

# ACCESSIBLE TRANSPORTATION ADVISORY COMMITTEE

## CHARTER

(Approved September 15, 2009)

### PURPOSE

The purpose of the Accessible Transportation Advisory Committee (ATAC) is to provide advice to the Victoria Regional Transit Commission (VRTC) and BC Transit on transit for persons with a disability in the Victoria Region, including review and comment on plans, projects and operating policy/guidelines.

### OPERATING PRINCIPLES

1. **Appointment Process, Composition, and Term** – Members are appointed by the VRTC for a 2-year term, renewable, through a publicly-advertised nomination process administered by BC Transit. The Committee shall consist of nine (9) members.

Criteria that an individual must meet to be eligible for nomination for committee membership are:

- user of the Victoria Regional Transit System (and/or handyDART system); or
- a person with a physical, sensory or cognitive disability, or
- a senior (defined as age 65+), or
- a parent, guardian or caregiver of a person with a disability, or
- 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.

Committee members 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 nominees and forward a recommendation to the VRTC for approval and shall consist of the ATAC Chair and the Chief Operating Officer or designate.

2. **Chair and Vice Chair** – The Chair of the ATAC shall be designated by the Commission Chair. If the ATAC Chair is absent at any meeting, the ATAC Chair shall appoint a Vice Chair in advance of the meeting. The Vice Chair of the ATAC shall preside and have all the powers of the Chair.
3. **Quorum** – The presence of five (5) or more ATAC members constitutes a quorum for a meeting of the ATAC. 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 five (5) members shall constitute a quorum with respect to any recommendation 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 or conflicting obligations owed to other organizations. Where a member of the ATAC is in conflict of interest, such person shall declare such interest at the beginning of each committee meeting.
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, agenda 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 three times each year.
8. **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.
9. **Staff Liaison and Invited Stakeholders** – The Chief Operating Officer or designate is the primary staff liaison for the Committee. The handyDART transit management company manager and BC Transit travel training consultant shall be standing invited stakeholders to each ATAC meeting.
10. **Effective Date** – This Charter takes effect on the date it receives formal approval by the VRTC.