



Tillsonburg Transit Advisory Committee

TERMS OF REFERENCE

Mandate:

The objective of the Tillsonburg Transit Advisory Committee (TTAC) is to oversee and advise Town Council on the governance oversight of the Town's service providers contract for transit and specifically the policies and procedures related to service delivery of transit. The TTAC will provide a forum for input, exchange of ideas and debate on conventional and mobility transit related issues with representation from all affected groups in the community.

The committee should use the Mandate to set out a clear plan for the term of the Committee. Create a high level work plan to define the scope and establish the framework and overall approach for transit.

Set out goals the committee will work towards accomplishing.

1.0 Role of the Community Transportation Advisory Committee

- 1.1 Advise Council on matters related to services of community transportation.
- 1.2 Advise and inform Council of the progress throughout contracts with BTS Networks Operating T:GO.
- 1.3 Advise and develop working relationships with community groups involved with community transportation and interconnectivity.
- 1.4 Advise and assist with the development of a public engagement program and promote the activities of the Committee and operational policies and procedures related to community transportation.
- 1.5 To advise Council with regard to the Community Strategic Plan.
- 1.6 To set out clear goals for the committee for the term.
- 1.7 To liaise with other committees or organizations with overlapping roles and responsibilities.

2.0 Organization of the Committee

The Committee should be comprised of representatives of the community organizations and individuals associated with community transit. The Committee should also be comprised of a council representative and a nonvoting Town of Tillsonburg staff representative. Town Council will appoint members to the Tillsonburg Transit Advisory Committee.

The composition shall be as follows:

- Representative of Community Living Tillsonburg.
- Representative of the Tillsonburg and District Multi Service Centre.
- Representative of Social Planning Council Oxford.
- Representative of Town of Tillsonburg Council.
- Up to 4 community members including users of the transit system, 1 member from the Economic Development Advisory Committee and 1 member from the Accessibility Advisory Committee.

- 2.1 The term of a Committee Member is a 2 year term.
- 2.2 Additional members may be appointed throughout the term.
- 2.3 There will be a minimum of 7 members and a maximum of 9 members.
- 2.4 One member will be appointed by vote of the committee at the first meeting to chair the meetings for that term. The committee will also, at this time, select a vice-chair and secretary for the same duration.
- 2.5 Municipal staff including the CAO shall interact in an advisory manner to the committee as needed and the role of staff liaison shall be fulfilled by the CAO and the Legislative Services Coordinator.

3.0 Meetings

- 3.1 The TTAC will hold meetings throughout the 2 year period.
- 3.2 The date and time of the regular meetings will be established by the TTAC.
- 3.3 Meetings will have a formal agenda and adhere to the Town of Tillsonburg Procedural By-law.
- 3.4 Agendas and information packages, that will include the minutes from the previous meeting, will be sent (via mail, e-mail,) to TTAC Members prior to each meeting.
- 3.5 A majority of the Committee Members will constitute quorum for the transaction of business.

4.0 Role of the Chair

The Chair is responsible for insuring the smooth and effective operation of the Committee and its roles. This will include responsibility for:

- 4.1 Calling the meetings to order.
- 4.2 The Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as, using a roundtable format.
- 4.3 Creating an agenda in consultation with secretary.
- 4.4 Chairing the meetings to ensure business is carried out efficiently and effectively.
- 4.5 Acting as spokesperson.
- 4.6 Representing the TTAC on other committees when necessary.
- 4.7 The Chair shall conduct meetings in accordance with the Town's Procedural By-law.
- 4.8 In the absence of the Chair, these responsibilities will be undertaken by a Vice-Chair.

5.0 Role of the Secretary

The Secretary is responsible for ensuring a complete up to date record for the TTAC.

- 5.1 In liaison with the Chair, arrange date, time and venue for meetings.
- 5.2 In liaison with the Chair, set agendas and circulate to the members two business days prior to the meeting.
- 5.3 Circulate draft minutes to the members.
- 5.4 Keep a complete up to date record of the committee minutes.

6.0 Role of Members

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

- 6.1 Attend all regular scheduled meetings. Members are required to notify the Chair, Secretary or the designated municipal staff liaison if they are unable to attend a meeting.
- 6.2 Review all information supplied to them.
- 6.3 Prepare information for use in the development of materials for the Committee.
- 6.4 Promote the role of the Committee.
- 6.5 Offer input to committee reports to Council.
- 6.6 Attend training as required to effectively perform their role as a committee member.
- 6.7 Committee Members are subject to The *Municipal Conflict of Interest Act R.S.O, 1990, c.M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the minutes of the meeting.

7.0 Role of Municipal Staff

The Town of Tillsonburg, by its nature and purpose, affects and is affected by many different Municipal departments. Assistance will be provided on an as required basis from various departments. Municipal staff will be responsible for carrying out the following functions with respect to the Committee:

- 7.1 Acting as an information resource.
- 7.2 Orientation of Committee members at the first meeting after Council appointment.
- 7.3 Assist the Committee in its' reporting to Council.
- 7.4 Provide correspondence to the Committee.

8.0 Reports to Council

The Committee may advise and make recommendations to Council in accordance with its role. Reports may be submitted as follows:

- 8.1 Verbally by a Council representative.
- 8.2 Written Report from the staff liaison and presented by the Chair or the designated representative.

An annual report will also be submitted to Council at the beginning of each new year outlining the Committee's accomplishments in the previous twelve months.