



# REGIONAL DISTRICT OF NORTH OKANAGAN

## POLICY NO.: ENG-TRST-001

<b>BUS STOP INFRASTRUCTURE IMPROVEMENTS, REPAIR AND MAINTENANCE</b>	
Approval Date:	June 4, 2014
Amendment Date(s):	
Repeals Policies:	N/A

### **PURPOSE**

The purpose of this policy is to clarify responsibilities with respect to bus stop improvements (including shelters), repair and maintenance.

### **POLICY**

Local jurisdictions that are participants in the Transit Services shall be responsible for the planning, consultation (with BC Transit, Ministry of Transportation and Infrastructure (MoTI) and others as deemed necessary), design, permitting, installation, repair, replacement, maintenance and liability of all Bus Stop Infrastructure located within their respective jurisdiction.

### **DEFINITIONS**

1. "Transit Services" means the Regional Transit Service (Function 871), specifically Route 60 (to/from Enderby) and Route 61 (to/from Lumby), and the UBCO Connector Service (Function 872), specifically Route 90 (to/from UBC, Kelowna) administered by the Regional District of North Okanagan.
2. "Local Jurisdiction" means those participants as defined by the following bylaws:
  - North Okanagan Regional Transit Service Establishment Bylaw No. 1661, 2000 and amendments thereto;
  - University of British Columbia – Okanagan Connector Transit Service Establishment Bylaw No. 2547, 2012 and amendments thereto.
3. "Bus Stop Infrastructure" includes but is not limited to the following works:
  - a. Bus stop pull outs (paved, concrete or gravel)
  - b. Bus stop ramps
  - c. Bus stop poles
  - d. Bus stop schedule holders
  - e. Bus stop lollypop signs
  - f. Bus stop shelters
  - g. Bus stop benches
  - h. Bus stop garbage receptacles
  - i. Bus stop lighting.

4. "Major Transit Infrastructure" means transit infrastructure capital works that service multiple stakeholders within the North Okanagan Transit Area.
5. "Bus Stop Repair and Maintenance" includes but is not limited to the following:
  - a. Bus stop sign post repair or replacement
  - b. Bus stop sign repair or replacement (sign by others)
  - c. Bus stop schedule holder repair or replacement
  - d. Bus stop shelter repair or replacement
  - e. Bus stop bench repair or replacement
  - f. Bus stop garbage receptacle repair and replacement
  - g. Bus stop snow removal
  - h. Bus stop landscape maintenance
  - i. Bus stop garbage removal
  - j. Bus stop sand/gravel removal
  - k. Bus stop shelter cleaning (including graffiti removal)
  - l. Bus stop sign cleaning
  - m. Bus stop schedule updates (when route timing changes).
6. "Annual Operating Agreement" means the annual agreement entered into between the Regional District of North Okanagan and BC Transit for the North Okanagan Transit Services.
7. "Master Operating Agreement" means the agreement entered into between the Regional District of North Okanagan and BC Transit for the cost sharing and provision of the Transit Services.

## TERMS

1. BC Transit shall supply the vertical transit signs (example below) required. Note that the bus stop post repair or replacement is the responsibility of the Local Jurisdiction.



2. Bus Stop Infrastructure installations, including the planning and coordination of new bus stops and bus shelters are the responsibility of the local jurisdiction.

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3. Major Transit Infrastructure installations shall be planned and coordinated with BC Transit in consultation with the stakeholders responsible for funding the construction, repair and maintenance.
  4. Bus Stop Repair and Maintenance, including the planning and coordination of repair and maintenance shall be the responsibility of the Local Jurisdiction.
  5. Funding for Bus Stop Infrastructure is the responsibility of the Local Jurisdiction.
  6. The Local Jurisdiction is responsible to consult with BC Transit and BC Transit's Operator whenever Bus Stop Infrastructure, Major Transit Infrastructure and Bus Stop Repair and Maintenance may impact the operation of the Transit Services.
  7. The Local Jurisdictions must consult with the Regional District of North Okanagan on any Bus Stop Infrastructure and Major Transit Infrastructure installations, and Bus Stop Repair and Maintenance when such activity may affect the terms of the Transit Services Master Operating Agreement or the Annual Operating Agreement.