

November 13, 2012

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**SUBJECT**

2012/2013 Victoria Regional Transit Commission Meeting Schedule

**PURPOSE**

The purpose of this report is to provide the Victoria Regional Transit Commission (VRTC) with a 2013 meeting schedule for **APPROVAL**.

**BACKGROUND**

The VRTC's purpose, as defined by Section 25 of the *British Columbia Transit Act*, is summarized below:

- 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 schedule for the remainder of 2012 and 2013. These meeting dates have been canvassed with Commission members by email and represent the best set of dates available to meet individual schedules and Commission business.

**RECOMMENDATION**

It is recommended that the Commission approve the attached Victoria Regional Transit Commission meeting schedule.

Respectfully,



Manuel Achadinha  
President and Chief Executive Officer

## 2012/13 VICTORIA REGIONAL TRANSIT COMMISSION MEETING SCHEDULE

DATE	DESCRIPTION OF KEY BUSINESS ITEMS
November 13, 2012	A. Service Plans & Fares <ul style="list-style-type: none"> <li>• Review of Public Consultation results</li> <li>• Planning Status Report</li> </ul>
December 4, 2012	A. Service Plans & Fares <ul style="list-style-type: none"> <li>• Approval of Fare Strategy</li> <li>• Planning Status Report</li> <li>• Transit Priority Options</li> </ul>
January 22, 2013	A. Service Plans & Fares <ul style="list-style-type: none"> <li>• Approval of Fare Strategy</li> <li>• Planning Status Report</li> <li>• Service Review – Preliminary Results</li> </ul>
February 19, 2013	A. Financial <ul style="list-style-type: none"> <li>• 2012/13 Service Plan, Budget Endorsement and Tax Regulation</li> </ul> B. Service Plans & Fares <ul style="list-style-type: none"> <li>• Planning Status Report</li> <li>• Service Review –Quick Wins for 2013 Implementation</li> </ul>
June 11, 2013	A. Financial <ul style="list-style-type: none"> <li>• 2012/13 Annual Performance Report</li> </ul> B. Service Plans <ul style="list-style-type: none"> <li>• Planning Status Report</li> <li>• 2013/14 Annual Service Plan</li> </ul>
September 10, 2013	A. Financial <ul style="list-style-type: none"> <li>• Financial &amp; Performance Report (First Quarter)</li> <li>• 3 year Service and Financial Strategy Update</li> </ul> B. Service Plans & Fares <ul style="list-style-type: none"> <li>• Planning Status Report</li> </ul>
December 10, 2013	Financial <ul style="list-style-type: none"> <li>• n/a</li> </ul> B. Service Plans & Fares <ul style="list-style-type: none"> <li>• Planning Status Report</li> <li>• Service - Updates</li> </ul>