

Approved: June 15, 2009

## VICTORIA REGIONAL TRANSIT COMMISSION CHARTER

### PURPOSE

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

The purpose of the VRTC is defined in the Act (Section 25).

### OPERATING PRINCIPLES

1. **Appointment Process, Composition, and Term** – The appointment process, composition and term for VRTC members is defined by the Act (Section 25).
2. **Chair and Vice Chair** – The Chair of the VRTC must be designated by the minister, under the Act (Section 25). If the VRTC Chair is absent at any meeting, the VRTC Chair shall appoint a Vice Chair in advance of the meeting. The Vice Chair of the VRTC shall preside and have all the powers of the Chair.
3. **Quorum** – The presence of four (4) or more VRTC members constitutes a quorum for a meeting of the VRTC. In the event any VRTC Member declares a conflict of interest with respect to any one or more matters under consideration by the VRTC, the presence of at least four (4) 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 VRTC is in conflict of interest, such person shall declare such interest at the beginning of each committee meeting.
5. **Voting** – Each member of the VRTC shall have one (1) vote. A matter put to a vote at a meeting of the VRTC 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 VRTC, together with any related materials, shall be distributed to the members of the VRTC at least five (5) calendar days in advance of the meeting date.
7. **Minutes** – Minutes of all VRTC 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 VRTC.

9. **Frequency of Meetings** – The VRTC will meet at the discretion of the Chair, but not less frequently than five times each year.
10. **Supplemental Attendees** – Any person who may possess information that would be useful to the VRTC in carrying out its duties may be invited by the Chair or Vice Chair, to attend any meeting of the VRTC.
11. **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 7 calendar 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.
12. **Review of Charter** – The VRTC shall review and assess the adequacy of this Charter at least once every two years and amend, as required, within the scope of the Act.
13. **Self-assessment** – An evaluation of the VRTC shall be conducted at least once every two years, in which the VRTC shall review its performance for the purpose, among other things, of assessing whether the VRTC fulfilled the responsibilities and duties stated in this Charter and in Section 25 of the Act.
14. **Training** – The VRTC shall review, monitor and make recommendations to BC Transit regarding the orientation, training and ongoing development of members.
15. **Orientation Guide** – BC Transit management shall ensure that a current and complete Orientation Guide is maintained.
16. **Compensation** – The meeting fee is \$150. One preparation per diem fee for each regularly scheduled meeting of the VRTC is \$150.
17. **Effective Date** – This Charter takes effect on the date it is approved by the VRTC.