysis, ridership and revenue modelling, best practice research, and prototyping. The result, captured in this report, is a series of recommended policy changes intended to improve the customer experience by making the fare system fairer for more people, while maintaining affordability and ease of understanding for transit riders and while maintaining the same level of fare revenue.

A key policy recommendation from this Review is to eliminate zones and move to station-to-station pricing for rapid transit (e.g. SkyTrain and SeaBus). Pre-paid passes would be updated to reflect this change. Buses would remain a flat fare.

While not within the transportation-focused mandate of TransLink, the Review finds that expanding discounts for low-income residents is a worthwhile social policy objective. The Review recommends that TransLink and BC Transit work under the leadership of the Provincial Government in the context of the BC Poverty Reduction Strategy to explore available funding, priorities, and opportunities to expand discounts for low-income transit riders, as well as children and youth, across British Columbia.

Finally, the Review finds that expanded off-peak discounts have merit and can meaningfully help reduce overcrowding on the system. However, to be most effective these should be targeted to times and locations where overcrowding is most acute. This change would result in lost fare revenue and so would require new funding to implement. Accordingly, the Review recommends launching pilots to study where, when, and how to best implement this change and then to develop a costed business case for approval in a future Investment Plan.

Should the Mayors' Council on Regional Transportation and the TransLink Board endorse these policy recommendations, the project will move into the implementation planning phase. In this phase, TransLink will figure out how best to implement these changes in a way that is cost effective and effectively manages risk. This step includes additional technical work, pilot studies, scoping detailed Compass requirements, and developing a timeline that seeks to introduce any fare policy changes in ways that leverage and build on other concurrent initiatives.

## Detailed List of Recommendations

		Current	Recommendation
Distance	Rapid Transit	3 Zones	Station to station pricing (based on km)
	Bus	Flat	No change
	HandyDART	Flat	No change
	West Coast Express	5 Zones	Station to station pricing
Fare Products	Single Tickets	Cash fares and discounted Stored Value fares	No change
	Fare products for frequent Users	Prepaid monthly pass by zone	Prepaid monthly pass by km and explore introducing new flexible products
Transfer Time	Conventional system	Travel for 90 minutes on a single fare	No change
	West Coast Express	Premium fares distinct from conventional system	No change
Service Type	HandyDART	Regular adult fare applies to all passengers	Accept concession fares for eligible customers
	Off-peak discounts	Discounted fares after 6:30pm on weekdays and all day on weekends	Develop a business case for targeted discounts to help reduce overcrowding
Time of Day	Children (age 0-4)	Free	No change
	Youth (age 5-18)	Concession Discount	Explore expanded discounts through discussion with Provincial Government
	Seniors (age 65+)	Concession Discount	No change
	Low-Income	No discount	Explore expanded discounts through discussion with Provincial Government
User Discounts			



# Introduction

## About the Transit Fare Review

In 2016 TransLink launched a comprehensive four phase review of the way we price transit. We heard that the majority of residents from Metro Vancouver think the current fare system does not work well. This desire for change combined with new technological capabilities offered by Compass set the stage for this comprehensive review of the way we price transit in Metro Vancouver to improve the overall customer experience.

## What do we want to achieve?

The goal of the Transit Fare Review is to recommend changes to the fare structure that promote an exceptional customer experience where paying for transit:

- Is simple
- Is fair
- Is affordable
- Helps grow ridership
- Helps improve service by reducing overcrowding

As a result of the recommendations identified through the Transit Fare Review, fares for some trips will go up and fares for other trips will go down. However, the goal is not to increase or decrease TransLink's revenue. Rather, the approach is that any changes would be revenue neutral for TransLink.

## How did we get here?

The Transit Fare Review focused on investigating six core components of the regional transit fare structure:

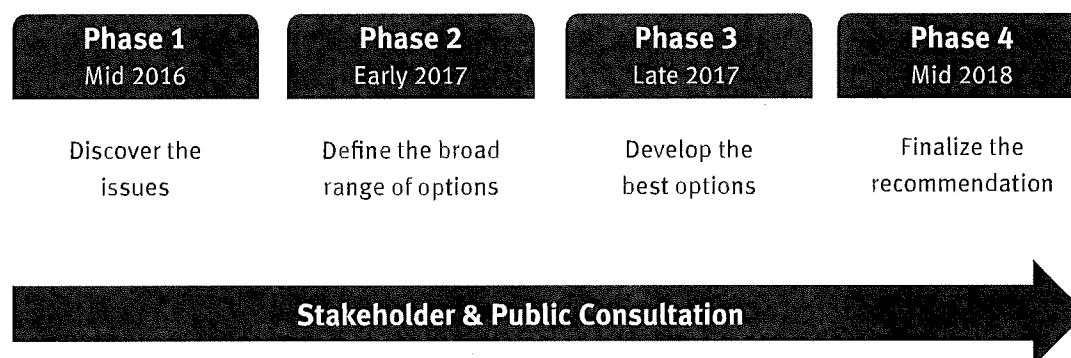
1. **Distance Travelled:** the price you pay depending on how far you travel
2. **Fare Products:** the type of ticket or pass you purchase based on frequency of travel
3. **Transfer Time:** how many minutes you can travel on a single fare
4. **Service Type:** the price you pay depending on what mode of transit you use
5. **Time of Day:** the price you pay depending on what time of day you travel
6. **Discounts:** the reduced fares available to riders based on defined eligibility criteria

Our work was informed by technical analysis, modelling, best practices research, and prototyping of different options, along with extensive consultation with the public, stakeholders, and elected officials through in-person workshops, on-line surveys, and on-line discussion forums. Throughout the process, we received over 66,000 responses from people across Metro Vancouver.

- **In Phase 1**, we heard about concerns, issues and ideas for ways to make the fare structure easier to use, fairer and more affordable.
- **In Phase 2**, we developed broad concepts and asked for input on how fares should vary by distance, time and service type.
- **In Phase 3**, we refined the options and asked about specific proposals for how to price by distance, which types of fare products to offer, and if changes should be made to customer discounts
- **In Phase 4**, we shared our proposed recommendations with the public for input and feedback.

A full record of the public engagement activities of the Fare Review can be found at [www.translink.ca/farereview](http://www.translink.ca/farereview)

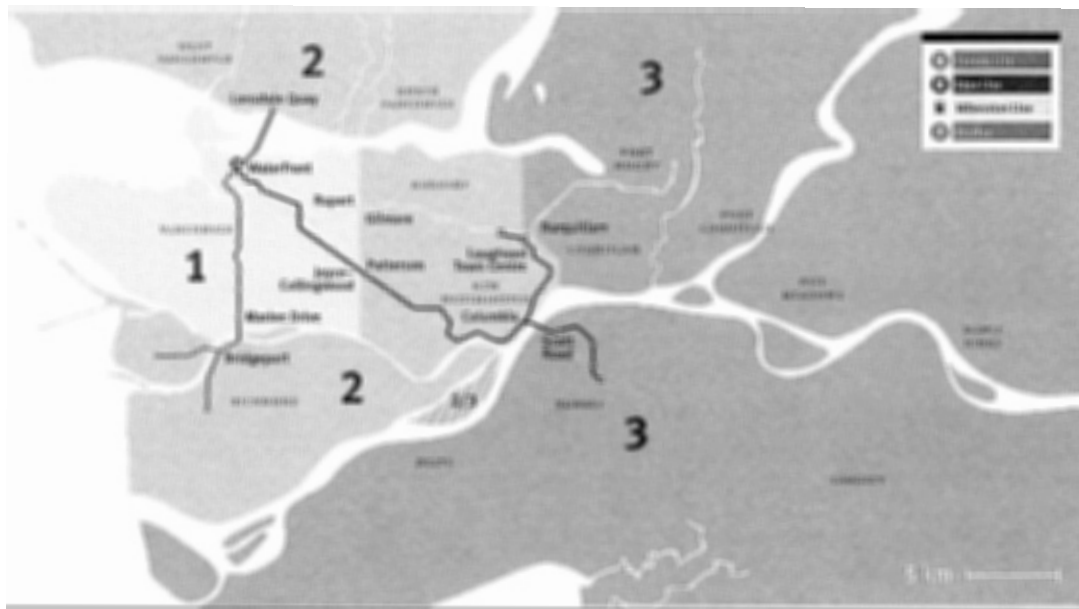
## Timeline



# Fares by Distance

## Current System

The current zone system was adopted in 1984 to roughly approximate distance travelled in a way that was simple to understand and manage without the assistance of a smart card. This three-zone fare structure has been a long-standing source of complaints from residents of Metro Vancouver. Today, about 20% of daily weekday trips pay an arbitrarily higher fare than trips of a similar distance just because they cross a zone boundary. In 2015, zones were eliminated for buses so that all bus trips are charged a one-zone fare regardless of the distance travelled.



*Current fare zone system for SkyTrain and SeaBus*

## Recommendations

**1.1 Eliminate zones and shift to pricing by distance between stations on SkyTrain, SeaBus, and future rapid transit. Maintain flat fare on bus.**

### How would it work?

Under this system, bus fares would continue to be charged a flat rate regardless of the distance or number of transfers made within 90 minutes, the same as today. For SkyTrain and SeaBus trips, fares would be based on how many kilometres you travel. A base fare would cover travel up to five kilometres – or approximately three to four stations. After this base distance, the fare would increase in small increments until a maximum fare is reached, which would occur at around 22 kilometres or 13 to 15 stations.

