

13 DECEMBER 2017

1. 2018 DRAFT OPERATING AND CAPITAL BUDGET –
TRANSIT COMMISSION

BUDGETS PRÉLIMINAIRES DE FONCTIONNEMENT ET
D'IMMOBILISATIONS DE 2018 – COMMISSION DU TRANSPORT
EN COMMUN

COMMISSION RECOMMENDATIONS AS AMENDED

That Council, sitting as Committee of the Whole, approve the Transit Commission 2018 Draft Operating and Capital Budget, as follows:

1. Transit Services as follows:
 - a) User fees (pp. 4-6) as amended by the following:
 - i. That a credit of \$6.00 be issued to the Presto account of every customer who registered for the EquiPass discount in 2017 and who had the discount loaded onto their Presto card and registered their Presto card, and that this credit be funded from within the approved 2017 funding for the EquiPass discount, and;
 - ii. That the User Fee table in the 2018 Draft Operating budget be amended to provide that the price for a new Presto card for a customer making a new registration for the EquiPass or EquiFare discount be set at zero, and that this discount from the regular price be funded from within the proposed funding for the EquiPass/EquiFare discounts;
 - b) Operating Resource Requirement (p. 3);
 - c) Transit Commission Capital Budget (pp. 7 and 8), individual projects listed pp. 14-33.

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RECOMMANDATIONS MODIFIÉES DE LA COMMISSION

Que le Conseil municipal, siégeant à titre de comité plénier, approuve les budgets préliminaires de fonctionnement et d'immobilisations 2018 de la Commission du transport en commun, comme suit :

1. Services de transport en commun comme suit :

a) Frais d'utilisateurs (p. 4-6), tel que modifiée par ce qui suit :

- i. qu'un crédit de 6 \$ soit versé sur le compte Presto de chaque client qui a demandé un rabais EquiPass en 2017 et pour qui le rabais a été chargé sur la carte Presto qu'il a fait enregistrer, et que ce crédit soit financé à partir des fonds de 2017 approuvés pour le rabais EquiPass; et**
- ii. que le barème des frais imposés aux usagers contenu dans le budget d'exploitation préliminaire de 2018 soit modifié afin de prévoir que le prix d'une nouvelle carte Presto soit fixé à zéro pour un client qui fait enregistrer sa carte pour la première fois afin d'obtenir le rabais EquiPass ou EquiTarif, et que ce rabais par rapport au prix régulier soit financé à partir des fonds proposés pour les rabais EquiPass et EquiTarif;**

b) Besoins en ressources de fonctionnement (p. 3);

c) Budget d'immobilisations de la Commission du transport en commun (p. 7 et 8), projets individuels indiqués aux pages 14-33.

DIRECTIONS TO STAFF:

1. That the Office of the City Clerk and Solicitor confirm whether any additional follow up correspondence has been received from the Province regarding funding for a Low Income Transit Pass other than the initial acknowledgement

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from the Premier in June, 2016, and that the Chair work with the Mayor to send a follow-up letter to the Province.

2. That additional information with respect to the 2018 Revenue projections be provided to Members of Transit Commission and Council before Council considers the budget on 13 December 2017, including an explanation of:
 - What accounts for the difference between the 2017 forecast and the 2018 budget, and;
 - What different revenue streams are included in “Fees and Services”.

INSTRUCTIONS AU PERSONNEL :

1. Que le Bureau du greffier municipal et de l’avocat général confirme s’il a reçu une nouvelle réponse du gouvernement provincial concernant le laissez-passer de transport en commun pour les personnes à faible revenu, outre l’accusé réception de la première ministre de juin 2016, et que le président collabore avec le maire pour envoyer une lettre de suivi au gouvernement;
2. Que davantage d’information sur les recettes prévues en 2018 soit communiquée aux membres de la Commission du transport en commun et au Conseil avant que ce dernier ne délibère sur le budget le 13 décembre 2017, et qu’il explique notamment :
 - les raisons de l’écart entre les prévisions de 2017 et le budget de 2018;
 - les différentes sources de revenus incluses dans les « Frais et services ».

