



P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Info Item No. 2
Transportation Standing Committee
February 26, 2015

TO: Chair and Members of Transportation Standing Committee

Original Signed

SUBMITTED BY:

Eddie Robar, Director, Halifax Transit

DATE:

January 20, 2015

SUBJECT:

Bus Shelter Program

INFORMATION REPORT

ORIGIN

This report originates from the December 3, 2014 Transportation Standing Committee meeting.

The Transportation Standing Committee request a staff report on the bus shelter program, including its delivery and contractual obligations.

LEGISLATIVE AUTHORITY

There is no Legislative Authority associated with this information report.

BACKGROUND

Halifax Transit has a contractual agreement with OUTFRONT Media, formerly CBS Outdoor Canada. The contractual agreement includes maintenance, replacement and expansion of bus shelters. Halifax Transit's shelter program adheres to this contractual agreement.

DISCUSSION

Halifax Transit currently provides transit shelters at approximately 19% of all bus stops. Halifax Transit has 458 shelters, 103 shelters with advertising and 355 non-advertising shelters. Bus stops with an average daily boarding count of approximately 100 passengers per weekday will be given consideration for a bus shelters. However consideration may be given to bus stop locations that are marginally below the 100 daily boarding passenger counts.

Bus shelters are typically installed in Halifax Regional Municipality's Right of Way and not on private property. All shelter locations must be approved by Traffic Management. Other shelter criteria taken into consideration are:

- Snow removal requirements, will the location impede snow removal activities
- Safety concerns/issues with the road such as sight lines
- Additional infrastructure requirements
- Environmental and/or other weather conditions to be considered

Halifax Transit must also consider accessibility at every transit stop, and this may impact shelter placement. Halifax Transit's standard dimensions for an accessible stop include a paved surface, landing pad, measuring 2.5 metres from face of curb by 1.5 metres wide. This standard is comparable with standards of other transit properties across Canada.

Halifax Transit receives an average of 2-3 shelter requests per month. These requests are received through the 311 Call Centre, the Halifax Transit Customer Service Advisors and through Councillors or their assistant. Upon receipt of request, each site undergoes a pre-investigation as per the criteria outlined in this report. All shelter requests are tracked and the list of requests is reviewed regularly should any related circumstances change at these sites.

MAINTENANCE PROGRAM

The maintenance of all transit shelters is contracted by Halifax Transit with OUTFRONT Media. The contract agreement term is fifteen years, and expires in September 2021.

Maintenance of bus shelters includes:

- Cleaning inside the shelter as well as the shelter frame and/or glass;
- Replacing broken/damaged glass and/or broken parts;
- Clearing of snow and ice from the inside of shelters with the exception of those located at transit terminals. HRM Facilities Management is responsible for snow removal at transit terminals.

The area around the exterior of the shelter within the right -of-way is also maintained by HRM Halifax Transportation & Public Works.

Maintenance is completed as per the schedule outlined in the terms of the contract. Between December 1 to March 31, shelters are checked and maintained once a week. Between April 1 to November 30, shelters are checked and maintained every two weeks. All older style shelters are painted at least every four years. OUTFRONT Media is also responsible for the maintenance and repair of the advertising panels in the 103 shelters that currently have advertising. Regular service requests must be completed within 4 business days of receipt.

In emergencies where a shelter is unusable or unsafe, service must commence as soon as possible and within a 4 hour time frame upon receipt of notification. In most cases, glass clean-up is considered an emergency however once glass damage is reported Halifax Transit Service Supervisors place caution tape around the shelter frame to indicate a hazard. The clean-up of broken glass and associated repairs are to be completed within 24 hours of the situation being reported. Emergency service is available 7 days a week, 24 hours a day. A 24 hour answering service is maintained by OUTFRONT Media.