**What's the same as today?**

- **Minimum fare:** About the same as a 1-zone fare.
- **Maximum fare:** About the same as a 3-zone fare. People travelling the longest distance on SkyTrain would continue to pay about the same price as they do under the current system.
- **Tapping:** Same as today – tap in and out on SkyTrain and SeaBus, tap in only on bus.
- **Transfers:** No additional fee to transfer between bus, SkyTrain and SeaBus.
- **Bus only fares:** Flat fare similar to today's 1-zone fare for unlimited travel within the 90 minute transfer window.
- **Evening and weekend travel:** Similar to today - off-peak trips pay the equivalent of a 1-zone fare for travel system-wide.

**What's different from today?**

- **No more zones:** Rapid transit fares are based on the number of kilometres you travel, instead of how many zones you travel through.
- **More gradual price increments:** Prices vary for each pair of stations depending on the distance between them.

**Why not price by distance on the bus, too?**

Distance-based pricing on bus was considered through the Transit Fare Review but is not currently recommended. We heard that many residents think distance-based fares on buses would make it difficult to predict and calculate fares and might require tapping out, which could discourage bus use. Both of these concerns could be addressed with new technologies currently being tested and deployed in cities around the world. Should the transit network evolve in the future to include more on-demand or flexible bus services, our approach to pricing bus services could be re-evaluated.

**Which trips would pay more than today?**

- 1-zone trips on SkyTrain that travel long distances within a single zone, for example: trips between Marine Drive and Waterfront or between Sapperton and Gilmore.
- 2-zone trips on SkyTrain that travel long distances across two zones, for example: trips between New Westminster and Waterfront.

**Which trips would pay less than today?**

- 2-zone trips on SkyTrain that travel just a few stations but that happen to cross a zone boundary, for example: trips between Joyce-Collingwood and Metrotown, Surrey Central and Columbia, or Production Way-University and Burquitlam.
- 3-zone trips on SkyTrain that travel into zones 1 and 3 by only a few stations, for example: trips between Burquitlam and Commercial-Broadway or between Scott Road and Joyce-Collingwood.
- SeaBus trips.

**Why are we recommending this?**

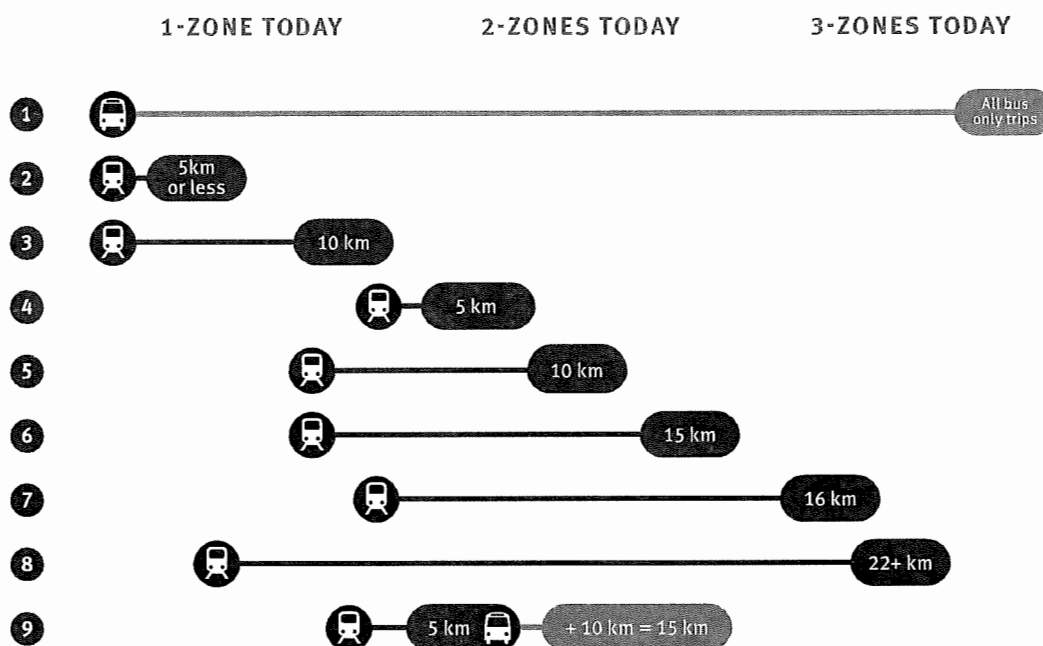
We heard during each phase of the Transit Fare Review that people find the current system unfair, with 73% of respondents saying they would prefer to see a system priced by distance travelled. A structure that prices trips more closely to the actual distance travelled helps address the most common complaints, including the high price of short trips across a zone boundary, steep price jumps across a zone boundary, and the arbitrariness of the zone boundaries.

Compared to the current system, pricing fares by kilometres travelled between stations on SkyTrain and SeaBus:

- Better reflects actual use: trips of the same length on the same mode of transit would pay the same price.
- Allows for more gradual pricing increments: steep jumps in fares across zone boundaries would be replaced by smaller station-by-station increases.

### Impact of the distance-based fare structure on different trips

The table below illustrates how the price for various trips would change under the pricing by distance structure. Most fares will stay about the same, while some will increase and some will decrease. The illustrative prices below are for Adult Stored Value fares, and exact prices will be determined at the time of implementation.



*SeaBus is considered rapid transit and fares are the same as SkyTrain*

	Current Fare	Proposed fare structure change
1	\$2.30	About the same
2	\$2.30	About the same
3	\$2.30	▲ +\$0.75 to +\$1.00
4	\$3.35	▼ -\$1.00 to -\$1.25
5	\$3.35	▼ -\$0.10 to -\$0.25
6	\$3.35	▲ +\$0.25 to +\$0.50
7	\$4.40	▼ -\$0.25 to -\$0.50
8	\$4.40	About the same
9	\$3.35	▼ -\$1.00 to -\$1.25

▼ Decrease in price    ▲ Increase in price

**1.2 Eliminate zones and shift to pricing by distance between stations on West Coast Express.**

Today, fare prices on the West Coast Express are determined by a complex 5-zone fare structure that differs from the rest of the system. We heard from riders and stakeholders, that many find this structure confusing and that we should explore ways to align the way we price West Coast Express with other services.

In order to improve the simplicity of this structure, we recommend starting with communicating fares as station-to-station prices, instead of zones. Under this recommendation, prices for travel between stations would remain the same as today. We then recommend working with West Coast Express riders, stakeholders and partners to explore opportunities to refine this structure to align prices more closely with distance travelled, while ensuring fares remain affordable, help to grow ridership and effectively manage demand.

**1.3 Maintain flat fare on HandyDART.**

HandyDART fares would continue to be charged a flat fare regardless of distance travelled, the same as it is today.

# Fare Products

## Current System

Today, there are four ways to pay for single-trip fares which allow unlimited transfers for up to 90 minutes:

- You can pay cash on a bus;
- You can tap a contactless credit card or mobile wallet on card readers;
- You can buy a Compass Ticket from a Compass Vending Machine; or
- You can load Stored Value onto your Compass Card so you can pay-as-you-go at a discounted rate.

In addition to single fares, we also offer Day Passes and Monthly Passes: pre-paid passes that grant unlimited travel within the specified number of zones for a flat fee.

Additional products and passes with specific and limited eligibility that are delivered as partnership programs between TransLink, the Province of BC, and/or other agencies are outside the scope of the Transit Fare Review<sup>1</sup>.

## Recommendations

### 2.1 Update pre-paid monthly passes to reflect distance-based pricing structure.

#### How would it work?

Under a fare by distance structure, monthly passes would continue to offer an unlimited number of trips just like today. Instead of being priced based on the number of zones you can travel, monthly passes would be priced based on trip distance.

For example, a 10km monthly pass would allow an unlimited number of trips that are each 10km in length or less. The passes can be used for trips up to the specified distance anywhere on the system, and are not specific to any particular stations or route. For the occasional trip that exceeds the distance covered by the pass, you would pay the difference for that individual trip using the Stored Value on your Compass Card, similar to today's AddFare for extra zones travelled. Unlimited bus travel is included in all passes.

Similar to today, if you are a frequent transit user you would choose the two rapid transit stations between which you most commonly travel and buy a Monthly Pass to cover that distance. Those who take many different trips during the month would have the option of buying a shorter distance pass and pay add fares for each longer trip taken on SkyTrain, or purchase a long distance pass that covers all their travel if they prefer the convenience and value of an unlimited use pass.

#### What's the same as today?

- Unlimited SkyTrain and SeaBus trips: Passes continue to offer unlimited trips on SkyTrain and SeaBus based on the distance purchased.
- Unlimited bus trips: All passes continue to offer unlimited bus trips across the system.
- Pay in advance: Customers pay up front for monthly travel.
- Predictable transit costs: One monthly pass to cover all your most frequent transit needs.

