



Medicine Hat
The Gas City

TERMS OF REFERENCE

TRANSIT ADVISORY COMMITTEE

September 2009



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TERMS OF REFERENCE

1) PURPOSE

The Transit Advisory Committee is established in accordance with Bylaw 3296, Section 4(2). The primary purpose of the Transit Advisory Committee (Committee), which is a sub-committee of the Social Development Advisory Board, is to advise the Public Services Committee and City Council on issues related to public transportation.

2) GOALS

- a) To work collaboratively with the Manager of Transit Services, the Community Development Department, and City Council to ensure a viable, accessible public transportation service that facilitates equal opportunities for all Medicine Hat residents to participate fully in the life of our community.
- b) To advise Transit Services on the needs of its patrons.
- c) To promote accessible public transit as a viable, socially responsible transportation alternative.

3) RESPONSIBILITIES

- a) Identify and promote the needs of persons requiring public transit to the Manager of Transit Services, Community Development Department, and City Council.
- b) Committee members have a responsibility to be informed supporters of accessible public transit and Medicine Hat Transit.
- c) Review and assess existing public transit services to determine if they meet the goals outlined above.
- d) Develop and forward recommendations to the Public Service Committee regarding public transit policies and issues through the Social Development Advisory Board.
- e) Develop and forward recommendations to Transit Services regarding public transit procedures.

4) ETHICAL GUIDELINES

- a) Members of the Committee shall abide by the following ethical guidelines:

Declare at the first opportunity their pecuniary interests, or the known pecuniary interest of any close relative, relating to business being conducted by the Committee, leave the place of the meeting while the matter is being discussed and refrain from voting on the matter.

Not use information designated confidential for the personal gain of himself or herself or any other person.

Not communicate information designated confidential to anyone not authorized to receive it.

Not use their membership or position on the Committee to secure special privileges, favors or exemptions for themselves.

For a period of 12 months after leaving, the Committee abides by the ethical standards listed above, except for those standards related to confidential information that shall apply in perpetuity.

Members shall not assume that any unethical activities not specified in these guidelines are therefore condoned.

5) LIMITATIONS

- a) The Committee shall be advisory in nature and not an executive decision-making body.
- b) The Committee shall have no authority to expend funds or make purchases on behalf of the City of Medicine Hat (City), to obligate or bind the City in any manner.
- c) The Committee shall have no authority in matters concerning tenders.
- d) The Committee shall have no involvement in the day-to-day operations of the City.
- e) The Committee shall have no authority in matters concerning City staff, their selection, performance, salaries and wages, benefits or other matters pertaining to staff welfare.

6) MEMBERSHIP

- a) The Committee may consist of:
 - i) One (1) representative designated by each of the following:
 - REDI Enterprises Society
 - Clients Ongoing Rehabilitation & Equality Association (CORE)

- Senior Citizens Advisory Committee
 - Chamber of Commerce
 - Ministerial Association
 - Canadian National Institution for the Blind
 - Mayor's Youth Task Force
 - Advisory Committee on Disability Issues
 - Medicine Hat College International Education
 - Alberta Health Services
- ii) Three (3) members at large.
- b) Members at large shall serve two-year terms with such terms to be renewable upon recommendation of the Committee and approval of the General Manager of Community Development.
- c) Terms shall run from January 1st to December 31st each year.
- d) Terms shall be staggered to ensure continuity of the Committee.
- e) In the event that a vacancy occurs prior to the expiration of a term, the vacancy will be advertised and filled as soon as possible through the following process.
- i) Citizens interested in serving on the Committee as members at large are required to submit letters of interest or resumes to the Manager of Transit Services by December 1st of each year or as otherwise directed.
 - ii) Upon receipt of the letters of interest or resumes, the Manager of Transit Services shall bring forward the letters of interest or resumes to the Committee for consideration and selection at the next regular monthly meeting of the Committee.
 - iii) The Committee shall forward its selection with a recommendation for appointment to the Committee to the General Manager of Community Development.
 - iv) The General Manager of Community Development shall review each recommendation and approve the appointment to the Committee.
- f) There shall be no remuneration for serving on the committee.

7) DISQUALIFICATIONS

- a) A member shall be disqualified from the Committee if he/she:
- i) Ceases to be a resident of the City of Medicine Hat.

- ii) Is employed by the City of Medicine Hat in any capacity or is related to another member of the Committee by way of birth or marriage.
- iii) Misses three (3) consecutive meetings without notification.

8) OFFICERS AND COMMITTEES

- a) The Committee shall have a Chair and a Vice-Chair that shall act in the Chair's absence.
- b) An election for these positions shall be held at the November meeting in the year prior to the commencement of the term or as otherwise required.
- c) Sub-committees shall be struck as required.
- d) The Chair and Vice-Chair shall serve one-year terms to a maximum of two consecutive terms.
- e) A representative of the Committee shall be elected by the Committee members to sit on the Social Development Advisory Board at the June meeting.

9) QUORUM

- a) A majority of members shall constitute a quorum.

10) MEETINGS

- a) The Committee shall hold regular meetings, usually monthly, and there shall be at least six (6) meetings per year. The meetings shall be called on a pre-determined basis or at the Call of the Chair. The Chair schedules meetings and develops an appropriate agenda.
- b) Special meetings of the Committee may be called at any time by the Chair upon the approval of a majority of the Committee members.
- c) All meetings of the Committee will be open to the public.
- d) All members are requested to confirm their attendance at regularly scheduled monthly meetings by contacting the secretary to the committee no later than one week prior to the meeting. If a quorum will not be met, the meeting will be postponed.

11) MINUTES

- a) The Community Development Department shall provide recording and minute-taking support for the Committee.

- b) The minutes shall be approved by the Chair, or Vice Chair in the absence of the Chair, and circulated to Committee members no later than two (2) weeks after the meeting.

Minutes of the Committee shall be circulated to:

- i) Advisory Committee on Disability Issues
- ii) Social Development Advisory Board
- iii) Senior Citizens Advisory Committee
- iv) City Clerk's Office
- v) Community Development General Manager

12) STAFF LIAISON/SUPPORT

- a) The Community Development Department shall designate the Manager of Transit Services to serve as liaison and resource to the Committee.
- b) The Community Development Department shall supply administrative support to the Committee, which shall include the preparation and circulation of agendas, minutes and annual reports.

13) FINANCES

- a) Stationery, postage and administrative supplies shall be included in the Transit Services operating budget.

14) AMENDMENT PROCEDURES

- a) These Terms of Reference may be amended by this Committee and the procedures are:
 - i) At least 30 days notice is given.
 - ii) Passed by at least two thirds of the members at a regular meeting.
 - iii) Approved by the Social Development Advisory Board.