

# ACCESSIBLE TRANSPORTATION ADVISORY COMMITTEE

## CHARTER

Revised June 2021

### 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 access and utilize Transit services.

### OPERATING PRINCIPLES

**Appointment Process, Composition, and Term** – Members with experiential knowledge of Accessibility issues are appointed by the VRTC for a 2-year term, through a publicly-advertised application process administered by BC Transit. Committee members can apply for re-appointment up to 4 times, or for a total of 8 consecutive years. The Committee shall consist of seven (7) to a maximum of nine (11) 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.

Applications 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 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 General Manager –Victoria Operations or designate.

2. **Chair and Vice Chair** – The Chair of the ATAC shall be designated by the Commission Chair. The Vice Chair will be appointed by the Committee through an in-camera process. If the ATAC Chair is absent from any meeting then the Chair will appoint a committee member to preside, who 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 (1) 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 (1) 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 member of the ATAC shall have one (1) 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. In the case of a tie vote among the members, the Chair will not have an additional deciding vote and the subject matter shall not resolve.
6. **Agenda** – BC Transit, 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 (4) 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.
9. **Supplemental Attendees** – Any person who may possess information that would be useful to the ATAC in carrying out its duties may be invited by the Chair, to attend any meeting of the ATAC. Supplemental Attendees will be invited by the Chair to attend all or part of any meeting.
10. **Staff Liaison and Invited Stakeholders** – The General Manager – Victoria Operations or designate is the primary staff liaison for the Committee. The HandyDART transit management company manager or designate and BC Transit Travel Training consultant shall be standing invited stakeholders to each ATAC meeting.
11. **Effective Date** – This Charter takes effect on the date it receives formal approval by the VRTC.

12. **Review** – This Charter will be reviewed every two (2) years and proposed changes will be forwarded to the VRTC for their consideration and approval.