<sup>1</sup> These partnership programs include the BC Bus Pass, ID Pass BC, and CNIB ID Pass.



**What's different from today?**

- No more zones: Passes would be valid for all trips up to a certain distance rather than all trips within a specified zone. These distances between stations would be clearly marked on wayfinding maps at stations.
- More options: Choose from pass options that more closely match the distance you frequently travel.

**Current Pre-paid Adult Monthly Pass System**

Monthly Pass – Zones	1-zone	2-zone	3-zone
Unlimited SeaBus and SkyTrain trips within zone/s	\$95	\$128	\$174

**Illustrative Pre-paid Adult Monthly Pass System under Proposed Distance-Based Pricing Structure\***

Monthly Pass – Distance	5 km	7 km	10 km	13 km	17 km	20 km or more
Unlimited SeaBus and SkyTrain trips up to the following distances	\$95	\$112	\$127	\$142	\$157	\$174

*All passes include unlimited trips up to the specified number of kilometres on the SkyTrain and SeaBus, unlimited bus travel, and unlimited travel system wide on evenings and weekends.*

*\* Pass distances and pricing are for illustration only and are subject to change. Further work will be done to determine the number of passes offered as well as the distance increments to ensure that they are convenient and provide good value to all customers.*

**How would monthly fare costs be impacted under the proposed structure?**

Most riders take a variety of trips over the course of a month; some trips would cost more and some would cost less. Under the proposed system, we estimate that the majority of riders would spend about the same amount on fares overall. A minority of riders will see an increase or a decrease depending on which trips they do most often. Similar to today, frequent riders would choose their Monthly Pass based on their most common trip, which is the commute trip for the majority of riders. The change in price for this frequent trip would have the biggest impact on riders' overall fare costs for a given month.



**Why are we recommending this?**

Adapting the current zone-based passes to the future fare by distance structure allows riders to continue using today's well-used and well-liked unlimited pre-paid passes. They offer unlimited travel, good value, predictability of monthly fare costs, and convenience.

**What about fare capping?**

Fare capping was considered through our review but is not currently being recommended. Fare capping offers a best price guarantee to all riders and does not require a decision to pre-purchase a pass at the beginning of a day or month. However, our analysis showed that the fare cap would need to be set at a higher price than today's pre-paid passes, effectively increasing costs for frequent riders. Given its potential benefits, we will continue to explore how fare capping could be introduced in a cost-effective way for both TransLink and our customers into the future, especially in the context of integrated, multi-modal payment platforms and the emergence of Mobility-as-a-Service (MaaS).

**2.2 Increase the flexibility of pre-paid passes.**

Currently, TransLink only offers day and monthly pre-paid passes that are currently valid from the beginning to the end of a calendar day or month. In order to provide riders with more choice and convenience, we recommend exploring ways to increase flexibility of prepaid passes, including rolling passes and weekly pre-paid pass options. Rolling passes could start on any day of the month, and last until the same day the following month. This would provide customers with additional flexibility to purchase passes at any time and would help alleviate the crowds at Compass Vending Machines at the beginning of the month when many customers renew their monthly passes. Rolling monthly passes and weekly passes will require additional financial and technical analyses to determine appropriate rates and structure before implementation.

**2.3 Align the Concession Monthly Pass structure with the distance-based pricing system.**

Today, there is only one flat rate discounted Concession Monthly Passes that is valid for all zones, which means that all concession monthly pass holders are paying the same no matter how many zones they travel. This is a simple way to structure Concession Monthly Passes, but it does not fully capture the fairness benefits provided by the distance-based system. Moving forward, we propose exploring a pricing structure for Concession Monthly Passes that more closely reflect distance travelled, as we already do with Concession cash and Stored Value fares. More work is needed to identify specific discount rates and prices to ensure that affordability for Concession riders is maintained.

# Transfer Time

## Current System

Metro Vancouver's transit system was designed as an integrated, connected network to transport you from your origin to your destination in the most efficient way possible. This means that trips often involve a connection—or transfer—from one route to another to complete a journey. Transfers allow people to move between and within areas of the region on one fare, and to complete their journeys by using the quickest and most convenient combination of transit service types.

Today, TransLink's fares include a 90-minute transfer period, which allows you to transfer onto other transit services within 90 minutes from the time of first tap in, and allows 120 minutes to complete your journey. Select services, such as West Coast Express, are granted exceptions to the 90-minute transfer time due to the longer travel time and distance.

## Recommendations

**3.1 Keep the principle of the 90-minute transfer window so riders can continue to transfer for 90 minutes without paying a new base fare on rapid transit. The total fare cost will include the base fare plus distance travelled during the 90-minute period.**

Our analysis suggests that 90 minutes is sufficient time to complete the vast majority of one-way trips made in the region and therefore, we are proposing to keep the 90-minute transfer window. However, it's important to note that it will function differently for some trips under a distance-based system than it does today.

Under a distance-based structure, a fare will include a base fare plus a charge for distance travelled. Customers will be able to transfer without having to pay a new base fare if they complete all transfers within a 90-minute window, but the distance portion of their fare will continue to increase as they travel. This is in keeping with the fairness principle that Transit Fare Review respondents told us they'd like to see: a system in which people pay for what they use.

The base fare includes 90 minutes of unlimited transfers on bus, which could include multiple bus journeys or return trips by bus.

# Service Type

## Current System

Today, there is one integrated fare structure for bus, SkyTrain, and SeaBus. The West Coast Express is a premium service with higher fares and unique zone structure. HandyDART, which provides door-to-door service for customers who are unable to use other service types without assistance, is a flat fare system and does not accept Concession discounts.

## Recommendations

### 4.1 Maintain premium pricing rates on the West Coast Express.

The West Coast Express is a high-speed, limited-stop, commuter-rail service with patterns of use that are distinct from the rest of the transit system. Moving forward, we recommend maintaining premium pricing – including a higher base and maximum fare – on the West Coast Express, recognizing that it is sufficiently fast, convenient, direct, and travels far enough to justify premium pricing relative to the rest of the transit system.

### 4.2. Recognize Concession discounts on HandyDART as part of on-going efforts to improve the HandyDART experience.

Throughout the Transit Fare Review, stakeholders have told us that fares should be consistent between HandyDART and the conventional transit system. To further align HandyDART fares with the other service types, we would consider recognizing TransLink-offered age-based discounts on HandyDART while implementing other changes outlined in the Custom Transit Service Delivery Review including HandyDART eligibility criteria.

# Time of Travel

## Current System

Today, if you travel outside of peak times (after 6:30pm on weekdays and all day weekends and holidays) you receive an off-peak discount where you can make any trip for the price of a one-zone fare.

## Recommendations

**5.1 Expand targeted off-peak discounts and/or rewards to help manage overcrowding on the system, subject to a transportation business case and near-term field study to determine feasibility.**

Off-peak discounts can encourage flexible riders to shift their time of travel and help to reduce overcrowding in peak periods. However, providing further discounts to all off-peak travellers results in decreased revenue that needs to be made up for through other funding.

In order to reduce crowding at peak times while having the least impact on peak fares, we recommend offering targeted off-peak discounts and/or rewards. These discounts would be specific to key times – like early morning and mid-day – in geographic areas where overcrowding is most acute.

To ensure that new targeted off-peak discounts are effective, efficient and fair, we require more information on how riders will shift their travel at different times, locations, and travel directions. Pilot projects and field studies should be launched to help build business case alternatives for expanded discounts, which would then be considered for inclusion in future investment plans based on their performance and efficacy.

TransLink is committed to maintaining our existing off-peak discounts until such time that expanded off-peak pricing can be implemented.

# Discounts

## Current System

Today, there are a range of discounts provided by TransLink and the Province, discussed in further detail in the Phase 3 Discussion Guide. Specific to this review, TransLink offers discounts for children and youth between the age of 5 and 18 and seniors over 65. These discounts were historically provided to customers who were outside traditional working years and assumed to have less ability to afford full-priced fares. Children under the age of 5 travel for free.

## Recommendations

### **6.1 Maintain existing age-based discounts.**

TransLink recommends maintaining existing age-based discounts at this time. Scaling back or revoking these discounts could have negative impacts on those who depend on them.

### **6.2 Create separate rider classes for children, youth and seniors**

Today, the same Concession fare product is valid for travel by children (aged 5-12), youth (aged 13-18) and seniors (aged 65+). In recognition that these different age categories often have different travel patterns, behaviours, and transit needs, we are proposing to ultimately move towards the creation of separate rider classes with distinct products to more directly target these different groups. This will allow greater flexibility to offer targeted discounts in the future.

### **6.3 Work with the Provincial Government to explore expanded discounts for low-income residents, children and youth.**

TransLink acknowledges the societal benefits that these discounts would provide. However, social assistance is not within TransLink's mandate, which is to provide an efficient transportation system that is largely self-funded.

To support these benefits through discounts without raising fares for other riders and remaining revenue neutral, additional funding would be required. Recognizing that resources are limited at all levels of government, additional discussions with the Province in the context of the BC Poverty Reduction Strategy will help identify available funding and priorities.