Additionally all Halifax Transit shelters are inspected biannually by HRM Maintenance Planning Supervisors. Shelters are checked for structural issues, rust, and graffiti including etched glass. Inspection sheets identifying any issues are forwarded to Halifax Transit and OUTFRONT Media, OUTFRONT Media is required to address any deficiencies. In the event that a transit shelter has been subjected to repeated damage or vandalism, it may be relocated at the expense of OUTFRONT Media.

SHELTER DESIGN AND SPECIFICATIONS

To maintain a consistent and recognizable brand on street, Halifax Transit is currently installing the Avanti style shelter design (appendix A); the current supplier is Daytech Ltd. This design was chosen for its ease of maintenance and aesthetic appearance. The aluminum structure does not succumb to rust the way a steel structure would, as has been seen in previous styles of shelters in HRM. The aluminum structure also does not require regular painting, which reduces maintenance costs.

A typical transit shelter has an approximate footprint of 4' x 10' and is always installed on a concrete shelter pad with a minimum thickness of 6 inches. Shelter pads are connected to sidewalks where present, as well as a landing pad that connects the sidewalk to the curb where passengers "land" or board the bus. All new shelters are installed with an interior shelter bench.

OUTFRONT Media has exclusive advertising rights at all Halifax Transit shelters and are the exclusive supplier of advertising shelters during the term of the contract.

All advertising shelters installed by OUTFRONT Media are installed at locations agreed upon by both Halifax Transit and OUTFRONT Media. OUTFRONT Media is responsible for any required electrical hook ups for ad shelters, as well as the concrete shelter pads when needed.

Halifax Transit also has half-shelters, or canopies, installed at some bus stops. These shelters have a smaller footprint than the standard size and have been installed in areas with minimal sidewalk space available. Many are installed between the sidewalks and curb. Due to the roof of these shelters overhanging the sidewalk, and their proximity to street, many are struck by snow clearing equipment. Halifax Transit no longer recommends installing shelters of any size between sidewalk and curb for these reasons.

SHELTER REPLACEMENT AND EXPANSION

OUTFRONT Media is required to supply, install and maintain 90 additional shelters, on average 6 shelters per year, over the 15 year span of the contract. These 90 shelters may be used toward replacement shelters or expansion shelters at the discretion of Halifax Transit. All shelters provided by OUTFRONT Media are their sole property during the term of the contract and will be surrendered to Halifax Transit at the end of the contract. OUTFRONT Media may not remove any shelters during the term of the agreement without the consent of Halifax Transit.

Additionally Halifax Transit may purchase and install non-advertising expansion shelters as per the terms of the maintenance agreement. The number of expansion non-advertising shelters is limited; the maintenance agreement allows Halifax Transit to install 45 additional shelters over the 15 year term, an average of 3 per year.

Halifax Transit may also purchase and replace non-advertising shelters as budget permits.

In summary due to the limited number of expansion shelters allowed under the terms of the contract with OUTFRONT Media and combined with the recent construction of the Bridge Terminal in 2012, and the current construction of the new Lacewood Terminal, Halifax Transit is near maximum capacity for further expansion shelters. Placement of shelters at any new locations must be carefully reviewed to ensure resources are used where it will benefit many Halifax Transit customers.

The Moving Forward Together Plan may include additional criteria for placement of shelters. However, due to availability of resources, space limitations on street and maintenance contract restrictions, not all stops that meet shelter criteria will have a shelter installed.

FINANCIAL IMPLICATIONS

This report is for information purposes only and does not have any financial implications.

COMMUNITY ENGAGEMENT

No Community engagement required as this report is providing information only to Transportation Standing Committee.

ATTACHMENTS

Appendix "A"

A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Leslie Anderson, Transit Technician, 902.490.6678
Amy Power, Supervisor, Scheduling & Service Planning, 902.490.4636

Original Signed

Report Approved by: Dave Reage, MCIP, LPP, Manager, Planning & Scheduling, 902.490.5138

APPENDIX "A"

