

## Committee Work Plan Tool

<b>Committee Name:</b>	Transit Advisory Board
<b>Work plan for Year:</b>	2018
<b>Approved by Council:</b>	

Goal	Measurement Stages	Timeline	Measurement for Success
<u>Goal #1</u> To prepare, by September 15th of each year, a projected budget of the board and annual work plan for the succeeding year, for Council approval during the budget process. The work plan to include details on promotion of public education programs, review of other government reports, programs and legislation for any impacts on the City or its programs, and future City policy direction all with the view of advancing the City's adopted strategic priorities and the proposed budget.	Periodic progress updates at regularly scheduled Transit Advisory Board meetings	September 15, 2018	Requested TAB Budget sent to Council for approval
<u>Goal #2</u> Monitoring the delivery of service to residents by periodic review of ridership information	Ongoing progress updates at regularly scheduled Transit Advisory Board meetings	September 15, 2018	Completed ridership reviews with report to Council first meeting in January 2019
<u>Goal #3</u> Monitoring progress on capital projects	Ongoing progress updates at regularly scheduled Transit Advisory Board meetings	September 15, 2018	Completed capital projects before June 30, 2019 <ul style="list-style-type: none"> <li>• Cement Pad installation</li> <li>• Shelter installation</li> <li>• Bus purchase</li> </ul>
<u>Goal #4</u> Seeking and receiving advice and recommendations from the	Ongoing progress updates at	September 21, 2018-27	This ongoing goal will be working on developing strategies to complete the work outlined in the

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ridership and stakeholders regarding hours of operation, type of services offered and pricing	regularly scheduled Transit Advisory Board meetings		Lindsay Transit Master Plan
<u>Goal #5</u> Prepare an annual written report to Council by the end of January of the following year to outline the Board achievements in line with the approved work plan.	Ongoing progress updates at regularly scheduled Transit Advisory Board meetings	December 13, 2018	Report to Council January 2019