

DRAFT Post-Secondary Student Transit Advisory Committee

Terms of Reference

Purpose

The purpose of the Post-Secondary Student Transit Advisory Committee is to provide advice to the Victoria Regional Transit Commission (VRTC) and BC Transit on behalf of post-secondary institutions in the Victoria Region.

Background

On February 23, 2021 a motion was brought on behalf of post-secondary students that the Commission Chair write a letter to the Minister of Transportation and Infrastructure requesting the student seat on the Victoria Regional Transit Commission be made into a voting seat. This motion was defeated with discussion surrounding the ability for the Commission to levy property tax to municipal citizens and therefore it be maintained as the role of elected officials. A subsequent motion was approved directing staff to bring forward options for an educational advisory committee. The Commission has voiced its support in having an advisory committee with the purpose of soliciting feedback on the student experience in regards to transit.

Purpose of the Post-Secondary Student Transit Advisory Committee

Provide a framework for the parties to identify, discuss and resolve issues related to the transit experience as it relates to post-secondary students. To share pertinent information with the VRTC to enable informed decision making, and with BC Transit to strive for continuous improvement.

Post-Secondary Student Transit Advisory Committee Membership

Representative of the member agencies are outlined in the table below.

Agency/Group	Title	Representative	Role
UVSS	Director Campaigns and Community Relations		Member
CCSS	External Executive Camosun College Student Society		Member
RRUSA	TBD		Member
BC Transit	Senior Manager Government Relations		Non-Voting Member
BC Transit	Senior Transportation Planner		As needed
BC Transit	Executive Assistant		Administrative Support

Post-Secondary Student Transit Advisory Committee Terms

- The term of the Post-Secondary Student Advisory Committee will be for 1 year to as the appointment of each representative changes annually.
- The Committee Terms of Reference will be reviewed annually for any changes deemed necessary by the VRTC.
- The Chair will be the non-voting member of the VRTC.
- There will be regular sharing and dissemination of information by BC Transit staff.
- The advisory committee will be conducted in an atmosphere of mutual respect and trust between members.
- Members may be required to share data.
- Members will remain accessible to each other.
- Members will be accountable to consult regularly with the agencies they represent, to be familiar with their issues and concerns, and report back to the Committee.
- Consistent representation and participation by committee members throughout the process is necessary.
- Meetings will be a minimum of twice annually to a maximum of 4 meetings aligned with the VRTC meeting schedule.
- Meetings will be open to non-committee members by mutual agreement of the Committee.
- Meeting agenda topics for the next meeting will be identified in advance, at the end of each meeting. Meeting agenda will be prepared by the Chair of the Committee
- Effort will be made to complete and circulate meeting minutes to members generally within two weeks of each meeting.
- Meetings will be conducted virtually via Microsoft Teams.
- If required the Working Group will establish a mutually agreeable dispute resolution process.
- Guests may be invited at the pleasure of the chair to offer advice or give presentations related to agenda materials.

VRTC Engagement

The VRTC will be receive minutes from the Post-Secondary Student Advisory Committee for review and an update from the non-voting student member of the VRTC will be a standing agenda item on the VRTC meeting agenda.