DOCUMENTATION / DOCUMENTATION

1. Commission coordinator’s report dated 27 November 2017 (ACS2017-CCS-TRA-0006).

Rapport du Coordonnateur de la Commission daté le 27 novembre 2017 (ACS2017-CCS-TRA-0006).

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2. General Manager's report, Transportation Services, dated 31 October 2017 - *Information Supplemental to the 2018 Budget* (ACS2017-TSD-TS-0003).

Rapport du Directeur général, Services des transports, daté le 31 octobre 2017 - *Renseignements complémentaires au budget de 2018* (ACS2017-TSD-TS-0003).

3. Extract of Draft Transit Commission Minute, 4 December 2017.

Extrait de l'ébauche du procès-verbal de la Commission du transport en commun, le 4 décembre 2017.

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**Report to
Rapport au:**

**Transit Commission
Commission du transport en commun
4 December 2017 / 4 décembre 2017**

**and Council
et au Conseil
13 December 2017 / 13 décembre 2017**

**Submitted on November 27, 2017
Soumis le 27 novembre 2017**

**Submitted by
Soumis par:
Commission Coordinator / Coordonnateur de la commission**

**Contact Person
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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2017-CCS-TRA-0006

**SUBJECT: 2018 DRAFT OPERATING AND CAPITAL BUDGET – TRANSIT
COMMISSION**

**OBJET: BUDGETS PRÉLIMINAIRES DE FONCTIONNEMENT ET
D'IMMOBILISATIONS DE 2018 – COMMISSION DU TRANSPORT EN
COMMUN**

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REPORT RECOMMENDATION

That the Transit Commission consider the relevant portions of the draft 2018 Operating and Capital Budgets and forward its recommendations to Council, sitting as Committee of the Whole, for consideration at the meeting of 13 December 2017.

RECOMMANDATION DU RAPPORT

Que la Commission du transport en commun examine les sections pertinentes des Budgets préliminaires d'immobilisations et de fonctionnement de 2018 et qu'il présente ses recommandations au Conseil, siégeant à titre de Comité plénier, aux fins d'examen lors de sa réunion prévue du 13 décembre 2017.

BACKGROUND

City Council, on June 14, 2017, approved the timeline and Consultation Process for developing and approving the 2018 Budget. This process provided that, following the tabling of the 2018 Draft Budgets with Council on November 8, 2017, the individual Committees, Boards and Commission would hold meetings to listen to public delegations, review their respective budgets and make recommendations to Council. Council will then consider the final budget recommendations from all the Committees of Council and local boards at its regularly scheduled meeting of December 13, 2017 and adopt the 2018 budget.

DISCUSSION

The 2018 Transit Commission Draft Operating and Capital Budget is now before the Commission for the purpose of hearing from public delegations and to consider and make recommendations to Council.

RURAL IMPLICATIONS

The Agriculture and Rural Affairs Committee will review and make recommendations on those portions of the budget with Rural implications

CONSULTATION

Details on the consultation process for the City of Ottawa's 2018 Draft Operating and Capital Budget are outlined in the Deputy City Treasurer's Transmittal Report dated

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November 8, 2017 and entitled "2018 Draft Operating and Capital Budgets", tabled with Council on November 8, 2017 and set in Document 1.

This meeting was advertised in *Le Droit* and City-wide *EMC* community newspapers and on Ottawa.ca. Public delegations will be received by the Committee.

COMMENTS BY THE WARD COUNCILLOR(S)

This is a city-wide report.

ADVISORY COMMITTEE(S) COMMENTS

Advisory Committees will have the opportunity to review the draft budget at their November meetings. Any written comments or reports will be circulated to the Environment and Climate Protection Committee, and the Advisory Committees may send a delegate to make oral submissions at the Environment and Climate Protection Committee budget meeting.

LEGAL IMPLICATIONS

There are no legal impediments to implementing the recommendations in the report.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this report.