## Implementation Approach

Should the Mayors' Council on Regional Transportation and the TransLink Board endorse these policy recommendations, the project will move into the implementation planning phase. In this phase, TransLink will determine how best to implement these changes in a way that is cost effective and effectively manages risk. This step includes additional technical work, pilot studies, scoping detailed Compass requirements, and developing a timeline that seeks to introduce any fare policy changes in ways that leverage and build on other concurrent initiatives. Once this implementation planning phase is complete, we would begin to implement the recommendations according to the timeline that is developed.

The following components will be considered as part of the approach to implementing the recommendations contained in this report:

1. **Work with the Compass Card vendor** to find cost efficiencies for implementation, including coordination with other organizational initiatives and technological changes to maintain an excellent customer experience and minimize complexity.
2. **Prioritize implementing changes** that can be delivered without impacting overall fare revenue. Many of the key recommendations identified through this review can be delivered without impacts to existing fare revenue, including transitioning to distance-based pricing on rapid transit.
3. **Initiate research and pilot studies** for recommendations that require further analysis and/or funding, including expanded off-peak price incentives, and work with the Board and Mayors' Council for inclusion in future investment plans.
4. **Work with the Provincial Government** to identify potential funding and priorities for potential expansion of discounts for low income residents, children and youth.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** March 14, 2019

**From:** Mike Romas  
Manager, Customer Services

**File:** 01-0100-30-SCIT1-  
01/2018-Vol 01



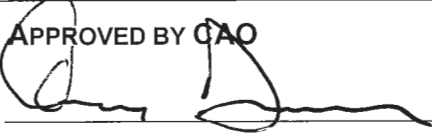
**Re:** Sister City Advisory Committee 2018 Year in Review

### Staff Recommendation

That the staff report titled "Sister City Advisory Committee 2018 Year in Review", dated March 14, 2019, from the Manager, Customer Services be received for information.

Mike Romas  
Manager, Customer Services  
(604-204-8663)

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	



## **Staff Report**

### **Origin**

The City of Richmond's Sister City Program was established on February 11, 1974 (as the Sister City Twinning Committee) and fosters mutual understanding and meaningful cultural connections with designated Sister/Friendship cities in the interests of Richmond citizens for their common benefit.

In accordance with the Richmond Sister City Advisory Committee (SCAC) Terms of Reference, this report updates Council on work completed by the SCAC, in 2018, towards the 2017-2018 Activity Plan (Attachment 1) endorsed by Council on January 9, 2017.

### **Background**

The role and purpose of the SCAC is to provide advice to and assist the City with promoting the City's culture and values, delivering the Sister City Program (SCP), and pursuing the City's goal to establish and sustain cultural and educational ties with approved Sister/Friendship Cities. Additionally, the SCAC will advise the City of any economic development, international trade and business opportunities presented to the Committee, or its sub-committees arising from SCAC activities.

The City of Richmond has had a Sister City relationship with Pierrefonds, Quebec since 1967, Wakayama, Japan since 1973 and Xiamen, China since 2012. The City of Richmond formed a Friendship City relationship with Qingdao, China in 2008.

### **Analysis**

#### **Summary of 2018 Year in Review**

The SCAC activities and events during 2018 are outlined in Attachment 2. The 2018 SCAC Program Activity budget was \$33,000 and the Program Administration budget was \$11,000.

Some of the highlights for 2018 include:

- April 2018 – The Steveston Judo Club travelled to Wakayama, Japan. Supported by Council through the SCAC, 15 students and 12 coaches from the Steveston Judo Club participated in Judo training sessions and tournaments in Kobe, Osaka, Wakayama, Miomura Village and Tokai.
- May 2018 – Annual Richmond – Wakayama Student Exchange visit, organized by the Richmond School District and supported by Council through the SCAC. In 2018, 32 students and five teachers visited Richmond from Wakayama, Japan.
- June/July 2018 – In celebration of the 45<sup>th</sup> Anniversary of Wakayama and Richmond's Sister City relationship, a delegation from Wakayama's Sister City Affiliation Committee visited Richmond. Delegates participated in a tree planting ceremony and marched in the Steveston Salmon Festival Canada Day Parade.

- From August to December the SCAC completed work on the Four Year Activity Plan, which was presented to Council on December 17, 2018.

**Financial Impact**

None.

**Conclusion**

The SCAC 2019-2022 Four Year Activity Plan provides a structure events and activities provide a foundation to further strengthen the existing friendship and sister city relationships.

A handwritten signature in black ink, appearing to read "Mike Romas", with a stylized flourish at the end.

Mike Romas  
Manager, Customer Services  
(604-204-8663)

MR:ks

- Att. 1: Sister City Advisory Committee Two Year Activity Plan (2017-2018)  
2: 2018 Year in Review

## Sister City Advisory Committee Two year (2017 – 2018) Activity Plan Budget

The Sister City Committee Advisory Committee (SCAC) completed a very active 2014-2016 program which was supported with an activity budget of \$220, 00. Some of the activities during this period included:

- (2014) SCAC members and Richmond Chamber of Commerce representatives hosted the China International Fair for Investment and Trade (CIFIT) delegation from Xiamen.
- (2014-2015) The SCAC partnered with the Wakayama Sister City Affiliation Committee on the production of book to commemorate 40th Anniversary
- (2015) Supported the Richmond Youth Honour Choir gala visit to Japan
- (2015) SCAC Electronic Information Display unveiled at City Hall, showcasing various SCAC activities and providing information on Richmond's sister/friendship cities.
- (2016) Hosted the Wakayama Official Delegation visit to Richmond
- (2016) Organized the inaugural Sister City Youth Table Tennis Tournament
- (2016) SCAC and Richmond School Board hosted the Xiamen Sports Delegation visit to Richmond

The next two year (2017 – 2018) offers many opportunities to further develop and strengthen our Sister/Friendship City relationships through official visits, student, sport and cultural exchanges.

An activity budget allocation of \$56,500 is proposed for this period. The following sections provide budget information for engagement activities that the SCAC plans to carry out for 2017-2018.

### Richmond Sister City Advisory Committee Two Year (2017 -2018) Program Activity Budget

#### SUMMARY OF 2017 – 2018 SCAC PROGRAM ACTIVITY BUDGET

	<u>Pierrefonds</u>	<u>Wakayama</u>	<u>Xiamen</u>	<u>Qingdao</u>	
2017	\$500.00	\$7,500.00	\$4,500.00	\$4,500.00	
2018	\$500.00	\$14,500.00	\$7,000.00	\$4,500.00	
Subtotal	<b>\$1,000.00</b>	<b>\$22,000.00</b>	<b>\$11,500.00</b>	<b>\$9,000.00</b>	
<b>TOTAL</b>					<b><u>\$43,500.00</u></b>

#### SCAC SPECIAL ACTIVITY BUDGET:

Sister/Friendship City Anniversary Milestone Commemorations	\$10,000.00
SCAC Canada Day Parade Participation – (\$1,500 per year)	\$ 3,000.00
<b><u>TOTAL</u></b>	<b><u>\$13,000.00</u></b>

**TOTAL 2017 – 2018 SCAC PROGRAM ACTIVITY BUDGET** **\$56,500.00**

**SISTER CITY PROGRAM ADMINISTRATION:**

2 years @ \$11,000.00 per year

**\$22,000.00****2017 – 2018 SCAC PROGRAM ACTIVITY BUDGET****PIERREFONDS, QUEBEC**

	<u>2017</u>	<u>2018</u>	
Annual City to City Recognition Exchange	\$500.00	\$500.00	
<b>TOTAL (Pierrefonds 2017 to 2018)</b>			<b>\$1,000.00</b>

**WAKAYAMA, JAPAN**

	<u>2017</u>	<u>2018</u>	
Annual School Exchange Program	\$7,000.00	\$7,000.00	
Steveston Judo Club Visit to Wakayama		\$7,000.00	
Annual City to City Recognition Exchange	\$ 500.00	\$500.00	
<b>Subtotal</b>	<b>\$7,500.00</b>	<b>\$14,500.00</b>	
<b>TOTAL (Wakayama 2017 to 2018)</b>			<b>\$22,000.00</b>

**XIAMEN, CHINA**

	<u>2017</u>	<u>2018</u>	
Youth Table Tennis Tournament	\$4,000.00	\$4,000.00	
Summer Youth Art Competition		\$2,500.00	
Annual City to City Recognition Exchange	\$ 500.00	\$ 500.00	
<b>Subtotal</b>	<b>\$4,500.00</b>	<b>\$7,000.00</b>	
<b>TOTAL (Xiamen 2017 to 2018)</b>			<b>\$11,500.00</b>

**QINGDAO, CHINA**

	<u>2017</u>	<u>2018</u>	
Youth Table Tennis Tournament	\$4,000.00	\$4,000.00	
Annual City to City Recognition Exchange	\$ 500.00	\$ 500.00	
<b>Subtotal</b>	<b>\$4,500.00</b>	<b>\$4,500.00</b>	
<b>TOTAL (Qingdao 2017 to 2018)</b>			<b>\$9,000.00</b>

## City of Richmond

# Sister City Advisory Committee 2018 Year in Review

### 2018 Summary:

The Sister City Advisory Committee manages the relationships with three official Sister Cities: Pierrefonds, Quebec (since 1967), Wakayama, Japan (since 1973), and Xiamen, China (since 2012); as well as one Friendship City: Qingdao, China (since 2008). Information from various SCAC activities and events are outlined in the following pages.

