

TERMS OF REFERENCE

NORTH WEST TRANSIT ADVISORY COMMITTEE

Amended: April 26, 2006

1. **PURPOSE**

- 1.1 The purpose of the North West Transit Advisory Committee (hereafter referred to as “the Committee”) is to act as an Advisory Committee to the North West Community Council on matters relating to public transit services provided by the Halifax Regional Municipality. Such matters may include vehicle and pedestrian traffic which relate to public transit services.

2. **COMPOSITION**

- 2.1 The Committee shall be comprised of a minimum of eight (8) members, of which one (1) shall be a member of North West Community Council and one (1) staff member from the Transportation and Public Works, Transit Services as a non-voting member to be in attendance as required.
- 2.2 A minimum of six (6) members of the Committee shall be appointed from the public at large by North West Community Council and will consist of up to three (3) residents from each of the three (3) Districts in the North West Region of the Halifax Regional Municipality as follows: District 19 (Middle & Upper Sackville-Lucasville), District 20 (Lower Sackville) and District 21 (Bedford). One (1) representative from each adjacent district may be appointed if required.
- 2.3 The Committee shall have a Chairperson and Vice-Chairperson to be elected from amongst its members at the first meeting of the Committee each year. Only voting members from the Committee are to be considered for these appointments.
- 2.4 The Director of Transportation & Public Works or his designate shall be available upon request.

3. **MEETINGS**

- 3.1 The Committee shall, except for any summer recess, meet once a month at a time and place to be determined. Meetings shall be rotated throughout the North West Region. Additional meetings may be held as required or called by the Chair.

- 3.2 The quorum for regular meetings shall be three (3) members.
- 3.3 If the Chairperson determines that a quorum will not be present for any meeting to be held as provided in subsection 3.1 of this section, he/she may name another day for the holding of such meeting or may cancel same.
- 3.4 If a quorum is not present for any meeting, the Chairperson, at his/her discretion, may, with the approval of those present, hold an information meeting.
- 3.5 The Committee may appoint a Sub-Committee of its members to investigate, consider and report on specific issues as required.
- 3.6 The Committee shall make recommendations to North West Community Council solely in an advisory capacity.
- 3.7 The Committee may utilize the services of the Departments of Transportation & Public Works, by requesting same through the Director of Transportation & Public Works of Halifax Regional Municipality.
- 3.8 The Committee may appoint a representative to serve in a liaison capacity to provincial government departments or Halifax Regional Municipality on matters concerning public transit, with the approval of North West Community Council.

4. **PROCEDURE**

- 4.1 The procedure applicable to meetings of the Committee, including the procedures prescribed by Administrative Order Number One Respecting the Procedures of Council, shall apply mutatis mutandis to meetings of the Committee.

5. **RESIGNATION**

- 5.1 Any resignation from the Committee shall be tendered in writing to North West Community Council.
- 5.2 Any replacement for such member shall be appointed by North West Community Council.

6. **ABSENTEEISM**

- 6.1 If any member misses four (4) consecutive meetings without good reason accepted by the Chair, he/she may be dismissed by North West Community Council.

6.2 North West Community Council may appoint a replacement for that member as set out in

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5.2 above.

7. **REMUNERATION**

7.1 Remuneration shall be paid related to travel for attendance at meetings at rates established by Halifax Regional Municipality.

8. **MINUTES**

Unapproved Minutes, prepared by the Legislative Assistant assigned to the Committee, will be circulated to members of the North West Transit Advisory Committee. Once approved, they will be circulated to Community Council, Transit Services and Transportation & Public Works.

APPROVED BY NORTH WEST COMMUNITY COUNCIL

ON MAY 29, 1997

Amended by North West Community Council on May 28, 1998 re membership to focus on issues henceforth relating to Districts 19, 20 and 21.

Amended by North West Community Council on June 11, 1998 re reduction in quorum from four to three.

Amended by North West Community Council on July 8, 2004 to reflect the change in the day of the month of meetings and changes in business unit titles and staff titles.

Amended by North West Community Council on November 25, 2004 to reflect the change in composition of the members at large and to permit appointments from an adjacent district.

Amended by North West Community Council on April 26, 2006 to reflect the change in Section 1. PURPOSE: to add the sentence: *Such matters may include vehicle and pedestrian traffic which relate to public transit services.* Also, to reflect the change in Section 3. MEETINGS by removing the words “at least”. And a final change to Section 3. MEETINGS, Sub-Section 3.7 to include the words “*the Department of*” before Transportation.