

**Victoria Regional Transit Commission**  
**APPROVED Minutes of the Meeting**  
**Held at BC Transit**  
**520 Gorge Road East**  
**Tuesday, November 5, 2019**  
**9:00 AM**

- PRESENT:** Councillor Susan Brice, Chair  
Councillor Sharmarke Dubow  
Mayor Fred Haynes  
Mayor Lisa Helps  
Mayor Rob Martin  
Mayor Kevin Murdoch  
Mayor Geoff Orr  
Juliet Watts, student representative (*non-voting*)
- REGRETS:** Mayor Maja Tait
- BC TRANSIT STAFF:** Ryan Dennis, Manager, Sales and Revenue  
Jonathon Dyck, Communications Manager  
Megan Hill, Director, Budgeting and Forecasting  
Christy Ridout, Vice President, Business Development  
Kevin Schubert, *acting* General Manager, Victoria Regional Transit  
Tina Sulea, Executive Assistant  
Levi Timmermans, Director, Infrastructure Management  
Lisa Trotter, Senior Manager, Government Relations  
Seth Wright, Transit Planner  
Cara Weirmier, Executive Assistant (*Recorder*)

**OPEN SESSION**

**1. CALL TO ORDER AND APPROVAL OF AGENDA**

Chair Susan Brice called the meeting to order at 9:00 a.m.

**Motion by Mayor Helps and seconded by Mayor Murdoch to APPROVE the agenda as presented**

**CARRIED**

**2. APPROVAL OF MINUTES – August 13, 2019**

**Motion by Mayor Haynes and seconded by Mayor Orr to APPROVE the minutes as presented**

**CARRIED**

**3. BUSINESS ARISING FROM PREVIOUS MINUTES**

Reports requested at the Workshop will be presented at the February Commission meeting as there was not enough time to have them ready for today.

**4. CHAIR'S REMARKS**

A provisional budget is a requirement to send to the Province prior to the provincial budget being released. Once the provincial budget has been released in February, the Commission will approve a final budget for the fiscal year 2020/2021.

**5. DELEGATIONS**

*None*

**6. MOTIONS WITH NOTICE**

**a) Victoria Youth Bus Pass Pilot Project (Mayor Helps)**

*“That the Commission approve a fare of \$11.25 per month for a Victoria Youth bus pass pilot program for youth resident in the City of Victoria to be administered and paid for by the City of Victoria from November 2019 to August 2020”.*

**Motion by Mayor Helps and seconded by Councillor Dubow**

**Motion amended by Mayor Helps to read:** *“That the Commission approve the UPass rate of \$11.25 per month for 7,200 passes (totalling \$729,000 for the nine months until the UPass can be implemented) to be purchased and administered by the City of Victoria from December 2019 to August 2020”.*

**Motion by Mayor Helps and seconded by Councillor Dubow as amended**

**CARRIED**

**b) Bus Pass Program for City of Victoria Youth – Proposed Rate Change (Ryan Dennis)**

*See 6a amendment*

**7. OVERVIEW OF CHARITABLE AND REFUGEE PASS PROGRAMS – for APPROVAL**

*(Ryan Dennis)*

At the December 8, 2015 meeting, the Commission approved a motion to support the transition of refugees into the Greater Victoria Area by providing temporary free transit for a one-year period. Every year since the Commission has approved the continuation of the program.

**Motion by Mayor Haynes and seconded by Mayor Helps to APPROVE the report as presented**

**CARRIED**

**8. FINANCIAL AND PERFORMANCE SUMMARY YTD – for INFORMATION**

*(Megan Hill)*

The local contribution is 5.2 per cent below budget year-to-date as passenger and gas tax revenue were up and lease fees were lower than expected due to higher than budgeted Federal funding credits.

The Transit fund started the year at \$6.4M and is budgeted to reach \$7.9M by year-end. The Operating Reserve Fund was \$15.9M at March 31, 2019 and is expected to have a balance of \$12M at year-end.

**Motion by Mayor Orr and seconded by Mayor Helps to RECEIVE the report as presented**

**CARRIED**

**9. DRAFT BUDGET – for INFORMATION**

*(Megan Hill)*

Each December, BC Transit is required to submit operating and capital projections to the Province, which form the basis for the provincial budget request and for the development of BC Transit’s Service Plan. As part of this annual process, BC Transit works with all local government partners to provide preliminary annual costs and funding requirements and confirm service levels for the following year.