### 2018 Committee Members:

<b>Chair</b>	Lisa MacNeil
<b>Vice Chair, Pierrefonds</b>	Ed Gavsie
<b>Vice-Chair, Qingdao</b>	Eden Jiang Zhang
<b>Vice-Chair, Wakayama</b>	Glenn Kishi
<b>Vice-Chair, Xiamen</b>	Helen Quan
<b>Members</b>	Allen Chan
	Charan Gill
	Ihsan Malik
	Kim Ng
	Razzak Paracha
	Melissa Zhang

<b>Council Liaison</b>	Councillor Ken Johnston
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<b>School Board Liaison</b>	Donna Sargent Alice Wong(Alternate)
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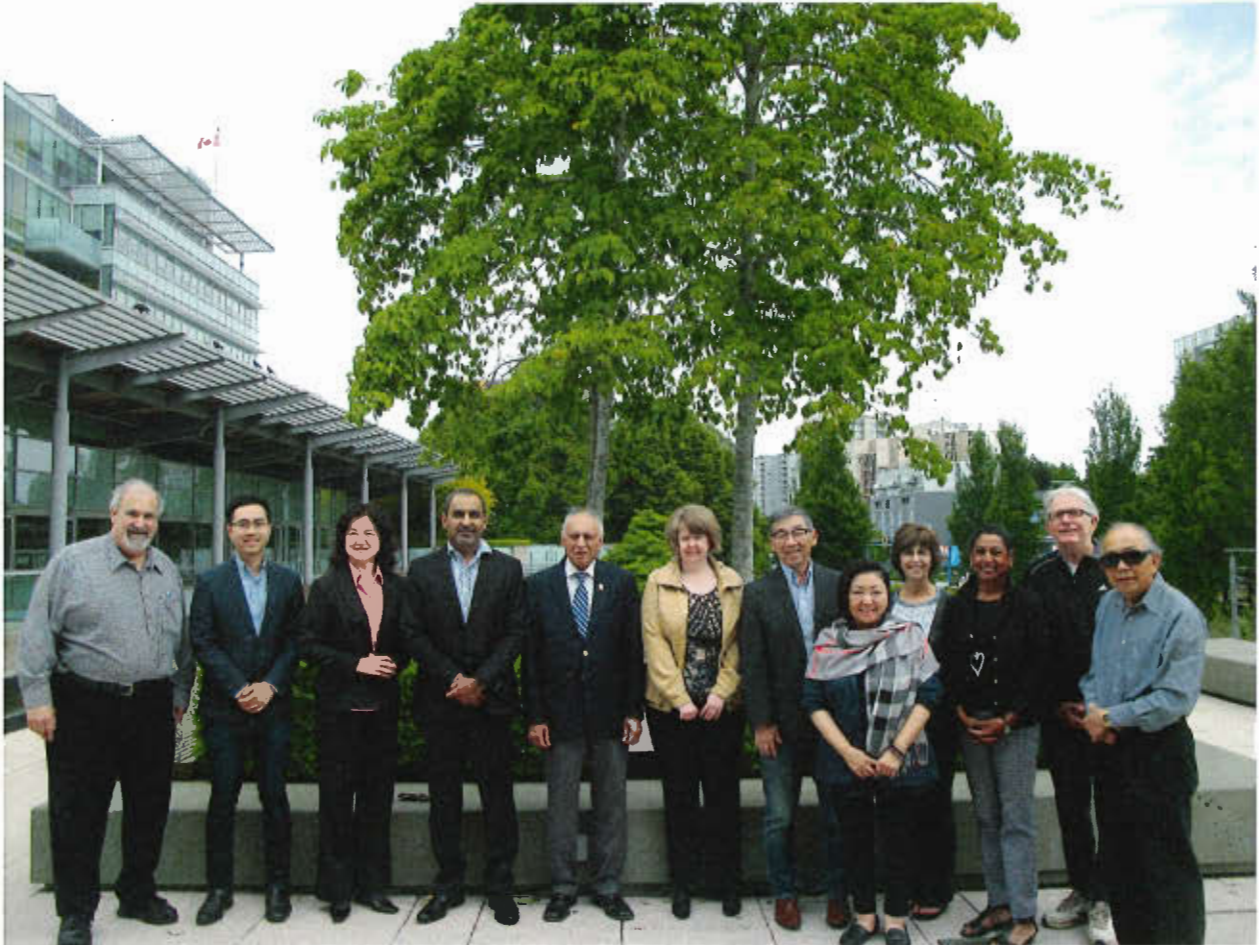
### 2018 Sister City Relationship Milestones

- Richmond celebrated the 45<sup>th</sup> anniversary with Wakayama, Japan
- Richmond celebrated the 10<sup>th</sup> anniversary with Qingdao, China



## January

- Newly appointed SCAC members were introduced at the first meeting in January.



**Left: Ed Gavsie, Allen Chan, Melissa Zhang, Razzak Paracha, Ihsan Malik, Lisa MacNeil, Glenn Kishi, Helen Quan, Donna Sargent, Charan Gill, Cllr. Ken Johnston, Kim Ng**

- The SCAC elected the Chair and Vice-Chairs for Wakayama, Pierrefonds, Xiamen and Qingdao initiatives committees; and selected members to the following subcommittees:
  - Pierrefonds Initiatives;
  - Qingdao Initiatives;
  - Wakayama Initiatives;
  - Xiamen Initiatives; and
  - Public Relations Initiatives.

## March

- From March 7-23, 2018, 15 students and 12 coaches from the Steveston Judo Club travelled to Wakayama, Japan. The City of Richmond is a financial sponsor of this trip. The Judo group participated in Judo training sessions and tournaments in Kobe, Osaka, Wakayama, Miomura Village, and Tokai.



**Steveston Judo Club visit to Wakayama, Japan**



**Steveston Judo Club training session in Wakayama, Japan**



## May

- From May 14-20, 2018, 32 students and 5 teachers visited Richmond from Wakayama, Japan as part of the annual Wakayama-Richmond student exchange visit. Students met with Mayor Malcolm Brodie, visited three Richmond secondary schools, participated in tours of Richmond and Vancouver and visited the Richmond Night Market.



Students and teachers met with Mayor Malcolm Brodie at Richmond City Hall



## June/July

- In celebration of the 45<sup>th</sup> anniversary of Wakayama and Richmond's Sister City relationship, a delegation from Wakayama's Sister City Affiliation Committee visited Richmond from June 28 to July 2, 2018. During this time, delegation members participated in a Cherry Tree Planting Ceremony and walked in the Richmond Sister City Canada Day float at the Steveston Salmon Festival. The Wakayama Delegation was extremely impressed with the warm reception they received from Richmond.



**Wakayama Delegation Cherry Tree Planting Ceremony**

- On July 1, 2018, the Sister City Advisory Committee participated in the Steveston Salmon Festival with the largest parade entry to date. Over 100 volunteers participated in the parade, including the Wakayama Delegation, the Taiko 55 Drummers, Xiamen Airlines and Richmond community volunteers.



**Sister City Advisory Committee entry to the Steveston Salmon Festival Parade**

## December

- The Sister City Advisory Committee completed work on the Four Year Activity Plan, which was presented to Council on December 17, 2018. This plan forms the basis of Sister City activities, both visit and non-visit, from 2019 to 2022.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** March 14, 2019

**From:** Mike Romas  
Manager, Customer Services

**File:** 01-0100-30-SCIT1-  
01/2018-Vol 01

**Re:** **Sister City Advisory Committee Updates to Terms of Reference and Policies and Procedures**

### Staff Recommendation

- 1) That the updates to the Sister City Advisory Committee Terms of Reference be approved; and
- 2) That the updates to the Sister City Advisory Committee Policies and Procedures be approved.

Mike Romas  
Manager, Customer Services  
(604-204-8663)

Att. 2

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	



## **Staff Report**

### **Origin**

The City of Richmond's Sister City Program was established on February 11, 1974 (as the Sister City Twinning Committee) and fosters mutual understanding and meaningful cultural connections with designated Sister/Friendship cities in the interests of Richmond citizens for their common benefit.

This report outlines minor updates to the Sister City Advisory Committee's (SCAC) Terms of Reference and Policies and Procedures documents to align the Sister City Program (SCP) with changes to Council's office terms and other minor cosmetic updates.

### **Background**

The role and purpose of the Richmond SCAC is to provide advice to and assist the City in promoting the City's culture and values, delivering the SCP, and pursuing the City's goal to establish and sustain cultural and educational ties with approved Sister/Friendship Cities. Additionally, the SCAC will advise the City of any economic development, international trade and business opportunities presented to the Committee, or its subcommittees, arising from SCAC activities.

The City of Richmond has had a Sister City relationship with Pierrefonds, Quebec since 1967, Wakayama, Japan since 1973 and Xiamen, China since 2012. The City of Richmond formed a Friendship City relationship with Qingdao, China in 2008.

