
SUBJECT: Proposed ATAC Charter Revisions

PURPOSE

To present to the Victoria Regional Transit Commission (the “Commission”) proposed changes to the Accessible Transit Advisory Committee (ATAC) Charter **for APPROVAL**.

BACKGROUND

The last version of the ATAC Charter was approved by the Commission in September 2017. Since that time, ATAC has experienced both changes in membership and the way in which the Committee conducts its meetings. It has become apparent to the current ATAC members that the ATAC Charter requires updating to reflect how the business of the committee has changed in the last four years.

As it is good governance to review the guiding documents of the committee on a regular basis, proposed changes to the Charter have been reviewed and accepted by the ATAC at their meeting on June 11, 2021. This report, and the attached draft of the Charter, outline the proposed changes.

DISCUSSION

There are three areas of the Charter with proposed changes for the Commission’s consideration:

1) Appointment Process, Composition and Term

A. Reduce minimum number of committee members to seven (7) from nine (9) and include a maximum number of four (4) consecutive 2 year terms.

While committee members agreed that nine (9) members was optimum, allowing for seven (7) members would provide flexibility to continue the work of the committee during years when qualified applications were in short supply and still allow for robust discussion to support sound feedback to the Commission. Allowing committee members to serve a maximum of eight (8) consecutive years, will allow the committee to be agile and responsive to the changing community with new members who represent different accessibility challenges.

B. Improve the application process by requiring applicants to include a letter of endorsement from a current/former employer or a relevant community organization that supports their application and the specific community they represent.

C. The current Charter requires the ATAC Chair and Vice-Chair be designated by the Commission Chair. The ATAC has requested that the Vice-Chair be appointed by the

Committee on an annual basis for the purpose of serving as the Chair when the Chair is absent.

2) Meeting Attendance and Frequency

A. The current Charter does not require members to attend a minimum number of meetings per year. Unfortunately, this affects quorum and the committee loses the participation and insight of a valued member. Adding that a committee member cannot miss more than two (2) meetings in a calendar year and provisions for what happens if this occurs will improve the commitment of each member of the ATAC.

B. ATAC was no different from almost every other entity that had to make adjustments and pivot the way it conducted its business during the COVID-19 pandemic. During the last 18 months, ATAC meetings were held virtually. This meeting platform worked well, and as a result, the committee recommends that:

- A virtual meeting attendance option be listed in the ATAC Charter; and,
- Committee members need to have the capability to attend virtually if the committee should choose to meet virtually exclusively.

This addition will provide flexibility to committee members and potentially increase attendance at meetings and the number of applicants for the committee.

3) Housekeeping

A. Change reference to Chief Operating Officer to General Manager, Victoria Operations

B. Item 9. - Add: "Supplemental Attendees will be invited by the Chair to attend all or part of any meeting."

C. New Item 11 – The ATAC Charter will be reviewed by the committee once every two (2) years. Any proposed changes will be brought to the VRTC for their consideration.

OPTIONS

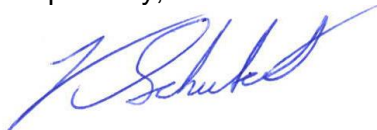
The Commission may choose to:

- 1) NOT accept any of the proposed changes;
- 2) Accept SOME of the proposed changes;
- 3) Submit their own changes to the ATAC Charter; or,
- 4) Accept ALL of the proposed changes.

RECOMMENDATION

It is recommended that Option 4, ALL the proposed changes to the ATAC Charter, be APPROVED.

Respectfully,



Kevin Schubert
General Manager, Victoria Operations

ACCESSIBLE TRANSPORTATION ADVISORY COMMITTEE

CHARTER

Proposed Charter Amendments - June 2021

Red text notes proposed changes

Highlighted text notes proposed additions

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 are appointed by the VRTC for a 2-year term, through a publicly-advertised application process administered by BC Transit. The Committee shall consist of **seven (7)** to a maximum of eleven (11) members. **Committee members can apply for re-appointment up to 3 times or for a total of 8 consecutive years.**

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 a current or former employer which identifies their experiential knowledge of accessibility issues.

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. 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 of 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 selected by the ATAC Committee through an in-camera process at the first meeting following the annual appointment of committee members.** If the ATAC Chair is absent from any meeting, the Vice Chair of the ATAC shall preside and have all the powers of the Chair. **In the event that the Chair can no longer perform their duties on an ongoing basis, the Commission Chair shall designate a new 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** – Committee members must be able to attend meetings both in person or virtually and should be comfortable using virtual meeting platforms. 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. The Chair may invite Supplemental Attendees to attend all, or part, of any meeting.
10. **Staff Liaison and Invited Stakeholders** – The General Manager of 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. **Charter Review** – The ATAC Charter will be reviewed by the committee once every two (2) years. Any proposed changes will be brought to the VRTC for their consideration.
12. **Effective Date** – This Charter takes effect on the date it receives formal approval by the VRTC.