

**SUBJECT: 2019 and 2020 Victoria Regional Transit Commission Meeting Schedule**

**PURPOSE**

This report provides the Victoria Regional Transit Commission (the “Commission”) with meeting schedules for 2019 and 2020 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 2019 and 2020. Note that after the October 4, 2018 Commission meeting, the final meeting scheduled for 2018 is as follows:

Date	Key Items for Approval	Key Items for Information
December 18, 2018	<ul style="list-style-type: none"><li>• 2019/2020 Expansion Priorities</li></ul>	<ul style="list-style-type: none"><li>• Financial and Performance Summary: YTD</li><li>• Draft 2019/2020 Base Budget</li><li>• Draft Annual Service plan 2019/2020</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>

**RECOMMENDATION**

It is recommended that the Commission **APPROVE** the 2019 and 2020 meeting schedule.

Respectfully,



Brian Anderson

Attachments: 2019-2020 Victoria Regional Transit Commission Meeting Schedules

## Attachment: 2019 Victoria Regional Transit Commission Meeting Schedule

All meetings are from 9:00am to Noon unless noted otherwise.

DATE	FOR APPROVAL	FOR INFORMATION
February 12, 2019	<ul style="list-style-type: none"> <li>• 2019/2020 Base Budget, Annual Service Plan and Tax Requisition</li> </ul>	<ul style="list-style-type: none"> <li>• Financial and Performance Summary: YTD</li> <li>• Operations Update                             <ul style="list-style-type: none"> <li>○ Winter 2019 implementation</li> </ul> </li> <li>• Draft Three Year Service and Financial Strategy</li> <li>• Planning Update                             <ul style="list-style-type: none"> <li>○ Spring 2019 Service Summary</li> <li>○ Ongoing/upcoming plans</li> <li>○ Capital/infrastructure update</li> </ul> </li> <li>• ATAC Minutes</li> </ul>
Optional: March 26, 2019 (4 <sup>th</sup> Tuesday)		<ul style="list-style-type: none"> <li>• Optional if further discussion/decisions required based on final 2019/2020 provincial budget outcomes</li> </ul>
June 11, 2019	<ul style="list-style-type: none"> <li>• 2018/19 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 2019 implementation</li> <li>○ Canada Day, other events</li> </ul> </li> <li>• Planning Update                             <ul style="list-style-type: none"> <li>○ Summer and Fall 2019 Service Summaries</li> <li>○ Ongoing/upcoming plans</li> <li>○ Capital/infrastructure update</li> </ul> </li> <li>• ATAC Minutes</li> </ul>
August 13, 2019 (2 <sup>nd</sup> Tuesday)	<ul style="list-style-type: none"> <li>• 2020 Commission Meeting Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Financial and Performance Summary: YTD</li> <li>• Preliminary outlook on draft 2019/20 base and expansion budgets</li> <li>• Operations Update                             <ul style="list-style-type: none"> <li>○ Summer and Fall 2019 implementation</li> </ul> </li> <li>• Planning Update                             <ul style="list-style-type: none"> <li>○ Winter 2020 Service Summary</li> <li>○ Ongoing/upcoming plans</li> <li>○ Capital/infrastructure update</li> </ul> </li> </ul>
Optional: August 27, 2019 (4 <sup>th</sup> Tuesday, 10am–2pm)		<ul style="list-style-type: none"> <li>• <b>Potential date for strategic workshop</b></li> </ul>
November 5, 2019 (1 <sup>st</sup> Tuesday)		<ul style="list-style-type: none"> <li>• Financial and Performance Summary: YTD</li> <li>• Draft 2020/2021 Base Budget</li> <li>• Draft Annual Service plan 2020/21</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>

## Attachment: 2020 Victoria Regional Transit Commission Meeting Schedule

All meetings are from 9:00am to Noon unless noted otherwise.

DATE	FOR APPROVAL	FOR INFORMATION
February 11, 2020 (2 <sup>nd</sup> Tuesday)	<ul style="list-style-type: none"> <li>• 2020/2021 Base Budget, Annual Service Plan and Tax Requisition</li> </ul>	<ul style="list-style-type: none"> <li>• Financial and Performance Summary: YTD</li> <li>• Operations Update                             <ul style="list-style-type: none"> <li>○ Winter 2020 implementation</li> </ul> </li> <li>• Draft Three Year Service and Financial Strategy</li> <li>• Planning Update                             <ul style="list-style-type: none"> <li>○ Spring 2020 Service Summary</li> <li>○ Ongoing/upcoming plans</li> <li>○ Capital/infrastructure update</li> </ul> </li> <li>• ATAC Minutes</li> </ul>
Optional: March 17, 2020 (3 <sup>rd</sup> Tuesday)		<ul style="list-style-type: none"> <li>• Optional if further discussion/decisions required based on final 2020/21 provincial budget outcomes</li> </ul>
June 16, 2020 (2 <sup>nd</sup> Tuesday)	<ul style="list-style-type: none"> <li>• 2019/2020 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 2020 implementation</li> <li>○ Canada Day, other events</li> </ul> </li> <li>• Planning Update                             <ul style="list-style-type: none"> <li>○ Summer and Fall 2020 Service Summaries</li> <li>○ Ongoing/upcoming plans</li> <li>○ Capital/infrastructure update</li> </ul> </li> <li>• ATAC Minutes</li> </ul>
August 11, 2020 (2 <sup>nd</sup> Tuesday)	<ul style="list-style-type: none"> <li>• 2021 Commission Meeting Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Financial and Performance Summary: YTD</li> <li>• Preliminary outlook on draft 2021/22 base and expansion budgets</li> <li>• Operations Update                             <ul style="list-style-type: none"> <li>○ Summer and Fall 2020 implementation</li> </ul> </li> <li>• Planning Update                             <ul style="list-style-type: none"> <li>○ Winter 2021 Service Summary</li> <li>○ Ongoing/upcoming plans</li> <li>○ Capital/infrastructure update</li> </ul> </li> </ul>
Optional: August 18, 2020 (3 <sup>rd</sup> Tuesday)		<ul style="list-style-type: none"> <li>• Potential date for strategic workshop</li> </ul>
November 3, 2020 (1 <sup>st</sup> Tuesday)		<ul style="list-style-type: none"> <li>• Financial and Performance Summary: YTD</li> <li>• Draft 2021/2022 Base Budget</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>