### **Analysis**

#### **Terms of Reference and Policies and Procedures Updates**

Cosmetic changes to the Terms of Reference document include updating the term of the SCAC activity plan from a three year to a four year term to reflect the new term duration for members of Council. Additionally, language in the document was updated to ensure consistency for program naming: Sister City Advisory Committee (SCAC) and Sister City Program (SCP).

Cosmetic changes were also made to the Policies and Procedures document including:

- clarity about what's included in the 4-Year Activity Plan;
- any SCAC travel will be brought forward to Council in a separate report that includes a budget breakdown; and
- updated language about unofficial exchange visits.

An updated Terms of Reference (Attachment 1) and Policies and Procedures (Attachment 2) are attached for your reference.

### **Financial Impact**

None.

## **Conclusion**

The cosmetic changes to the terms of reference and policies and procedures documents align the SCAC program planning process with Council's four year term while updating the language for consistency.

A handwritten signature in black ink, appearing to read "Mike Romas", with a horizontal line drawn underneath the signature.

Mike Romas  
Manager, Customer Services  
(604-204-8663)

MR:ks

- Att. 1: Sister City Advisory Committee Terms of Reference
- 2: Sister City Advisory Committee Policies and Procedures

## **RICHMOND SISTER CITY ADVISORY COMMITTEE**

### **TERMS OF REFERENCE**

**Original: January 2013  
Updated: November 2018**

#### **1. Mandate and Responsibilities**

##### **1.1 Mandate**

The role and purpose of the Richmond Sister City Advisory Committee (SCAC) is to provide advice to and assist the City in the promotion of the City's culture and values, delivery of the Sister City Program (SCP), and the pursuit of the City's specific goal to establish and sustain cultural and educational ties with approved Sister/Friendship Cities.

The SCAC will advise the City of any economic development, international trade and business opportunities presented to the Committee, or its subcommittees, arising from SCAC activities. All pertinent information, details and contacts in relation to such opportunities will be referred to the City for appropriate action through the City's Economic Development Section, the Economic Advisory Committee, Richmond Chamber of Commerce, Tourism Richmond or other agencies as would be appropriate.

The SCAC will organize SCP related events, including appropriate travel and hosting activities. The SCAC will not directly invite or receive guests from, and will not agree to travel to, Sister/Friendship Cities without the prior direction or approval of the Richmond City Council.

##### **1.2 Responsibilities**

In carrying out this mandate, under the guidance and direction of City staff, and in accordance with Program Policies and Procedures, and the 4-Year Activity Plan, the responsibilities of the SCAC shall include:

- Liaising with organizations in the community to encourage participation in Sister City Program activities;
- Working with staff to carry out annual non-visit related base program activities; and,
- Producing an annual meeting schedule and other reports for Council approval as described in Section 5 below.

#### **2. Composition**

In accordance with the program objectives, the SCAC shall be comprised of representatives from the municipality, organizations in the community and individual citizens. All members shall be appointed by Council.

### 2.1 Voting Members

The Sister City Advisory Committee shall be comprised of up to 14 voting members consisting of:

- 13 Richmond citizens, and
- One School Board (non-staff) representative.

### 2.2 Non-Voting Members

- City Council liaison
- City staff liaison

## **3. Recruitment, Selection and Appointment**

### 3.1 Recruitment

- Recruitment of citizen appointees shall be in accordance with Council policy and procedures (e.g. the City Clerk's office will place appropriate public advertisements in the media to ask for volunteers).

### 3.2 Selection

All voting members of the SCAC shall be selected based on one or more of the following criteria:

- Be a Richmond resident or an owner and/or operator of a Richmond based business, who has demonstrated an interest in and commitment to the Sister City Program and/or strengthening international relations generally.
- Represent the demographic diversity of the community.
- Represent knowledge, experience and perspectives of various sectors including arts and culture, sport, education, business and tourism.

### 3.3 Appointment

All members shall be appointed by Council.

Each new member will be required to obtain a criminal record check.

## **4. Terms**

The 13 Richmond citizen members shall be appointed for two-year terms. Each of these members will be limited to serving on the SCAC for a maximum of four consecutive terms (eight years). Any current member (as of December 2012) who has been on the committee for eight or more consecutive years may not be reappointed for more than one (two-year) term. The SCAC shall have rotating terms to ensure continuity in membership from year to year. Any member that fails to attend meetings on a regular basis may be removed from the Committee.

## **5. Operation and Process**

### **5.1 Operation**

Every year, in January, the SCAC shall elect:

- A Chair, and,
- A Vice Chair for each Sister/Friendship City relationship (e.g. taking lead responsibility for managing existing relationships, which are currently with Wakayama, Japan; Pierrefonds-Roxboro, Quebec; Xiamen, China; and Qingdao, China).

Sub-committees may be formed by the SCAC as necessary, to work on specific tasks set by the SCAC. Sub-committees may be comprised only of Council appointed SCAC members.

### **5.2 Meetings**

- SCAC meetings shall be held a minimum of eight times a year, with a schedule set at the beginning of each year. Any additional meetings may be called by the Chair subject to the availability of a quorum of eight members and with at least 10 working days' advance notice.
- Only Council appointed members, the School Board representative, City Council liaison and City staff may participate directly in the discussion and business of SCAC meetings.
- Meetings shall be held at City Hall.
- Minutes of each SCAC meeting shall be kept by City staff with distribution to all appointed members.
- Any sub-committees shall meet as deemed necessary by the SCAC Chair or Vice-Chairs.
- Public delegations may be invited to attend SCAC meetings.

### **5.3 Accountability**

Based on the 4-Year Activity Plan and budgets, by the end of the first quarter of each year, the SCAC Chair, with the assistance of City staff, shall prepare an annual summary on the Committee's primary activities during the previous year and proposed activities and budgets for the current/upcoming year.

### **5.4 Communications**

- The SCAC shall report to Council through the City staff liaison.
- Where communication is desired with the public in the course of delivering the Sister City Program, all media releases and public communications shall be developed by the City's Corporate Communications unit in coordination with the Sister City Committee, and receive approval from the Senior Manager of Communications or Media Relations before release.



### 5.5 Decision Making Process

Members of the SCAC shall follow Council decision-making policy and procedures and strive for consensus. Each member is entitled to one vote.

### 5.6 Conflict of Interest

- SCAC members are drawn from a broad spectrum of community interests. The expectation is that each member will conduct themselves in the best interest of the community.
- If there is a conflict of interest, it will be up to the member to excuse himself or herself from the decision.

## 6. **Resources**

### 6.1 Sister City Program Funding

The SCP funding includes:

- The SCAC Annual Operating Fund.
- Program Fund with sufficient funding for all program-related activities including official delegations to and from each Sister/Friendship City (see Program policies). This fund is administered by the City. A Delegation Plan (tied to program objectives) and budget for these trips must be developed and approved at least two months in advance of the visit.

### 6.2 SCAC Annual Operating Fund

Council will provide an operating budget for the operation of the SCAC, which will include sufficient funding for regular operations, meeting costs and other costs associated with base program activities. This fund will be administered by the SCAC with guidance from City staff.

The SCAC may only incur expenses authorized by Council and/or set out in the Program policies and other City policies and procedures.

City staff support and liaison shall be coordinated through the Chief Administrator's Office.

## RICHMOND SISTER CITY ADVISORY COMMITTEE POLICIES AND PROCEDURES

Original: January 2013

Updated: February 2018

### 1. Existing Sister/Friendship City Relationships

#### 1.1 4-Year Activity Plans

For each existing Sister/Friendship City relationship, a 4-Year Activity Plan shall be developed by the City staff in consultation with the Sister City Advisory Committee (SCAC) and in coordination with staff counterparts in the respective Sister/Friendship Cities. The 4-Year Activity Plan should contain priority goals and actual planned and potential activities for the upcoming 4-year period to achieve these goals.

The 4-Year Activity Plan will include:

- Official Delegations/Visits (Section 1.2)
- Exchanges – currently planned or to be promoted (Section 1.3)
- Non-visit related annual base program activities (Section 1.4)
- Four year estimated budget

The 4-Year Activity Plans and budgets will be updated annually and provided to Council by the SCAC as specified in their Terms of Reference.

#### 1.2 Official Delegations/Visits

Official Delegations/visits will only be referenced in the 4-Year Activity Plan. A separate report will be brought forward to Council detailing the Official Delegation Request/Visit and include a separate budget request.

*Definition:* An Official Delegation is a visit from or to a Sister/Friendship City involving political representatives from each City and others for a specific purpose related to the Sister City Program (SCP) objectives, individual Sister/Friendship City agreement objectives and 4-Year Activity Plans. The visit may involve multiple days and multiple events including: official meetings with Council, representatives from community organizations and other community leaders to further the relationship (e.g. ratification of agreement and/or 4-Year Activity Plan); site visits; sightseeing; ceremonial dinners; and gift exchanges.

*Planning:* Under the direction and guidance of City staff, the SCAC will be the primary resource for planning delegations identified and approved by Richmond City Council. Delegation Plans will be produced by the SCAC for each visit, outlining specific purposes (linked to SCP objectives, individual Sister/Friendship City agreements and Activity Plan), associated events, duration and costs. The Delegation Plan together with estimated budget must be approved by Richmond City Council at least two months before the Official Delegation.

