



## **Guelph Transit Transit Advisory Committee Terms of Reference**

In November 2011, Guelph Transit will implement new routes and services based on recommendations in the Transit Growth Strategy (TGS) which was approved by Council in July 2010. It is planned that the new Transit Terminal on Carden Street will begin operations at the same time.

The City of Guelph's Mission Statement cites community engagement as one of the key components of achieving excellence. Community participation on committees is also recognized as providing value to City operations, benefiting staff through input from additional perspectives. Consistent with these guiding principles, the City wishes to re-establish the Transit Advisory Committee (TAC).

### **Transit Advisory Committee Mandate**

The TAC 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.

As with all advisory committees within the City of Guelph, the TAC will not have the authority to commit City resources or direct the work of staff.

### **Reporting Relationship & Accountability**

The TAC will report to the Operations and Transit Committee through staff reports. Staff will prepare an annual report to the Operations and Transit Committee that details the activities and contribution of the TAC. If at any time the opinion of the TAC differs from that of staff in relation to a recommendation or report, staff will include the TAC's opinion in the report.

The Chair of the TAC or designate will be asked to attend the Operations and Transit Committee meeting to speak to the annual report and to provide feedback to the Operations and Transit Committee.

## **Committee Governance & Administrative Support**

The TAC will be supported by the Operations and Transit Service Area, primarily through the resources of Transit Services.

## **Transit Advisory Committee Membership**

The composition of the TAC is intended to represent a broad range of community interests and will be structured to provide a balance of perspectives. The TAC will consist of nine voting members and members will be drawn from the following groups within the City of Guelph:

- Regular user of Guelph Transit conventional services (2)
- Regular user of Guelph Transit mobility services (1)
- Guelph & Wellington Task Force for Poverty Elimination (1)
- University of Guelph (1 student, 1 administration)
- Environmental interests (1)
- Community members at large (2)

Attention will be given to ensuring appropriate representation from Youth and Senior groups.

City staff serve only in an advisory role and will not have voting privileges on the TAC.

Recruitment of members will be conducted in accordance with the City of Guelph's Advisory Committee Resident Appointments - Guiding Principles (September 28, 2009) and associated official policies governing the appointment and functioning of advisory committees. The process will include the following steps:

- Notification of TAC opportunity through advertisement (e.g. Guelph Tribune);
- Application by transit users and community members; and
- Review and decision on membership by Council.

From time to time, specific projects may require the striking of ad hoc committees or sub-committees. Membership on such committees may be extended to community representatives and experts outside the TAC's membership. "Extended" members of ad hoc or sub-committees will not have voting rights on the TAC.

Members of the TAC shall hold office for one year upon initial appointment and thereafter, may be appointed for one to three years, but not beyond the term of the Council who appointed them. Members shall not serve more than two (2) consecutive terms.

The Chair and Vice-Chair will be elected by the members of the TAC at the first TAC meeting of each calendar year. The term of office for both positions is one year and an individual may serve a maximum of two (2) consecutive years as Chair or Vice-Chair.

If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant. If a member resigns before the completion of their term, the vacancy will be filled through the recruitment process detailed above for the remainder of the term left vacant.

A TAC member who misses three consecutive meetings without pre-agreement from the remaining members of the TAC will be deemed to have resigned from the TAC, subject to the appointee having the opportunity to address the TAC in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

### **Staff Resources**

The Supervisor, Transit Business Services or designate will provide the required support to the TAC. The General Manager, Community Connectivity and Transit will normally attend TAC meetings. As determined by the TAC or the General Manager, additional staff may be requested to participate in meetings as non-voting representatives on an as-needed basis.

### **Roles and Responsibilities**

It will be the responsibility of all TAC members to participate in discussions and provide constructive input, ideas and suggestions from their perspective, and to listen to other points of view. Additional responsibilities will be as follows:

#### *TAC Members*

- Attend TAC meetings;
- Become informed about the current and planned operations of Guelph Transit services;
- Be prepared and informed for meetings by reviewing any materials provided in advance;
- Approve draft meeting notes when posted on the Guelph Transit website;
- Provide input received from the broader community;
- Bring additional perspectives to the discussions of Transit services;
- Elect a Chair and Vice-Chair annually;
- Ensure the effective operation of the TAC through constructive contributions and open and respectful discussion of ideas and opportunities;

- Participate in meetings in accordance with the procedures detailed in the City's Procedural By-law Number (1996)–15200, as amended from time to time;
- Recognize and abide by any applicable federal and provincial legislation and municipal by-laws;
- Recognize and respect the City's contractual obligations e.g. collective agreements; and
- Recognize and respect City staff who provide input and assistance to the committee, including staff's requirement to adhere to City policies and procedures.

