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**SUBJECT: Accessible Transportation Advisory Committee Charter Update**

**PURPOSE**

This report provides the Victoria Regional Transit Commission (the “Commission”) with a revised Accessible Transportation Advisory Committee (ATAC) Charter Update **APPROVAL**.

**BACKGROUND**

The purpose of the Accessible Transportation Advisory Committee (ATAC) is to provide advice to the Victoria Regional Transit Commission (VRTC) and BC Transit related to the application of recognized accessibility standards to the Victoria Region. This includes planning, projects, policies and guidelines to ensure persons with disabilities can safely, with dignity and respect, access and utilize BC Transit services.

**DISCUSSION**

The ATAC Charter will be reviewed every two years and proposed changes will be forwarded to the VRTC for consideration and approval. The previous Charter was approved in 2023.

Changes include:

- Amended wording in the “Purpose” section
- “Voting” (Section 5) amended to disallow the Chair from voting on motions unless in the event of tie-breaking
- Member attendance (Section 8) added to the minutes
- Victoria Regional Transit Commissioners will be informed of ATAC meeting dates (Section 10) and invited to attend meetings if available

**RECOMMENDATION**

It is recommended that the Commission **APPROVE** the proposed revised ATAC Charter.

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Approved by:	Christy Harrold		
Position:	VP, Strategy, Planning & Public Affairs	Date reviewed:	November 6, 2025

# ACCESSIBLE TRANSPORTATION ADVISORY COMMITTEE

## CHARTER

Revised October 2025

## PURPOSE

The purpose of the Accessible Transportation Advisory Committee (ATAC) is to provide advice to the Victoria Regional Transit Commission (VRTC) and BC Transit related to the application of recognized accessibility standards to the Victoria Region. This includes planning, projects, policies and guidelines to ensure persons with disabilities can safely, with dignity and respect, access and utilize BC Transit services.

## OPERATING PRINCIPLES

- 1. Appointment Process, Composition, and Term:** Members with experiential knowledge of Accessibility issues are appointed by the VRTC for a two-year term, through a publicly advertised application process administered by BC Transit. Committee members can apply for reappointment at the end of their term. The committee shall consist of seven to a maximum of eleven members.

Selection Criteria for ATAC members shall include, but not be limited to, the following criteria:

- a user of the Victoria Regional Transit System (and/or handyDART system)
- a person with a physical, sensory, cognitive, or mental disability
- a person aged 16 years or older
- a parent, guardian or caregiver of a person with a disability
- a person who is/was employed in a vocation that provided rehabilitation, instruction, education, training, advocacy management and/or the care of either seniors or persons with disabilities

Applications must include a letter of endorsement from a community organization, or current or former employer.

Applicants who are nominated for committee membership by a specific organization or agency are required to present a nomination letter from that organization or agency.

Applicants must be able to attend ATAC meetings both in person or virtually and should be comfortable using a variety of virtual meeting platforms.

A selection committee will review applications and forward a recommendation to the VRTC for approval. The selection committee shall consist of the ATAC Chair and the Government Relations Manager, Victoria Region, or designate.