**Participants:** In addition to political representatives, the Official Delegation will include SCAC members and City staff (see table below under ‘Costs’). The Official Delegation may also include local leaders in education, culture, arts, sport, business, science and technology and other sectors actively engaged in supporting the Sister/Friendship City relationship. All participants in official delegations will be subject to the approval of Council.

**Frequency:** For each Sister/Friendship City, there shall be one visit either to or from the Sister/Friendship City every four years. Visits may be timed around key dates such as agreement anniversary dates and special events in the cities involved. This means that the City of Richmond would send one official delegation to each of its Sister/Friendship Cities every eightyears.

**Costs:**

	TO Sister/Friendship City	FROM Sister/Friendship City
Official Visit Delegation <sup>1</sup> (Paid for by City)	<p>A minimum of:</p> <ul style="list-style-type: none"> <li>• City of Richmond Mayor or Acting Mayor;</li> <li>• Two other Members of Richmond City Council or such other number as Council may decide;</li> <li>• City of Richmond Staff Member(s) as designated by the CAO; and</li> <li>• Three SCAC members, as approved by Council.</li> <li>• Any additional persons the SCAC wishes to invite must be approved by Council.</li> <li>• Increased participation by Richmond City Council may be expected for milestone event situations (ie. 40<sup>th</sup>, 45<sup>th</sup>, 50<sup>th</sup> anniversary, etc.).</li> </ul>	<ul style="list-style-type: none"> <li>• City of Richmond Mayor or Acting Mayor;</li> <li>• All Members of Richmond City Council;</li> <li>• City of Richmond Staff Member(s) as appropriate;</li> <li>• All Sister City Advisory Committee voting members;</li> <li>• Up to 20 delegates from the participating Sister City (Richmond will not incur any air travel or hotel accommodation expenses and will only pay for local hosting expenses); and</li> <li>• City of Richmond invited guests.</li> </ul>
Budgeted costs for above individuals (Paid for by City) <sup>2</sup>	<ul style="list-style-type: none"> <li>• Transportation</li> <li>• Hotel</li> <li>• Meals (not covered by official events)</li> <li>• Gifts</li> </ul>	<ul style="list-style-type: none"> <li>• Meal(s) – e.g. ceremonial dinner</li> <li>• Tour</li> <li>• Presentations</li> <li>• Gifts</li> </ul>
<b>TOTAL FUNDS</b>	Funds either taken from SCAC Program Fund or as otherwise directed by Richmond City Council	

<sup>1</sup> Other participants who wish to join any delegation to a Sister/Friendship City must:

- Be recommended by the Sister City Committee by reason that they directly support the objectives of the Sister/Friendship City 4-Year Activity Plan and receive approval from City Council
- Pay for their own costs
- The total Official Delegation may not exceed 20 people.

City funds may not be used to defray costs of spouses or other friends or relations of the official delegation participants nor should Richmond’s Sister/Friendship City be expected to fund the cost of these individuals for dinners or other events where costs are incurred.

<sup>2</sup> In-kind contributions from organizations in the community may be sought for Official Delegations to the City of Richmond (e.g. hosting a tour or a meal) with the prior approval of Council.

### 1.1 Exchange (Unofficial) Visits

*Definition:* Exchange visits do not involve political leaders and are for the purpose of community involvement in the relationship. Exchange visits are promoted and encouraged by the Sister City Advisory Committee (SCAC). Members of the SCAC (and/or any organization they represent) may take a leadership role in developing or running regular or special event exchanges. The City normally has minimal involvement in these visits, unless they are City staff exchanges.

*Planning:* Typically, organizations in the community take lead responsibility for planning exchange visits and should provide City staff with reasonable advance notice of tour requests and other requested involvement. There are occasions where a delegation request is received by the SCAC and City staff take the lead in planning the exchange visit, as appropriate. Travel by a SCAC member on an exchange visit, as a SCAC member, shall require prior Council approval and shall be at the SCAC member's own cost.

*Participants:* Types of exchange visits are referenced in the Sister City Program objectives. They may involve individuals and groups of artists, athletes, business person, youth, seniors, and any others interested in relationship building exchanges.

*Frequency:* Exchanges ensure the on-going vibrancy and community participation in a Sister City relationship and should be encouraged.

*Costs:* Participating community organizations/individuals are responsible for the exchange visit and costs associated with it. Generally, there should be little or no cost to the City for exchange visits (except in cases of City staff exchanges).

*Government Related Visits:* Outside of Official Delegation visits and Exchange (unofficial) visits, as described above, all other government-related visits from each sister/friendship city, hosted by the SCAC, shall be pre-approved by the City.

### 1.2 Annual Base Program Activities (Non-Visit)

The following low-cost, non-trip related activities should occur every year and be included in 4-Year Activity Plans for each Sister/Friendship City relationship:

- Annual 'state of the city' letter between the two Mayors
- Exchanges of the cities' annual reports and city plans by senior staff at the City

Other ideas should be developed and may include:

- Exchanges of children's artwork, letters, or e-mails
- Periodic exchange of interesting newspaper articles that show how society, technology, the environment are changing in the City
- Cultural festivals, movies or presentations that celebrate the culture of the Sister/Friendship City (foreign students or business people from the nation of the Sister/Friendship City can be guest speakers)
- Other city events/communications where it is relevant to feature the Sister/Friendship City

## **2. Gifts**

Purchase of gifts for SCAC related use, funded by the City, will require pre-approval from City staff.

## **3. SCAC Travel**

SCAC members will not engage in any SCP related travel to a Sister/Friendship City unless accompanied by an official of the City.

## **4. Communications**

Where communication is desired with the public in the course of delivering the Sister City Program, all media releases and public communications shall be developed by the City's Corporate Communications unit in coordination with the Sister City Committee and receive approval from the Senior Manager of Communications or Senior Manager of Media Relations before release.

## **5. New Relationships**

### **5.1 Requests from Other Cities**

Requests that involve forming a formal relationship should be made in writing to City Council and may be referred to the Sister City Advisory Committee for review and advice, based on current program activity levels and policies.

### **5.2 Council Requests**

Council may request specific advice from the SCAC on any program related matter, including new sister city relationships. Council may request that the SCAC investigate the forming of a relationship with a Sister/Friendship City in another country. This request could occur following a major review of the program activities and/or at the beginning of a Council's term. Where Council has approved investigation of another Sister/Friendship City relationship, the SCAC will be requested to submit an estimate for any additional funds required in addition to the existing Sister City Program budget. Unless directed by Council to do so, the SCAC is not authorized to initiate any discussion or exploration of a new sister city relationship.

### **5.3 Type and Number of Relationships**

City Council will determine the number of Sister/Friendship relationships.

### **5.4 Selecting a Sister/Friendship City**

The process of selecting a Sister/Friendship City should be based on the assessment process recommended in the 2007 BC Asia Twinning Toolkit produced by the provincial government and Union of BC Municipalities.

### 5.5 Reaching a Sister/Friendship City Agreement

The process of reaching an agreement with a new Sister/Friendship City should be informed by the recommendations in the 2007 BC Asia Twinning Toolkit and include the following basic steps:

- A formal invitation to the selected candidate to develop a Sister/Friendship City relationship.
- Discussions with the selected partner community to set terms of the relationship.
- Signing the official Sister/Friendship City Agreement.
- The agreement should, at a minimum, cover the following elements: purpose, focus, contacts, delegations, exchanges, subsidiary agreements and review process. New Sister City Agreements will be limited to a five-year term with the option to renew following a review.

## 6. **Financial Support**

### 6.1 City of Richmond Sister City Program Funding

The Sister City Program funding includes:

- The SCAC Annual Operating Fund
- Sister City Program Fund

### 6.2 Sister City Advisory Committee Annual Operating Fund

This funding shall be used for regular operations, meeting costs, gifts and costs associated with exchanges from Sister/Friendship Cities. This funding cannot be carried over to future years.

### 6.3 **Program Fund**

The Program Fund is set in the City's Annual Operating Budget. Funding will cover the costs of program activities. These include sending Official Delegations to a Sister/Friendship City and hosting Official Delegations from a Sister/Friendship City.. An Official Delegation Plan tied to the program and 4-Year Activity Plan objectives, together with an estimated budget for these visits must be submitted for approval to Richmond City Council prior to release of any funds. These funds can be carried forward from year to year.

### 6.4 Other Contributions – Financial and In-kind Support

Organizations in the community will be encouraged to participate in the Sister City Program and in doing so, draw upon their own resources, including financial support, staff and volunteers. Any funds raised for the Sister City Program shall be from appropriate sources, directly tied to program activities and pre-approved by Richmond City Council. If approved, the funding can be used to supplement the program or offset costs.

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### 6.5 Reporting and Accountability

As per the Sister City Committee Terms of Reference, based on the 4-Year Activity Plans and budgets, by the end of the first quarter of each year the SCAC, with assistance from City staff, shall provide an annual summary on their primary activities during the previous year and proposed activities and budgets for the current/upcoming year.