### *City Staff*

- Assist the Chair (or Vice-Chair) with the effective functioning of the committee including development and distribution of agendas, meeting notes, etc;
- Keep TAC members up to date on substantial changes to Transit Services and any significant issues raised within the community;
- Provide timely responses and/or action as appropriate including follow-up on issues raised that could not be addressed at the meeting;
- Listen carefully to the opinions and perspectives provided;
- Recognize and respect TAC members who are serving on the committee; and
- Appoint a City staff liaison person to coordinate communications between the Chair of the TAC and the public.

### **Meeting Schedule and Format**

The TAC will form once Council has selected the committee members. In the first three months after establishment of the TAC, meetings of the TAC will be held once per month. Subsequently, meetings will be held once every three months or as deemed necessary by the Committee. The initial meeting will be held at the Transit Services administration office, located at 170 Watson Road South. At that meeting the Committee will determine appropriate location for future meetings. Meetings will be chaired by an elected member of the TAC or designate and will last approximately two hours.

The first meeting of any appointed term of the TAC will focus on the role of the TAC and provide members with a basic understanding and overview of Transit Services. The Chair and Vice-Chair of the TAC will be elected at the first meeting.

Fixed agenda items for subsequent meetings will include an update on Transit operations provided by Transit Services staff and a discussion of TAC comments, concerns and/or issues. Items will be added to the agenda as appropriate.

Meeting materials including an agenda will be posted electronically to the Guelph Transit website at least 72 hours prior to the upcoming meeting. Meeting notes will be prepared by City staff and posted on the Guelph Transit website in draft format. Once draft notes have been approved by the TAC, the final approved minutes will be posted to Guelph Transit's website.

Meetings of the TAC are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak by the TAC. Members of the public will not have voting privileges. Members of the public wishing to address the TAC may do so as delegations by meeting the requirements outlined in this Terms of Reference.

### **Rules of Order**

A quorum of the TAC consists of five members.

If a member of the TAC has a pecuniary interest with respect to an agenda matter being considered, he/she shall leave the room during the time in which the matter is considered. Once the item of consideration has been dealt with, he/she shall be recalled to the meeting room. If a member of the TAC declares a pecuniary interest on any matter, it will not affect the composition of the quorum.

It shall be the duty of the Chair, with respect to any meetings over which he/she presides to:

- Call the meeting to order and prior to the commencement of the meeting ask for any Disclosure if Pecuniary Interest;
- Preserve order and decide all questions of order;
- Enforce on all occasions the observance of order and decorum;
- Adjourn the meeting when business is concluded;
- Represent and support the TAC, declaring its will and implicitly obeying its decisions in all things; and
- Perform other duties when directed to do so by resolution of the Operations and Transit Committee or Council.

The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

The Chair and Vice-Chair of the TAC shall vote on all matters. In the event of a tie vote, the motion will fail.

Members of the TAC will have a duty to conduct themselves in an impartial and objective manner. Members of the TAC will perform their duties in such a way as to promote public confidence and trust in the integrity, objectivity and impartiality of the TAC. The Chair (or Vice-Chair) will have the right and responsibility to control proceedings of the TAC, including the right to exclude

any member of the public or any member of the TAC who is interfering with or disrupting the TAC meeting proceedings.

No person except members of the TAC, appointed officials of the City of Guelph, employees of the City of Guelph, Transit Services staff and invited guests shall be allowed to sit at the discussion table during TAC meetings without permission of the TAC.

### **Delegations**

Delegations to the Committee shall be in accordance with the procedures detailed in the City's Procedural By-law (1996)-15200, as amended from time to time.

Any delegation added to the agenda may only speak to the item listed on the agenda. Whether the delegation consists of one person or an organized body with more than one representative, the delegation as a whole is limited to a maximum of five minutes to address the TAC.

The five minute period may be extended by the TAC by a majority vote of the TAC members present, this decision to be made without debate.

Delegations will not be permitted to appear before the TAC for the sole purpose of generating publicity.

Any person wishing to address the TAC as a delegate who has not previously arranged to do so per the City's Procedural By-law (1996)-15200, may be granted permission only by a majority vote of the TAC members present at the meeting.

Delegations that have previously addressed the TAC on a subject matter shall be permitted to address the TAC again only if they provide new information relating to that matter. Any request for a subsequent appearance must be made following the process defined above.

Upon completion of a presentation to the TAC by a delegation, any discourse between the member and the delegation shall be limited to members asking questions for clarification and obtaining additional, relevant information only. Members shall not enter into debate with delegation respecting the presentation.

### **Amendments to these Terms of Reference**

These Terms of Reference shall be maintained by staff from the Operations and Transit Department.

Amendments to these Terms of Reference may be proposed by members of the TAC, through staff to the Operations and Transit Committee. Only Council, through the Operations and Transit Committee, may approve changes to these Terms of Reference.