

# Smithers and District Transit/Para-Transit Committee

## Terms of Reference

The Town of Smithers agrees to establish a Smithers and District Transit Committee, a standing committee, under the provisions of Section 141 of the *Community Charter*.

a) Role of Committee

The role of the Committee is to discuss local transit issues and make decisions and/or recommendations, on transit issues involving such items as fare changes, budgets and changes in transit levels of service.

b) Purpose

The purpose of the Committee is to:

- generate ideas on how to increase transit ridership;
- make recommendations about transit fare changes;
- make recommendations on budgetary funding allocation changes; and
- make other decisions, or recommendations, on local transit issues as required.

c) Membership

- There will be one representative (or alternate) assigned to represent the external Transit funding partners, from the following organizations. Each of these representatives will have voting privileges:
  - Village of Telkwa,
  - Regional District of Bulkley-Nechako (Electoral Area A)
  - Moricetown Band
- Section 141 of the *Community Charter* states that at least half of the members of a Standing Committee must be council members, therefore 3 Smithers Councillors will be appointed as 3 additional voting members.
- The following representatives may attend as advisory:
  - BC Transit representative(s) (in person or via phone/Skype).
  - Smithers Community Services representatives
  - Any additional staff from each of the funding partners
- Mayors or Board Chairs, if not officially appointed as a funding partner representative, may attend on an “Ex-Officio” basis, but not as voting members.
- Quorum will be established at 4 out of 6 representatives.

d) Meeting Chair

The Chair position will occur on a rotational basis, starting in 2017, as follows:

1. Town of Smithers representative
2. Village of Telkwa representative
3. Regional District Representative
4. Moricetown Band Representative

The Chair shall preside at all meetings of the committee, maintain order, and ensure that rules of the committee are followed. In the event of an absence of a representative from the organization whose turn it is to be the Chair, members of the committee will elect a Chair at the beginning of the meeting.

e) Meetings

Members will respect the following rules of meeting conduct:

- Promise of informality. Group discussion is important; everyone participates;
- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved; and
- Promise to stay on track and on topic.

f) Meeting Frequency

The Committee will meet on average 2 times per year. One of the meetings will take place in the fall in order to provide information about upcoming Transit service budgets to the funding partners.

g) Minutes

The Town of Smithers staff will prepare the minutes of all Committee meetings.

h) Delivery of Meeting Minutes

The Town of Smithers will send out minutes from the most recent meeting to the committee members. Committee members will then be responsible to take the minutes to their respective Councils/Boards.

i) Motions

Committee motions recommending changes that would require changing or amending the Annual Operating Agreement will be taken to Smithers Council for ratification.

j) Attendance at Meetings

If a Committee representative cannot make a meeting it is their responsibility to send an alternate (elected) representative to the meeting.