## **7. Relationship Review and Termination Policy**

Each Sister/Friendship City Relationship will be reviewed by the City, with the Sister City Advisory Committee, every six years to:

- Determine whether outcomes are generally commensurate with inputs
- Track progress towards stated goals and objectives
- Identify opportunities to enhance and improve the arrangements

This review should include both qualitative and quantitative measures. Reviews can be timed around the renewal date in the case of new Sister/Friendship City Agreements or around the development of 4-Year Activity Plans.

The SCAC may recommend termination or non-renewal of a relationship that, despite best efforts, has remained inactive or has unsatisfactory outcomes for the City and community.



# City of Richmond

## Report to Committee

**To:** General Purposes Committee  
**From:** Cecilia Achiam,  
General Manager, Community Safety  
**Date:** March 15, 2019  
**File:** 09-5126-01/2019-Vol  
01  
**Re:** UBCM Community Emergency Preparedness Fund

### Staff Recommendation

1. That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$25,000 in grant funding to support the Emergency Operations Centres & Training for Emergency Programs be endorsed;
2. That the application to the Union of British Columbia Municipalities Community Emergency Preparedness Fund for up to \$150,000 in grant funding to support the Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning be endorsed;
3. That should the funding application be successful, the Chief Administrative Officer and the General Manager, Community Safety and the General Manager, Engineering and Public Works be authorized to execute the agreements on behalf of the City of Richmond with the UBCM; and
4. That should the funding application be successful, the 2019-2023 Five Year Financial Plan Bylaw be adjusted accordingly.

Cecilia Achiam  
General Manager, Community Safety  
(604-276-4122)

REPORT CONCURRENCE	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: CS
APPROVED BY CAO 	



## Staff Report

### Origin

Staff are seeking Council endorsement for an application to the Union of British Columbia Municipalities (UBCM) Community Emergency Preparedness Fund (CEPF) for grant funding to build local Emergency Operation Centre (EOC) capacity and, Flood Risk Assessment, Flood Mapping & Flood Mitigation Planning.

### Analysis

An EOC is a physical location where representatives come together during an emergency to coordinate response, recovery, resources and support response personnel in the field and coordinate all official communications regarding the emergency.

The City is requesting the maximum CEPF contribution allowance of \$25,000 in EOC improvements and a Flood Risk Assessment of \$150,000.

If the application for this grant funding is successful, the \$25,000 will be used to enhance the equipment for the EOC and for Emergency Programs training. It is imperative for the City to train and exercise staff and volunteers to build and maintain capacity for a coordinated response through the EOC.

The objective to apply for the \$150,000 grant from the Emergency Preparedness Fund is to provide budget relief for flood risk assessment work already budgeted for within the Engineering and Public Works and Emergency Programs Departments. The flood risk assessment studies are being carried out to ensure the City has accurate knowledge of local flood hazards to develop effective strategies to mitigate and prepare for those risks. Ongoing risk and vulnerability assessments are best practice to meet the mandate by the *Local Authority Emergency Management Regulation of the BC Emergency Program Act*.

Section 2(1) of this regulation requires local authorities to prepare emergency plans that reflect *“the potential emergencies and disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility, and the local authority’s assessment of the relative risk of occurrence and the potential impact on people and property of the emergencies or disasters that could affect all or any part of the jurisdictional area for which the local authority has responsibility.”*

Once completed, recommendations from the Flood Risk Assessment will be used to update the Emergency Management Plan and other relevant response plans.

### Financial Impact

None.

## Conclusion

As part of the submission process, the Union of British Columbia Municipalities requires confirmation that the Council endorses the application for funding. This project aligns with the City's goals and vision and is well positioned to receive funding through the Community Emergency Preparedness Fund given the program criteria and the expected results of the project if program funding remains available.

Staff recommend the endorsement of the application to the CEPF for grant funding to support an enhanced EOC. The completion of this project will help the City achieve its ambition to be a resilient community.



Norman Kotze  
Manager, Emergency Programs  
(604-244-1211)

NK:cp



Jason Ho, P.Eng.  
Manager, Engineering Planning  
(604-244-1281)



# City of Richmond

## Report to Committee

**To:** General Purposes Committee

**Date:** March 20, 2019

**From:** David Weber  
Director, City Clerk's Office

**File:** 12-8060-20-  
010015/Vol 01

**Re:** Amendments to the Council Procedure Bylaw In Relation to Agenda  
Preparation and Distribution

### Staff Recommendation

That Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015, which introduces amendments relating to agenda preparation and distribution, be introduced and given first, second and third readings.

David Weber  
Director, City Clerk's Office  
(604-276-4098)

REPORT CONCURRENCE	
CONCURRENCE OF GENERAL MANAGER 	
REVIEWED BY STAFF REPORT / AGENDA REVIEW SUBCOMMITTEE	INITIALS: 
APPROVED BY CAO 	

## Staff Report

### Origin

As a result of the Council resolution adopted on March 11, 2019 in relation to Council and Committee agenda distribution, amendments are required to the *Council Procedure Bylaw* to update various deadlines and to authorize the necessary administrative changes.

### Analysis

The following amendments to the *Council Procedure Bylaw* are recommended in order to bring effect to the recently adopted resolution on agenda distribution:

- The proposed amendment to Section 3.2 adjusts the report submission deadlines in relation to the new agenda distribution schedule, specifically, the amendments will require reports and other matters to be provided to the City Clerk on the Wednesday prior to the issuance of the agenda, with adjustments made for statutory holidays. Some flexibility is provided, where practical, to include late items as circumstances may dictate.
- The proposed amendment to Section 3.3 provides for Council and Committee agenda distribution to Council members and the public at least five business days before a given meeting. For practical purposes, agenda distribution is planned to occur on Mondays, with adjustments made for statutory holidays, which will in effect be five, six or seven days in advance, depending on the date of the Committee meeting. Supplemental agendas will be distributed to Council members and the public as soon as practical.
- The proposed amendment to Section 14.2.1 updates the bylaw wording in relation to non-agenda delegation requests to Committee in order to align the request deadline to the new agenda distribution deadlines outlined in Section 3.2.

Prior to the adoption of a *Council Procedure Bylaw* or amendment, the City is required to provide notice to the public by way of advertising. It is anticipated that the statutory advertising would proceed during the latter half of April with bylaw adoption being considered at the May 13, 2019 Council meeting.

### Financial Impact

None.

### Conclusion

Amendments to the *Council Procedure Bylaw* as recommended will align the Bylaw with recent Council direction and will authorize the necessary administrative changes required in relation to the new agenda distribution schedule.



David Weber  
Director, City Clerk's Office  
(604-276-4098)



## Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015

The Council of the City of Richmond enacts as follows:

1. Council Procedure Bylaw No. 7560, as amended, is further amended at subsection 3.2.1 and 3.2.2 by deleting subsection 3.2.1 and 3.2.2 and replacing it with the following:

“3.2.1 All reports, including those submitted by a **member**, for the agenda of:

- (a) a **Regular Council Meeting**;
- (b) a **Regular Council Meeting for Public Hearings**;
- (c) a **Regular (Closed) Council Meeting**; or
- (d) a **Standing Committee** or **Select Committee** meeting,

must be provided to the **City Clerk** by 5:00 p.m. on the Wednesday prior to the issuance of the relevant agenda, except when a holiday falls on the Friday immediately before the issuance of the relevant agenda, in which case such reports must be provided by 5:00 p.m. on the Tuesday prior to the issuance of the relevant agenda.

- 3.2.2 Notwithstanding the requirements of subsection 3.2.1, the **City Clerk** has the discretion, where practical, to include on an agenda or supplemental agenda for a meeting noted in subsection 3.2.1, a matter or report which is not provided by the time and date specified.”

2. Council Procedure Bylaw No. 7560, as amended, is further amended at Section 3.3 by deleting Section 3.3 and replacing it with the following:

### “3.3 Availability of Council and Committee Meeting Agendas

- 3.3.1 The agendas of meetings must be made available to Council members and to the public as follows:

- (a) **Regular Council Meetings** – at least five business days preceding each such meeting;
- (b) **Regular Council Meeting for Public Hearings** – at least five business days preceding each such meeting;
- (c) **Standing Committee Meetings** or **Select Committee Meetings** – at least five business days preceding each such meeting; and

- (d) **Special Council Meetings** – at least five business days preceding each such meeting or in accordance with the *Community Charter*.

3.3.2 Supplemental agendas to the agendas noted in subsection 3.3.1 must be made available to **Council members** and to the public as soon as practical.”

2. Council Procedure Bylaw No. 7560, as amended, is further amended at subsection 14.2.1 by deleting subsection 14.2.1 and replacing it with the following:

“14.2.1 A person or organization wishing to address a **standing committee** or a **select committee** as a delegation on an item which is not on an agenda of that committee meeting must advise the committee chair or the **City Clerk** of their request in accordance with the requirements for reports specified in section 3.2.1.

3. This Bylaw is cited as “**Council Procedure Bylaw No. 7560, Amendment Bylaw No. 10015**”.

FIRST READING

SECOND READING

THIRD READING

PUBLIC NOTICE GIVEN

ADOPTED

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MAYOR

\_\_\_\_\_  
CORPORATE OFFICER