2. **Chair and Vice Chair:** The Chair of the ATAC shall be designated by the VRTC Chair. The Vice-Chair will be appointed by the Committee through an in-camera process. If the ATAC Chair is absent from any meeting the Vice-Chair will preside and shall have all the powers of the Chair. In the event that the Chair can no longer perform their duties on an ongoing basis, then the Vice-Chair will assume the duties of the Chair.
3. **Quorum:** The presence of the majority plus one of the ATAC members shall constitute a quorum. In the event any ATAC Member declares a conflict of interest with respect to any one or more matters under consideration by the ATAC, the presence of at least the majority plus one member shall constitute a quorum with respect to any recommendation(s) made with respect to such matter or matters.
4. **Conflict of Interest:** Every committee member of the ATAC must act honestly and in good faith. Decisions should not be influenced in any way, or appear to be influenced in any way, by the opportunity for personal gain and/or conflicting obligations owed to other organizations. Where a member of the ATAC is in conflict of interest(s), such person shall declare the conflict(s) at the beginning of each committee meeting and abstain from voting on related matter(s).
5. **Voting:** Each regular member of the ATAC shall have one vote on each motion. A matter put to a vote at a meeting of the ATAC shall be decided by a majority of the votes cast. The Chair does not vote unless required to break a tie. The Chair may not make a motion, or second any motions.
6. **Agenda:** A BC Transit liaison, in consultation with the Chair, will provide notices, agendas and minutes of each meeting. Agendas will be distributed in advance of Committee meetings.
7. **Frequency of Meetings:** The ATAC will meet at the discretion of the Chair, but not less frequently than four times each year. Meetings may be held in person or virtually at the discretion of the Chair.
8. **Member Attendance:** If a member misses more than two meetings (either virtually or in person) in a calendar year, their position on the committee may be declared vacant at the discretion of the Chair. Members are expected to apprise themselves of decisions taken at meetings they are unable to attend, so they can come prepared to the next meeting. Attendance will be added to the minutes of each meeting for review.
9. **Supplemental Attendees:** Committee members, with approval of the Chair, may request the attendance of any person who possesses information that would be useful to the ATAC in carrying out its duties.
10. **BC Transit Liaison and Invited Stakeholders:** Government Relations Manager for the Victoria region, or designate, is the primary BC Transit liaison for the ATAC. The General Manager, Victoria Regional Transit System, BC Transit Manager of Accessible Transit, the operating company General Manager of Victoria handyDART or designate, the contracted Travel Training consultant, if there is one in place, and a member of the Victoria Regional Transit Commission shall be standing invited stakeholders to each ATAC meeting.

## **11. BC Transit Roles and Responsibilities:**

BC Transit plays a critical support role in ensuring the Accessible Transportation Advisory Committee (ATAC) functions effectively and remains informed. These responsibilities include:

- Setting meeting agendas in consultation with the ATAC Chair
- Circulating meeting notices, agendas, minutes, and relevant materials in advance
- Gathering and presenting information, updates, and data that may be of interest or benefit to ATAC
- Drafting reports, briefing notes, or other documentation as required to support committee discussions or recommendations
- Inviting subject matter experts or stakeholders to present to the committee when appropriate
- Assisting ATAC in escalating issues, concerns, or recommendations to the Victoria Regional Transit Commission (VRTC)
- Providing logistical and administrative support for both in-person and virtual meetings
- Ensuring committee members are informed of relevant BC Transit initiatives, projects, and timelines
- Facilitating respectful and inclusive dialogue between ATAC members and BC Transit

## **12. ATAC Member Roles and Responsibilities:**

ATAC members are appointed to bring their lived experience and expertise to the table, helping shape an accessible and inclusive transit system. Member responsibilities include:

- Providing insight and feedback based on lived experience with the Victoria Regional Transit System (VRTS), including conventional transit and handyDART
- Focusing on high-level issues and strategic opportunities for improving accessibility across the transit system
- Directing advocacy efforts through BC Transit, who will guide those efforts to the appropriate channels or decision-makers
- Identifying deficiencies, barriers, or gaps in service, while also recognizing and celebrating improvements and successes within the VRTS
- Maintaining respectful and constructive dialogue with fellow committee members, BC Transit, handyDART operating company, and representatives from the Province of BC
- Preparing for meetings by reviewing materials in advance and staying informed of committee decisions and discussions
- Participating actively in meetings and contributing to consensus-building and collaborative problem-solving
- Upholding the principles of equity, inclusion, and accessibility in all committee activities and recommendations

13. **Effective Date:** This Charter takes effect on the date it receives formal approval by the VRTC.
14. **Review:** This Charter will be reviewed every two years, and proposed changes will be forwarded to the VRTC for their consideration and approval.