ASSET MANAGEMENT IMPLICATIONS

The budget is in alignment with the Council approved Comprehensive Asset Management Policy.

FINANCIAL IMPLICATIONS

Financial Implications are identified in the 2018 Draft Operating and Capital Budgets, as well as in the Deputy City Treasurer's Transmittal Report dated November 8, 2017 and entitled "2018 Draft Operating and Capital Budgets", tabled with Council on November 8, 2017 and set in Document 1.

ACCESSIBILITY IMPACTS

There are no accessibility impacts associated with the consideration of this report.

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TERM OF COUNCIL PRIORITIES

As noted in the Treasurer's transmittal report, the recommendations in this report support the 2015-18 Term of Council priorities (FS1 "Demonstrate sound financial management").

SUPPORTING DOCUMENTATION

(Previously distributed to all Members of Council and held on file with the City Clerk and Solicitor.)

Document 1 – Deputy City Treasurer's report (ACS2017-CSD-FIN-0027) dated November 8, 2017, entitled *2018 Draft Operating and Capital Budgets* – English and French (issued previously to all Members of Council and held on file with the City Clerk).

Document 2 – Transit Commission Draft Operating and Capital Budget, Tax Supported Programs

DISPOSITION

The Commission Coordinator will forward the Commission's recommendations to Council for consideration at the meeting of 13 December 2017. Budgets will be amended as per Council deliberation and adoption.

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**Report to
Rapport au:**

**Transit Commission
Commission du transport en commun
8 November 2017 / 8 novembre 2017**

**and Council
et au Conseil
13 December 2017 / 13 décembre 2017**

**Submitted on October 31, 2017
Soumis le 31 octobre 2017**

**Submitted by
Soumis par:
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Services des transports**

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Ward: CITY WIDE / À L'ÉCHELLE DE LA VILLE File Number: ACS2017-TSD-TS-0003

**SUBJECT: EquiPass SingleRide Fare (EquiFare) Implementation Plan –
Information Supplemental to the 2018 Budget**

**OBJET: Plan de mise en œuvre du tarif du passage unique de l'EquiPass
(EquiTarif) - Renseignements complémentaires au budget de 2018**

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REPORT RECOMMENDATION

That the Transit Commission and Council receive this report as information supplemental to the 2018 Draft Transit Commission Operating and Capital Budgets.

RECOMMANDATION DU RAPPORT

Que la Commission du transport en commun et le Conseil prennent connaissance du présent rapport en tant qu'information complémentaire aux budgets préliminaires de fonctionnement et d'immobilisations de la Commission du transport en commun.

BACKGROUND

On December 14, 2016, Council approved the new EquiPass discounted monthly pass fare for transit customers with low incomes.

On March 10, 2017, the application form for the EquiPass was made available to interested applicants, and from April 1, 2017, customers who were eligible for the EquiPass could purchase an EquiPass discounted monthly pass for use on OC Transpo's service.

On May 31, 2017, the Transit Commission approved a motion to recommend that Council direct staff to develop an equitable single-ride fare option for all OC Transpo services for consideration as part of the 2018 budget process. Council approved this motion on June 14, 2017 based on the principles for the EquiPass, and in compliance with existing commitments and policies regarding fare ratios, the Long Range Financial Plan and the Transit Affordability Plan.

On July 12, 2017, Council approved a motion that directed staff to:

- Undertake the work on the back-end systems to recognize a discounted single-ride fare for customers with low incomes as soon as technically feasible in 2018 and no later than Q2; and,

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- Provide an 'Information Supplemental to the Budget' report outlining the implementation timelines for the discounted single-ride fare as part of the Transit Commission's consideration of the draft 2018 budget.

This report outlines the implementation timelines for the EquiPass single-ride fare option, should Council approve the new fare as part of the 2018 budget process.

DISCUSSION

Should Council approve the EquiPass single-ride fare option as part of the 2018 Budget, staff estimate that the new fare would be available to eligible customers by the end of Q2 2018. If staff are able to introduce the new fare before the estimated June 30, 2018 date, the Transit Commission, Council and customers will be notified of an earlier implementation date.