**Motion by Mayor Helps and seconded by Mayor Orr to RECEIVE the report as presented**

**CARRIED**

**10. PLANNING UPDATE - for INFORMATION**

*(Seth Wright)*

Fall service changes introduced 20,000 additional annualized service hours and eight expansion vehicles into the schedule and increased service on a number of routes to support increased ridership.

Reduced service levels will operate during the month of December to better align service levels with reduced ridership demand. Service will be reduced primarily on routes serving post-secondary schools as transit ridership drops off when classes are not in session. Fall service levels will be largely reinstated following the December holiday service schedule reductions

**Motion by Mayor Haynes and seconded by Mayor Murdoch to RECEIVE the report as presented**

**CARRIED**

**11. ANNUAL SERVICE PLAN – for INFORMATION**

*(Seth Wright)*

The proposed changes include improvements to service and on-time performance. They also reflect the optimization of service using seasonal schedules and allocating resources to periods of the year when ridership demand is higher.

**Motion by Mayor Murdoch and seconded by Mayor Helps to APPROVE the report as presented**

**CARRIED**

**12. ROUTE 75 UPDATE – for INFORMATION**

*(Seth Wright)*

Improving the experience of commuter service requires a broad evaluation of transit routes on the Peninsula. As the Peninsula Local Area Transit Plan is slated to begin in spring 2020, staff will explore options in more detail, particularly in relation to the overall Peninsula network, and provide opportunities for engagement with the public and other stakeholders.

**Motion by Mayor Orr and seconded by Councillor Dubow to RECEIVE the report as presented**

**CARRIED**

**13. INFRASTRUCTURE UPDATE – for INFORMATION**

*(Levi Timmermans)*

BC Transit has three active projects: BC Transit Bus Shelter Program, CNG fueling and facility modifications and the Island Highway Transit Priority Plan. Since this report was written, a dozen more shelters have been approved for installation in Saanich by the end of this fiscal year.

Three more projects are in the planning or development stages: Westshore Transit Priority Action Plan, the Operations and Maintenance Facilities Master Plan and the Victoria Third Conventional Service O&M Facility.

**Motion by Mayor Helps and seconded by Mayor Orr to RECEIVE the report as presented**

**CARRIED**

**14. OPERATIONS AND MAINTENANCE FACILITY MASTER PLAN – for APPROVAL**

*(Levi Timmermans)*

BC Transit recommends undertaking the development of an update to the Victoria Regional Operations and Maintenance Facilities Master Plan to reassess the current and future facility functional and capacity needs of the transit system.

**Motion by Mayor Helps and seconded by Mayor Murdoch to APPROVE the report as presented**

**CARRIED**

**15. OPERATIONS UPDATE – for INFORMATION**

*(Kevin Schubert)*

Even with some difficulties with unmet trips during the September service change, 99.39 per cent of scheduled service was delivered and October trended to 99.57 per cent.

handyDART has supplemented service with the use of the Taxi Savers Program to reduce the number of unmet trips.

Transit will be free on Remembrance Day for any service member in uniform or who shows military ID. Transit will again be free on New Years Eve after 6:00 p.m.

**Motion by Mayor Orr and seconded by Mayor Murdoch to RECEIVE the update as presented with direction to staff to provide data on past New Years Eve usage**

**CARRIED**

**16. ATAC MINUTES – for APPROVAL**

*(Kevin Schubert)*

ATAC has requested that youth handyDART users be included in the free youth pass program in the City of Victoria. Staff will provide a report to the Commission to show what impact it may have.

**Motion by Mayor Helps and seconded by Mayor Orr to APPROVE the minutes as presented**

**CARRIED**

**17. CORRESPONDENCE**

a) School District No. 62 re: expanded transportation services

**Motion by Mayor Murdoch and seconded by Mayor Orr to RECEIVE the correspondence**

**CARRIED**

**ADJOURNMENT**

**Motion by Mayor Murdoch and seconded by Mayor Martin to ADJOURN the public meeting and move to the IN CAMERA session**

**Public meeting adjourned at 11:15 a.m.**

**IN CAMERA**

An update on land use and acquisitions was presented to the Commission.

**Next meeting scheduled for February 25, 2020 at 9:00 a.m.**