



City of Stratford – Ad-Hoc Transit Committee  
TERMS OF REFERENCE

**Mandate:**

The Ad-Hoc Transit Committee will provide a forum for input and exchange of ideas on conventional and mobility transit related issues.

As with all advisory committees within the City of Stratford, the Ad-Hoc Transit Committee will not have the authority to commit City resources or direct the work of staff.

**Term:**

The term of the Ad-Hoc Transit Committee is two years.

**Purpose of Ad-Hoc Committee:**

1. To act as an advisory body to the Community Services Department on matters dealing with public transit.
2. To review customer concerns pertaining to service delivery.
3. To review the fare schedule annually.
4. To act as a sounding board for new transit ideas and plans.
5. To advise and assist with the development of a public engagement program and promote the activities of the Committee.
6. To liaise with other committees or organizations with overlapping roles and responsibilities.

**Composition:**

The Ad-Hoc Transit Committee shall be appointed by City Council and in accordance with the "Policy on Council Appointed Advisory Committees" and any other policies or practices of the City of Stratford.

**Council:**

- 2 Members of Council (who will act as Chair and Vice Chair of the Ad-Hoc Transit Committee)
  - Chair and 1 Councillor of Community Services Sub-committee

**Public:**

- 4 Citizens-at-Large – Conventional Transit
- 1 Citizen-at-Large – Parallel Transit

Staff:

- 1 Manager of Transit (non-voting)
- 1 Recording Secretary (non-voting)

### **Reporting:**

The Ad-Hoc Transit Committee will report to the Community Services Sub-committee through staff reports. Minutes of the meetings will be forwarded to the Community Services Sub-committee for information.

### **Meetings:**

The Ad-Hoc Transit Committee will meet every two-months or at the call of the Chair. Meetings shall be open to the public, except that meeting or part of a meeting that may be closed to the public (Committee of the Whole) if the subject matter being considered is prescribed under law as a matter that may be discussed at a closed meeting.

### **Quorum:**

Quorum for the conduct of business at the Ad-Hoc Transit Committee meetings shall be as determined by the "Policy on Council Appointed Advisory Committees". Non-voting positions on the committee shall not be counted when determining quorum.

### **Role of Ad-Hoc Transit Committee Members:**

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

- Speaks on behalf of the Ad-Hoc Committee;
- Reviews draft agenda with Recording Secretary;
- Calls meeting to order;
- Introduces each item on the Agenda to be discussed;
- Ensures all members are heard;
- Re-states all motions, amendments and the outcome of the voting
- Names the mover and seconder;
- Is familiar with the City's Procedural By-law for the conduct of Ad-Hoc or Advisory Committee meetings;
- Is familiar with the City's Media Policy;
- Entitled to vote unless prohibited from voting – declaration of pecuniary interest;
- Adjourns the meeting;
- Does not typically move or second a motion.

Vice-Chair

- Assumes the role of the Chair in the absence of the Chair;

- At the request of the Chair, provides assistance with the conduct of the meeting;
- Is familiar with the City's Procedural By-law for the conduct of meetings;
- Is familiar with the City's Media Policy.

#### Committee Members

- Arrive on time;
- Read the Agenda and Minutes prior to the meeting;
- Listen to all ideas;
- Ask questions if something is unclear;
- Participate in the discussions and voting unless prohibited by law – pecuniary interest;
- Advise the Recording Secretary if unable to attend the meeting;
- Be familiar with the City's Media Policy.

#### Recording Secretary

- Consults with the Chair and Resource Staff in preparing the next Agenda;
- Conducts the annual election of Chair and Vice-Chair;
- Distributes the Agenda, draft Minutes and material prior to the meeting;
- Summarizes the discussion for the Minutes without note or comment;
- Records disclosures of pecuniary interest in the Minutes
- Provide any details in the Minutes that helps to establish a history trail;
- Records the motions made and outcome of the vote;
- Committee Action is exercised by Motion;
- Forwards the approved Minutes to the Clerk's Office for distribution to Council;
- Consults with Resource Staff for follow-up items.
- Arranges for meeting room and set-up;
- Meeting cannot occur without Recording Secretary present, or designate;
- Become familiar with the Terms of Reference;
- Does not participate in the discussion at the meeting;
- Ask the Chair that the wording of a motion be repeated, clarified (prior to the vote) if not clear;
- Assists the Chair in preparing Annual Report. Forwards the Annual Report with Attendance Chart to City Clerk by October 1<sup>st</sup> of each year.

#### Staff

- At the direction of the Chair, prepare reports for consideration by the Ad Hoc Committee that relate to the business of the committee;
- Respond to specific questions at the meetings;
- Participate in the discussion at the committee meeting;

- Where the preparation of a report or the undertaking of research will require a considerable amount of time, the approval of the Director of Community Services is required before the work proceeds.