

# Victoria Regional Transit Commission

BC Transit Boardroom 520 Gorge Road East and WebEx  
January 19, 2021 | 9:00 a.m. to 10:00 a.m.

## DRAFT MINUTES

*The Victoria Regional Transit Commission conducts its business on the homelands of the Songhees and Esquimalt First Nations.*

### Present:

Councillor Susan Brice, Chair, Mayor Fred Haynes, Mayor Geoff Orr, Mayor Kevin Murdoch, Mayor Maja Tait, Mayor Rob Martin, Councillor Sharmarke Dubow and Quinn Cunningham

### BC Transit Staff:

Christy Ridout, *Vice President, Business Development*; Roland Gehrke, *Vice President Finance & CFO*; Kevin Schubert, *General Manager, Victoria Regional Transit*; Levi Timmermans, *Director, Infrastructure Management*; Lisa Trotter, *Senior Manager, Government Relations*; Megan Hill, *Director, Budgeting and Forecasting*; Ryan Dennis, *Manager, Sales and Revenue*; Levi Megenbir, *Senior Transit Planner*, Seth Wright, *Transit Planner*, and Tina Sulea, *Executive Assistant (Recorder)*

### Regrets:

Mayor Lisa Helps

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## 1. CALL TO ORDER AND APPROVAL OF AGENDA

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

**Motion MOVED by Mayor Tait and SECONDED by Mayor Orr to approve the agenda as written.**

**CARRIED**

## 2. APPROVAL OF MINUTES FROM DECEMBER 1, 2020

**Motion MOVED by Mayor Tait and SECONDED by Mayor Murdoch to approve the minutes as written.**

**CARRIED**

## 3. CHAIR'S REMARKS

It is acknowledged that this is a special meeting to approve the financials. Transit has become an area of interest with the CRD Transportation Committee. Staff are encouraged to engage with the CRD Transportation Committee as required moving forward.

## 4. REVISED 2020/21 ANNUAL VICTORIA SERVICE PLAN BUDGET – MEGAN HILL

The revised 2020/21 Annual budget is being presented as a result of the Safe Restart Plan that was signed at the end of October 2020. Under the federal Safe Restart Plan the federal and provincial governments have committed to provide joint contributions in support of transit services. BC Transit has entered into a Contribution Agreement to receive \$86 million to provide relief to the VRTC and other local government partners in BC. Under this agreement \$42,102,810 has been allotted to the Victoria Conventional transit system and \$543,439 allocated to the Victoria Custom transit system.

### Discussion

- There was a question with regard to how the funds will be allocated over a two year period

- The funds will cover COVID related lost passenger revenue and PPE costs from 2020 and any funds remaining will go into the Transit Fund for 2021

**Motion MOVED by Mayor Murdoch and SECONDED by Mayor Orr to approve the Revised 2020/21 Annual Victoria Service Plan Budget.**

**CARRIED**

**5. Q2 FINANCIAL PERFORMANCE REPORT – MEGAN HILL**

Passenger revenue is \$12.1M below budget year to date due to lower ridership and no collection of fares in April and May 2020. Passenger trips are 8.8M below budget for Q2 or an average of 62% below prior year. Passenger revenue is forecast to be \$1.8M below the revised budget at year end due to lower ridership. All passenger fare types (cash, tickets, passes, UPASS) are impacted by lower ridership with the exception of BC Bus Pass revenue that has remained unchanged. Passenger trips are forecasted to be 0.2M below revised budget based on projected ridership levels for the remainder of the year at 50% of prior year actuals. This is based on current trend.

Year to date operations expenses excluding fuel are below budget due to fewer service hours delivered, lower labour costs due to those service hours and offset by higher insurance costs and unbudgeted COVID related expenses. Year to date fleet maintenance is under budget due to lower labour costs, but offset by increased COVID related costs. Administration costs are below budget due to lower marketing and information systems expenditures. Lease fees are below budget primarily due to the suspension of vehicle lease fee charges from July to September 2020 as BC Transit provided COVID relief to the VRTC and local government partners across the province.

**Motion MOVED by Mayor Murdoch and SECONDED by Mayor Orr to receive the Q2 Financial Performance Report for information.**

**CARRIED**

**6. 2021/22 DRAFT BUDGET – MEGAN HILL**

The 2021/2022 fiscal draft budget was presented to the commission as information. BC Transit is required to submit operating and capital projections to the Province which form the basis for the provincial budget request and the development of the BC Transit 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. The Commission's local contribution towards expenses for 2021/22 will be funded through transit levy and/or a portion of the contributed surplus in their Transit Fund. The final budget will be presented at the February 23, 2021 VRTC meeting for approval.

### Discussion

- Budget Day is now happening in April 2021 so staff will get back to the VRTC regarding what the options are for presenting the final budget and potential taxation increases to the VRTC for approval.
- The budget for passenger revenue is targeting 55% of 2019-20 levels which is what the Safe Restart Agreement is based on
- The uncertainty regarding Universities and Colleges returning to in-person classes for September 2021 will impact ridership

**Motion MOVED by Mayor Murdoch and SECONDED by Mayor Haynes to receive the 2021/22 Draft Budget for information.**

**CARRIED**

**Motion MOVED by Councillor Dubow and SECONDED by Mayor Tait to adjourn the meeting at 9:36 a.m.**

**ADJOURNED**

### **NEXT SCHEDULED MEETING**

Tuesday, February 23, 2021 at 9:00 a.m.