
SUBJECT: 2021 Victoria Regional Transit Commission Meeting Schedule

PURPOSE

This report provides the Victoria Regional Transit Commission (the “Commission”) with meeting schedules for 2021 for **APPROVAL**.

BACKGROUND

The Commission’s purpose, as defined by Section 25 of the *British Columbia Transit Act*, is:

- To represent the regional transit service;
- To prepare plans and set service, fares and performance standards, in consultation with municipal officials and the public;
- To review and make recommendations to BC Transit on operating and capital budgets;
- To recommend the gas tax amount to government and prescribe the property tax to cover the Commission contribution amount, and maintain a fund for that purpose.

The Commission’s meeting schedule was reviewed to ensure it aligns with this purpose.

DISCUSSION

The attachment outlines the meeting schedules for 2021. Note that after the August 11, 2020 Commission meeting, the final previously approved meeting scheduled for 2020 is November 3, 2020. BC Transit proposes an additional meeting for September 29, 2020 for an update and potential decisions around financial and performance indicators.

Date	Key Items for Approval	Key Items for Information
September 29, 2020 (3rd Tuesday)		<ul style="list-style-type: none">• Financial and Performance Summary: YTD• Draft 2021/22 Base Budget• Operations Update
November 3, 2020 (1st Tuesday)		<ul style="list-style-type: none">• Planning Update<ul style="list-style-type: none">○ Ongoing/upcoming plans○ Capital/Infrastructure update• ATAC Minutes

RECOMMENDATION

It is recommended that the Commission **APPROVE** the additional 2020 meeting and the 2021 meeting schedule.

Respectfully,

Lisa Trotter
Senior Manager, Government Relations

Attachment: 2021 Victoria Regional Transit Commission Meeting Schedule

All meetings are from 9:00 a.m. to noon unless noted otherwise.

DATE	FOR APPROVAL	FOR INFORMATION
February 23, 2021 3rd Tuesday	<ul style="list-style-type: none"> • 2021/22 Base Budget & Tax Regulation, Annual Service Plan and Tax Requisition 	<ul style="list-style-type: none"> • Financial and Performance Summary: Q3 YTD • Operations Update <ul style="list-style-type: none"> ○ Winter 2021 implementation • Draft Three Year Service and Financial Strategy • Planning Update <ul style="list-style-type: none"> ○ Spring 2021 Service Summary ○ Ongoing/upcoming plans ○ Capital/infrastructure update • ATAC Minutes
Optional: March 16 ,2021 3rd Tuesday		<ul style="list-style-type: none"> • Optional if further discussion/decisions required based on final provincial budget outcomes
May 11, 2021 2nd Tuesday 12-4pm		<ul style="list-style-type: none"> • Strategic Workshop
June 8, 2021 2nd Tuesday	<ul style="list-style-type: none"> • 2020/21 Annual Performance Results • Three Year Service and Financial Strategy • Local Area Transit Plan 	<ul style="list-style-type: none"> • Operations Update <ul style="list-style-type: none"> ○ Spring 2021 implementation ○ Canada Day, other events • Planning Update <ul style="list-style-type: none"> ○ Summer and Fall 2021 Service Summaries ○ Ongoing/upcoming plans ○ Capital/infrastructure update • ATAC Minutes
August 10, 2021 2nd Tuesday	<ul style="list-style-type: none"> • 2022 Commission Meeting Schedule 	<ul style="list-style-type: none"> • Financial and Performance Summary: Q1 YTD • Preliminary outlook on expansion budgets • Operations Update <ul style="list-style-type: none"> ○ Summer and Fall implementation • Planning Update <ul style="list-style-type: none"> ○ Winter Service Summary ○ Ongoing/upcoming plans ○ Capital/infrastructure update
November 9, 2021 2nd Tuesday		<ul style="list-style-type: none"> • Financial and Performance Summary: Q2 YTD • Draft 2022/2023 Base Budget • Draft Annual Service plan • Operations Update • Planning Update <ul style="list-style-type: none"> ○ Ongoing/upcoming plans ○ Capital/Infrastructure update • ATAC Minutes