

VICTORIA REGIONAL TRANSIT COMMISSION CHARTER

March 13, 2023

PURPOSE

The Victoria Regional Transit Commission (the Commission) derives its mandate, membership and responsibilities from the *British Columbia Transit Act* (hereinafter, the Act).

The purpose of the Commission is defined in the Act (Section 25):

- (12) A regional transit commission must
- (a) prepare plans and, consistent with the operating and capital budgets set by the authority, set fares and determine service and performance standards for each public passenger transportation system in the regional transit service area for which it is designated in consultation with municipal officials and the public in the regional transit service area,
 - (b) review and make recommendations to the authority respecting the budget of the commission and the annual operating and capital budgets for each public passenger transportation system in the designated regional transit service area, and
 - (c) exercise its powers and perform its duties under section 15 (taxation and fund raising).

OPERATING PRINCIPLES

1. **Appointment Process, Composition, and Term** – The appointment process, composition and term for the first eight voting Commission members (who are all local elected officials) is defined by the Act (Section 25).
 - a. **Additional Voting Members** - Through formal motion, the VRTC may request that the Minister responsible for BC Transit support the appointment to the Commission of additional individuals elected to municipal council or CRD Board through an Order in Council. If approved, the Commission term for any additional voting member would be until the next municipal election. The primary purpose of additional members added through this means would be to better balance representation against population areas.
 - b. **Additional Non-Voting Members** – Through formal motion, the Commission may also request the addition of non-voting members to provide input into Commission decisions. At present, this additional membership is comprised of one post-secondary student representative who is a currently elected Director of the Board of either the University of Victoria Students' Society or the Camosun College Student Society. This position shall alternate between the two societies as each Director's Board term expires.
2. **Chair and Vice Chair** – The Chair of the Commission must be designated by the Minister, under the Act (Section 25). If the Commission Chair is absent at any meeting, the Commission Chair shall appoint a Vice Chair in advance of the meeting. The Vice Chair of the Commission shall preside and have all the powers of the Chair.
3. **Quorum** – The presence of five (5) or more Commission voting members constitutes a quorum for a meeting of the Commission. In the event any Commission Member declares a conflict of interest with respect to any one or more matters under

consideration by the Commission, the presence of at least five (5) voting members shall constitute a quorum with respect to any decision or recommendation made with respect to such matter or matters.

- 4. Conflict of Interest** – Where a member of the Commission is in conflict of interest, such person shall declare such interest at the beginning of each committee meeting.
- 5. Voting** – Each voting member of the Commission shall have one (1) vote. A matter put to a vote at a meeting of the Commission 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** – An agenda for meetings of the Commission, together with any related materials, shall be distributed to the members of the Commission at least five (5) calendar days in advance of the meeting date. Within 24 hours of being provided to the Commission members, these same materials will also be provided for public posting to the BC Transit website.
- 7. Minutes** – Minutes of all Commission meetings shall be distributed with the agenda of the next meeting.
- 8. Procedure and Conduct** – *Roberts Rules of Order* shall be followed for the conduct of meetings of the Commission.
- 9. Frequency of Meetings** – The Commission will vote on the meeting schedule at the last meeting of every year. The Commission should meet no less than four times (4) each year. Any additional changes to the meeting schedule will be at the discretion of the Chair.
- 10. Virtual Meetings** – Virtual meetings, and/or attendance, will be considered on a case-by-case basis. All decisions on changes to the meeting format will be discussed with the Chair, in advance.
- 11. In-Camera** – Items pertaining to confidential commercial information, or funding agreements with upper levels of government, will be conducted in-camera until such time as approvals have been achieved.
- 12. Supplemental Attendees** – Any person who may possess information that would be useful to the Commission in carrying out its duties may be invited by the Chair or Vice Chair, to attend any meeting of the Commission.
- 13. Delegations** – Requests to appear as a delegation at a Commission meeting must be provided to BC Transit, as described on the BC Transit website. The request must be received 10 days prior to the scheduled meeting. Approval of the request rests with the Chair. BC Transit will provide notification to delegations by the Friday afternoon prior to the meeting date. Delegations will generally be scheduled 5 minutes to present an issue to the Commission.
- 14. Review of Charter** – The Commission shall review and assess the adequacy of this Charter—and the Commission’s processes and performance with respect to it—at least twice every four years and amend, as required, within the scope of the Act. Ideally, these reviews will take place within the first nine months of a new Commission term and at the final meeting of the Commission prior to municipal elections.
- 15. Media and Communications** – All members of the Commission may speak as individuals or as municipal representatives, but only the Chair or Vice-Chair may speak on behalf of the Commission. In addition to the perspective they bring to the Commission, all Commission members are encouraged to provide information *back* to their respective organizations on issues and accomplishments relating to the Commission and the Victoria Regional Transit System, and they may also draw on the assistance of BC

Transit staff in this capacity. As part of its review of the Charter near the start of each term, the Commission may also wish to formally designate members to provide updates to and liaison with transportation committees of regional significance, such as those of the Capital Regional District.

- 16. Training** – The Commission shall review, monitor and make recommendations to BC Transit regarding the orientation, training and ongoing development of members.
- 17. Orientation Guide** – BC Transit management shall ensure that a current and complete Orientation Guide is maintained.
- 18. Compensation** – The meeting fee is \$150. One preparation per diem fee for each regularly scheduled meeting of the Commission is \$150.
- 19. Effective Date** – This Charter takes effect on the date it is approved by the Commission.