

**TO:** CHAIR AND MEMBERS  
FINANCIAL MANAGEMENT COMMITTEE **DATE:** 2020 January 31

**FROM:** DIRECTOR HUMAN RESOURCES  
DIRECTOR FINANCE **FILE:** 2100-50

**SUBJECT: EMPLOYEE TRANSIT INCENTIVE PROGRAM**

**PURPOSE:** To propose revisions to the Employee Transit Incentive Program.

---

**RECOMMENDATION:**

1. **THAT** the Financial Management Committee recommend Council authorize staff to revise the Employee Transit Incentive Program effective 2020 March 01 as outlined in this report.
2. **THAT** a copy of this report be sent to the Environment Committee.

**REPORT**

**1.0 BACKGROUND**

The City has established an Employee Transit Incentive Program to encourage employees to use public transit and reduce the impact on the environment from vehicle emissions in support of the Environmental Sustainability Strategy, Climate Emergency Declaration and also assist in addressing parking space congestion at the City Hall.

The Employee Transit Incentive Program is based on the following criteria:

**Scope:** Full-time and part-time employees

**Eligibility Threshold:** Staff working an average of 20 hours per week over the last month prior to the purchase of the monthly pass.

**Incentive Amount:** A 25% incentive is applicable to the purchase of a Monthly TransLink Pass.

- Payroll adds the 25% incentive amount to the employee's bi-weekly payroll cheque as reimbursement as this is a taxable benefit to the employee;
- Proof of purchase of a Monthly TransLink Pass is provided to Payroll by the employee (only one pass per employee is discounted each month); and,
- Employees agree not to transfer the Monthly TransLink Pass to a third party for use.

The City Manager's Office has a budget provision of \$38,000 for the Employee Transit Incentive Program. The following reflects the costs related to the program over the past 3 years.

	2017	2018	2019
Incentive Paid	\$15,077	\$18,108	\$21,902
% Increase in Incentive Paid		20%	21%

During the above years, the number of employees benefiting from this program has increased as follows:

Status	Number of Employees		
	2017	2018	2019
Regular Full Time	59	70	72
Regular Part Time	5	5	8
Temporary Full Time	18	19	21
Auxiliary	15	18	31
<b>Total</b>	<b>97</b>	<b>112</b>	<b>132</b>

In 2019, the City changed the enrollment threshold from 24 hours worked per week to 20 hours worked per week. This change increased the enrollment level by 18%.

On an average approximately 50% of enrolled employees submit reimbursements each month.

## 2.0 POLICY SECTION

### Goal

- A Healthy Community
  - Healthy life –  
Encourage opportunities for healthy living and well-being
  - Healthy environment –  
Enhance our environmental health, resilience and sustainability
- A Thriving Organization
  - Organizational culture –  
Ensure that our core values are reflected in our policies, programs and service delivery

To: Financial Management Committee  
From: Director Human Resources and Director Finance  
Re: Employee Transit Incentive Program  
2020 January 31..... Page 3

### **3.0 PROPOSED PROGRAM REVISION**

In order to encourage the usage of the program, it is recommended that the qualifying hours be relaxed further from 20 hours per week to 16 hours per week. This change will broaden opportunities for employees to participate in the program and respond to feedback from staff about the program. Cost increases to the City are minimal and can be accommodated within the existing budget.

The Human Resources Department along with the Green Team, which represents all departments, will continue to increase awareness of the program through City-wide e-mails, employee orientation programs and initiatives such as the annual Commuter Challenge.

Based on current program awareness initiatives, the total number of reimbursements has increased by 20% in 2018 and by another 21% in 2019. The intention of increasing program awareness is to encourage the use of public transit and increase participation in the program by up to 20% annually, within the budget allocation. Program reviews will be conducted annually to continually assess the success of the program.

### **4.0 RECOMMENDATION**

It is requested that the Financial Management Committee recommend Council authorize staff to revise the Employee Transit Incentive Program effective 2020 March 01 as outlined in this report and that a copy of this report be sent to the Environment Committee.



Pat Tennant, CPHR  
DIRECTOR HUMAN RESOURCES



Noreen Kassam, CPA, CGA  
DIRECTOR FINANCE

NK:PT / ka:md

Copied to: City Manager