

Transit Task Force

Terms of Reference

Name: Transit Task Force (TTF)
Support: CLS and Office of the CAO
Type: Task Force
TOR Approved by Council: 2020-02-19 Council Res. #2020-139

Purpose:

Reporting to Council, the task force will research and present transit options for Grey Highlands.

Mandate:

- To review options currently available for transit services in the surrounding area.
- To investigate how other small and rural Municipalities are addressing transit needs for the general and senior populations.
- To compile information into a report to be presented to Council with recommendations.

Delegated Authority:

The TTF is a task force established to research and recommend to Council on options for public transportation for residents in Grey Highlands as per a request from the Seniors Advisory Committee.

TTF has no authority to direct staff. The task force shall delegate specific members to undertake required tasks which are to be reported back to the Task Force at the next meeting.

TTF is not responsible for undertaking or directing daily operations within the municipality, reviewing or researching staffing related matters, performing project or program implementation and shall not act as a forum to debate decided matters of Council, nor to organize any advocacy for Council to reconsider decided matters.

Composition:

TTF will consist of:

- 2 Members of Grey Highlands Council
- 3 community representatives. The task force is required to have at least 3 members of the public to proceed.
- All Members must be appointed by Council resolution for the term of 1 year from the date of the first meeting or until the task has been completed, whichever comes first. Membership may be extended by a resolution of Council.
- At the first meeting TTF will elect a Chair and Vice-chair for the task force.
- Quorum of members is required to hold a meeting.
- Only those members appointed by Council may vote on any issue.
- All appointed members shall be required to sign off and adhere to any Code of Conduct in place during the appointment.
- Members shall come to the meetings prepared to work on the mandated task.

Vacancies mid-term

Once the appointments for the 3 community members has been filled, the appointment process will be closed. Members appointed to this task force should be prepared to commit to participation and duties assigned throughout the duration. Due to the nature of the task force and the required work plan, mid-term vacancies on the task force will not be filled and the remaining members shall be deemed to meet the composition required to complete the task.

Lead Department/Reporting Relationship:

The Lead Department supporting the Task Force will be the Office of the CAO with meeting management support provided by CLS. The Lead Department may call on other departments and outside agencies as required.

Meeting minutes will be forwarded to Council to be received for information.

The task force shall not have any specific requests until such time as their final report and recommendations are presented to Council which will deem the mandate of the task force completed.

Administration:

CLS will provide meeting management support.

The CAO will appoint a staff member to provide guidance and information to the Task Force.

Save and except as set out in these Terms of Reference, the rules of procedure for Council and Committee as set out in the Procedural By-law shall apply to the Task Force. In the case of any conflict between the Terms of Reference and such rules of procedure, the Terms of Reference shall take precedence.

The Task Force may request the attendance of experts, staff and/or representatives from groups, businesses or associations at meetings to provide guidance on a specific issue, however it is recommended that background research take place in advance by the members and presented on the task force agenda.

The Task Force may hear proposals from organizations that provide transit opportunities in the area. Such proposals will have to register with the secretary and provide a brief background of discussion points at least 1 week prior to the scheduled meeting, or at minimum prior to agenda publishing.

General public delegations shall not be heard at Task Force Meetings, however correspondence received may be added to the agenda and discussed at the task force meetings.

TTF meetings shall be open to the public. Members of the general public shall not have speaking rights at any task force meeting.

CLS will provide formatting of final document for presentation to Council if required.

Schedule/Location of Meetings:

TTF will meet as required in Council Chambers with the first meeting being called by the CAO to develop a work plan.

Meetings shall be held during regular office hours whenever possible to facilitate staff administration attendance.

Notice of TTF meetings will be posted on the Municipal websites at least 48 hours in advance of the meeting and all meetings are open to the public.

Budget and Financial Report:

This task force does not have access to municipal funds.

All public members will serve without remuneration.

Role of the Chair

The Chair is responsible for ensuring the smooth and effective operation of the task force meetings. This includes the responsibility for:

- calling the meetings to order as soon as quorum is present after the appointed time for the meeting;
- ensuring there is an atmosphere that encourage the exchange of ideas and hearing opinions of all members;
- maintaining decorum and order at all meetings;
- ensuring members have submitted any reporting and discussion points to the secretary in advance of the agenda;
- determining and appointing individual member roles and responsibilities (who does what)

Special Considerations:

Grey Highlands is committed to being as environmentally friendly as possible. As such, printed copies of any agendas, minutes or reports will not be available unless necessitated and requested by the member.

Members appointed to this task force should be prepared to commit to participation and duties assigned throughout the duration.

Members will strive to complete any assigned work and research in a timely fashion for inclusion and dialogue on the next meeting agenda.