

## Annual Partner Communications Calendar



Annual Partner Communication Key Processes		
Process	Description and Deliverables	
<b>Transit Improvement Program (TIP)</b>	The TIP communicates to local government (LG) the expansion initiatives proposed for the next three years. It seeks the commitment to the expansion initiatives from LG which thereby allows BC Transit to proceed with securing sufficient funding within the Provincial Budget. This includes the allocation process and results of expansion priorities from Transit Future Plans, other Service Plans, local initiatives as well as major capital initiatives necessary for the development of the transit system.	
	<b>April</b>	BCT to send out Expansion Initiatives to LG
	<b>August</b>	LG to confirm Expansion Initiatives by way of sign-off and return to RTM
	<b>March</b>	BCT to provide confirmation to LG of the intent to fund expansion initiatives
<b>Annual Performance Summary (APS)</b>	The APS offers a high level analysis of the system's performance, in comparison to prior years, and where established, the opportunity to measure against service standards established by the local government. The intent is to inform council prior to decision on expansion initiatives for future years and subsequent budgeting. This document also serves as an opportunity to present results to council and to engage in discussion on decisions aimed at future year initiatives.	
	<b>June</b>	BCT to send out APS to LG
	<b>On Request</b>	LG to extend invitation, if desired, to RTM to present APS to council
<b>Three Year Budgets (3YB)</b>	The 3YB provides LG with budget expectations for the coming year and two year projections for base service levels. Additionally, a calendar year budget estimate is provided for the convenience of LGs. Where the LG has confirmed their desire to pursue expansion initiatives, a separate budget will follow with expansion budget projections.	
	<b>September</b>	BCT to send out 3YB based on existing, or known, service levels to LG
	<b>October</b>	BCT to send out 3YB based on calendar year estimates to LG; and, BCT to send out 3YB based on expansion initiatives confirmed by the LG in August
	<b>December</b>	LG to advise RTM of any budget concerns to expedite the execution of the AOA
<b>Annual Operating Agreement (AOA)</b>	Defines the service to be delivered, the provincial and municipal funding contributions, and the tariff schedule. Any changes to services defined in the AOA require the establishment of a Memorandum of Understanding which defines the objectives and scope of the service change. The intent is to ensure that all parties are in agreement to changes to the defined service in the AOA. Additionally, it defines the appropriate timeline, from the time of this agreement, necessary for the provision of service including planning, scheduling, operator training, shift changes, and fleet procurement if necessary.	
	<b>March</b>	BCT to send out 3 copies of AOA to LG for signature
	<b>March/April</b>	LG to ensure timely approval of AOA and forward all copies to operating company