



**City of Kingston
Report to Council
Report Number 15-152**

To: Mayor and Members of Council
From: Denis Leger, Commissioner of Transportation, Facilities & Emergency Services
Resource Staff: Sheila Kidd, Director of Transportation Services
Date of Meeting: January 27, 2015
Subject: Kingston Transit – Employer Group Pass – 250+ Employee Rate

Executive Summary:

In March 2013, Transportation Services completed a transit and parking rate review and a series of recommendations, including a new Kingston Transit fare structure, were approved by Council. The new transit fare structure established the Employer Group Pass program.

The Employer Group Pass provides reduced rate Kingston Transit monthly passes to employees of participating employers. When the Employer Pass program was introduced, rates were established for participation levels of up to 250 employees. A reduced rate for more than 250 employees was identified as “to be determined”.

The Employer Group Pass program has been successful in attracting employees to transit, especially weekday commuters. As of January 2015, Kingston General Hospital (KGH) has surpassed 250 participants. It is anticipated that Queen’s University will also surpass 250 participants at some point in 2015. The recommendation in this report is time-sensitive to ensure KGH employees can be invoiced for the new rate as of February 01, 2015.

Staff is recommending that a discounted rate of \$50 per month be established for employers with more than 250 employees participating in the Employer Group Pass program.

Recommendation:

That a by-law be presented to amend By-Law 2005-10 “A By-Law to Establish Fees and Charges to be Collected by the Corporation of the City of Kingston”, as amended, in order to establish an Employer Group Pass rate of \$50 per month for employers with more than 250 employees participating in the Employer Group Pass program; and

That the by-law be given three readings to ensure the new rate is available for February 1, 2015.

January 27, 2015

Page 2 of 5

January 27, 2015

Page 3 of 5

Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Denis Leger, Commissioner,
Transportation, Facilities, &
Emergency Services**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Cynthia Beach, Corporate & Strategic Initiatives	Not required
Lanie Hurdle, Community Services	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	Not required

January 27, 2015

Page 4 of 5

Options/Discussion:

In March 2013, Transportation Services completed a transit and parking rate review and a series of recommendations, including a new Kingston Transit fare structure, were approved by Council (EITP Report 13-004). The review recognized that, in addition to improving the reliability and convenience of the transit service, the success of the service relies heavily on the ability to market the service and attract new riders, particularly commuters. An Employer Group Pass program was established aimed at attracting commuters to the transit system.

The Employer Group Pass program provides employees of participating employers, with a reduction in the cost of a regular monthly adult bus pass. The level of reduction is based on the number of employees participating in the program with greater reductions offered as the number of employees on the program increases. These passes benefit the employer by reducing demand for employee parking and help them support sustainability. Employee benefits include lower transportation costs and convenient payment through payroll deduction.

When the program was introduced, reduced rates were established for participation levels of up to 250 employees. Reduced rates for more than 250 employees were identified as “to be determined”. A rate was not identified for more than 250 employees because staff did not anticipate that participation levels of any employer would exceed 250 participants before the next transit fare review in 2017. However, the Employer Group Pass program has been successful in attracting employees more quickly than expected.

As of January 2015 Kingston General Hospital has surpassed 250 participants. It is anticipated that Queen’s University will also surpass 250 participants at some point in 2015. A new rate needs to be established for employers with more than 250 employees on the program.

The current Employer Group Pass rates are shown in the table below.

Employer Group Pass Program	
Number of Employees	Cost per Month
0 – 10 Employees	\$62.00
11 – 25 Employees	\$60.00
26 – 100 Employees	\$57.00
101 – 250 Employees	\$53.00

Staff is recommending that a discounted rate of \$50 per month be established for employers with more than 250 employees participating in the Employer Group program. This rate provides an additional \$3 per month discount compared to the 101 – 250 employee rate and is \$3.25 per month more than an Affordable Transit Pass.

The new rate will be effective February 1, 2015.

January 27, 2015

Page 5 of 5

Existing Policy/By Law:

By-Law 2005-10 "A By-Law to Establish Fees and Charges to be Collected by the Corporation of the City of Kingston", as amended.

Notice Provisions:

Not applicable.

Accessibility Considerations:

Not applicable.

Financial Considerations:

When an employer reaches 250 employees in the Employer Group Pass program, the employee rate will be reduced from \$53 per month to \$50 per month. This will result in a reduction of revenue until the number of employees reaches 265, at which point revenue will return to the previous level. The 2015 budget submission reflects this anticipated reduction in revenue.

Contacts:

Sheila Kidd, Director Transportation Services, 613-546-4291, Ext. 2221
Jeremy DaCosta, Transit Manager, 613-546-4291, Ext. 1310

Other City of Kingston Staff Consulted:

Ying Gilbert, Marketing Administrator
Stephen Dickey, Director of Financial Services
Lana Foulds, Manager of Financial Planning

Exhibits Attached:

Exhibit A – Draft by-law to amend By-Law 2005-10 "A By-Law to Establish Fees and Charges to be Collected by the Corporation of the City of Kingston", as amended, including Schedule "A".

By-Law Number 2015-XX

A By-Law to Amend By-Law Number 2005-10, "A By-Law to Establish Fees and Charges to be collected by The Corporation of the City Of Kingston, as Amended."

Passed: January 27, 2015

Be it resolved that the Council of the Corporation of the City of Kingston hereby enacts
as follows:

1. By-Law 2005-10, being "A By-Law To Establish Fees and Charges to be Collected by the Corporation of the City of Kingston", as amended, is hereby further amended as follows:
 - a. The Kingston Transit Employer Group Pass fee for 250+ Employees enrolled be established at \$50.00 per month.
2. This By-Law shall come into force and take effect on the date of its passing.

Given all Three Readings and Passed: January 27, 2015

John Bolognone

City Clerk

Bryan Paterson

Mayor