Application and Eligibility Process

The eligibility criteria and application process for the EquiPass single-ride fare option would be the same as is currently in place for the EquiPass monthly pass. That is, customers with incomes below the low-income cut-off, as defined by the Government of Canada, would be eligible for both the discounted monthly pass and the discounted single-ride fare. Both discounted fares would make up the EquiPass program. Customers who qualify for the EquiPass could choose to purchase either product, by loading a Presto card with a monthly pass or adding money to a Presto e-Purse to pay-per-ride, depending on their needs.

In anticipation of Council's approval of the new single-ride fare, customers who have not already been approved for the EquiPass as part of the current monthly pass program can presently submit an application for eligibility determination since these processes are already in place. Customers who have already had their application approved and who already qualify for the EquiPass monthly pass will automatically qualify for the EquiPass single-ride fare once it is in place. These customers will not have to do anything new with their Presto card to purchase the single-ride fare, as long as they have previously had the EquiPass discount set on their card and there are sufficient funds loaded on their Presto e-Purse.

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Customer Communication Plan

Upon approval by Council, staff will complete the following activities in advance of the implementation of the new EquiPass single-ride fare:

- Conduct customer outreach in advance of the first day of implementation of the new fare in order to allow sufficient time for the processing of applications from applicants who are interested in the discounted single-ride fare but have not yet already been approved for the EquiPass Program;
- Staff will promote the new discounted fare to customers through a variety of communication channels, including on octranspo.com and social media, brochures, advertisements and through a public service announcement. Members of the Transit Commission and Council will also be notified in advance of the implementation date; and,
- Further targeted outreach to customers who would potentially be eligible to purchase the single-ride fare would be completed throughout 2018.

Fare Systems

In anticipation of Council approving the new discounted single-ride fare for customers with low incomes as part of the 2018 budget, staff have begun to make the necessary changes to OC Transpo systems to support the new fares. This includes making the necessary changes to the Presto smartcard system and to the new fare control system of ticket machines and fare gates that has been installed at four stations on the O-Train Trillium Line and those that will be installed at all stations on the O-Train Confederation Line.

RURAL IMPLICATIONS

The recommendations in this report do not have any specific rural implications.

CONSULTATION

There were no public consultations undertaken for this report.

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COMMENTS BY THE WARD COUNCILLOR(S)

This is a city-wide report.

ADVISORY COMMITTEE(S) COMMENTS

This report has not been considered by advisory committees.

LEGAL IMPLICATIONS

There are no legal impediments to receiving this report for information.

RISK MANAGEMENT IMPLICATIONS

There are no risk management implications associated with this information supplemental to the budget report.

ASSET MANAGEMENT IMPLICATIONS

There are no asset management implications associated with the recommendations in this report.

FINANCIAL IMPLICATIONS

Incremental communication and outreach costs of \$150K, for temporary staffing, will be included in Transit's 2018 Operating Budget for Council consideration and approval.

ACCESSIBILITY IMPACTS

There are no accessibility impacts as a result of the new fare.

TERM OF COUNCIL PRIORITIES

This report supports the following 2015-2018 Term of Council priorities:

Transportation and Mobility – Meet the current and future transportation needs of residents and visitors through Phase 1 and Phase 2 of the Transportation Master Plan, including ensuring the City's transit services are reliable and financially sustainable. Continued focus on improving mobility during the LRT implementation, and support for alternative transportation methods including cycling and walking, as well as transit.

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Healthy and Caring Communities – Help all residents and visitors enjoy a good quality of life and a sense of community well-being by providing healthy, safe, secure, accessible and inclusive places and services.

Service Excellence – Improve client satisfaction with the delivery of municipal services by measurably strengthening the culture of service excellence at the City, by improving the efficiency of City operations, and by creating positive client experiences.

Financial Sustainability – Practice prudent fiscal management of existing resources, and make sound long-term choices that allow City programs and services to be sustainable.

DISPOSITION

Staff will carry out the work as outlined in this report.