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**SUBJECT: 2022 Victoria Regional Transit Commission Meeting Schedule**

**PURPOSE**

This report provides the Victoria Regional Transit Commission (the “Commission”) with meeting schedules for 2022 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 2022. Note that the final approved meeting this year is scheduled for November 9, 2021.

**RECOMMENDATION**

It is recommended that the Commission **APPROVE** the 2022 meeting schedule.

Respectfully,

Lisa Trotter  
Senior Manager, Government Relations

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

DATE	FOR APPROVAL	FOR INFORMATION
February 22, 2022 4th Tuesday	<ul style="list-style-type: none"> <li>• 2022/23 Base Budget &amp; Tax Regulation, Annual Service Plan and Tax Requisition</li> </ul>	<ul style="list-style-type: none"> <li>• Financial and Performance Summary: Q3 YTD</li> <li>• Operations Update               <ul style="list-style-type: none"> <li>○ Winter 2022 implementation</li> </ul> </li> <li>• Draft Three Year Service and Financial Strategy</li> <li>• Planning Update               <ul style="list-style-type: none"> <li>○ Spring 2022 Service Summary</li> <li>○ Ongoing/upcoming plans</li> <li>○ Capital/infrastructure update</li> </ul> </li> <li>• ATAC Minutes</li> </ul>
Optional: March 15, 2022 3rd Tuesday		<ul style="list-style-type: none"> <li>• Optional if further discussion/decisions required based on final provincial budget outcomes</li> </ul>
May 10, 2022 2nd Tuesday 12-4pm		<ul style="list-style-type: none"> <li>• Strategic Workshop</li> </ul>
June 15, 2022 3 <sup>rd</sup> Tuesday	<ul style="list-style-type: none"> <li>• 2021/22 Annual Performance Results</li> <li>• Three Year Service and Financial Strategy</li> <li>• Local Area Transit Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Operations Update               <ul style="list-style-type: none"> <li>○ Spring 2021 implementation</li> <li>○ Canada Day, other events</li> </ul> </li> <li>• Planning Update               <ul style="list-style-type: none"> <li>○ Summer and Fall 2022 Service Summaries</li> <li>○ Ongoing/upcoming plans</li> <li>○ Capital/infrastructure update</li> </ul> </li> <li>• ATAC Minutes</li> </ul>
September 13, 2022 2nd Tuesday	<ul style="list-style-type: none"> <li>• 2023 Commission Meeting Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Financial and Performance Summary: Q1 YTD</li> <li>• Preliminary outlook on expansion budgets</li> <li>• Operations Update               <ul style="list-style-type: none"> <li>○ Summer and Fall implementation</li> </ul> </li> <li>• Planning Update               <ul style="list-style-type: none"> <li>○ Winter Service Summary</li> <li>○ Ongoing/upcoming plans</li> <li>○ Capital/infrastructure update</li> </ul> </li> </ul>
November 8, 2022 2nd Tuesday		<ul style="list-style-type: none"> <li>• Financial and Performance Summary: Q2 YTD</li> <li>• Draft 2023/2024 Base Budget</li> <li>• Draft Annual Service plan</li> <li>• 10 Year Vision</li> <li>• Operations Update</li> <li>• Planning Update               <ul style="list-style-type: none"> <li>○ Ongoing/upcoming plans</li> <li>○ Capital/Infrastructure update</li> </ul> </li> <li>• ATAC Minutes</li> </ul>