



## **BACKGROUND**

This committee provides leadership and strategic oversight of regional transit projects to support the implementation of the Intermunicipal Transit Network Plan.

## **MANDATE**

Reporting to the Board, this standing committee will be responsible for the following:

- To provide strategic advice about the future direction of Intermunicipal transit service that will enable the CRB to achieve its economic, social and environmental objectives, advocating for transit as a convenient and competitive mode of transportation.
- To provide leadership in the planning and implementation of Intermunicipal transit service to support the mobility needs of residents and visitors to the Region.
- To ensure the region's transit plans are integrated with the Land Use and Transportation Infrastructure Plans for the region.
- To ensure transit plans are incorporated into regional highway plans to allow for alternate modes of transportation for the efficient movement of people throughout the region.
- To ensure policies are developed to support Transit Oriented Development in the region.
- To provide strategic oversight for the implementation and delivery of regional intermunicipal transit services through various studies, projects, policy frameworks and measurement tools that support effective management of public transit, including special transit services for persons with disabilities.

## **MEMBERSHIP**

Membership for this committee requires the participation and expertise of the existing transit operators in the region and those who currently contract with the existing operators. It will consist of seven members: Edmonton, Fort Saskatchewan, City of Leduc, St. Albert, Spruce Grove, Strathcona County and Sturgeon County. Membership will be reviewed by the Board, every two years.

## **LEADERSHIP**

At its first meeting, the committee will select its Chair and Vice-Chair from amongst its membership. If there is a change in the committee's membership, the committee should review and select its Chair and Vice-Chair. At the end of a two year period, once the committee membership has been reviewed by the Board, the committee will also review and select its Chair and Vice-Chair.

## **SUPPORT/RESOURCES**

The CEO will support this committee, drawing upon CRB administration as required.

This committee will also be supported by consultant resources, and others as determined by its mandate and the Board's approved business plan and budget. The Chief Executive Officer may establish an administrative working or advisory group as deemed necessary to support a committee project.

## **MEETING FREQUENCY**

It is proposed that this committee meet bi-monthly or at the call of the Chair as warranted.

## **AUTHORITY**

All meeting groups established by the Board are considered advisory bodies to the Board and therefore must, by a passed motion, provide recommendation(s) to the Board for decision.

## **EX-OFFICIO**

The Board Chair will be considered non-voting ex-officio member of this committee.

Whenever viable, Provincial and/or key stakeholder representatives will be invited to attend committee meetings as ex-officio members to contribute their expertise and knowledge towards a particular outcome.

## **DECISION-MAKING**

Decisions, recommendations and actions determined by the committee will be driven by the desired outcome to do what is in the best interest of the Capital Region. Only elected officials that are designated as voting members of the committee, or their designated alternate, may vote. Each member will have one vote. All motions must be moved by a voting member. Motions require a majority of members in attendance to pass (50 percent plus one).

The approved Governance Model for Transit requires a majority vote (four of seven) including unanimous support of the three transit operators (Edmonton, St. Albert, and Strathcona County) on matters pertaining to conventional transit.

## **QUORUM**

Quorum is defined as 50 percent plus one of standing membership.

## **DISPUTE RESOLUTION**

The committee Chair is accountable for ensuring effective and collaborative committee operations and decision-making. Where the Chair's efforts are unable to resolve a dispute, the matter will be brought to the Board for discussion and resolution.

## **COMMUNICATIONS**

The Chief Executive Officer will act as the single point of contact for all communications requests for this committee and will determine the appropriate level of response required. This may result in responses being

required from the Board Chair/Interim Chair, the committee Chair, members, Board administration, or the Chief Executive Officer.

**STATUS OF MEETINGS**

Committee meetings are open to the public including all members of the CRB (elected officials and their alternates), administrative representatives from all CRB member municipalities and members of the public. Individuals from the Province, industry, the general public or other Board/committee members may be invited to participate in specific agenda items. Committee minutes are public records.

Section 602.08 (1) of the Municipal Government Act (MGA) states that the committee may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act.

***All members (elected and administrative) attending the in camera session shall respect the confidentiality of the in camera items.***

**REPORTING**

This committee is expected to provide the Board, through established communication channels and schedules, sage advice and recommendations to resolve existing issues, and progress as it relates to its mandate and expected deliverables.

**MEETING AGENDAS AND MINUTES**

All meeting agendas, minutes, reports, briefings and supporting documentation will be provided in an electronic format.

In general, meeting agendas and pre-read materials, where available, will be provided at least one week in advance of a scheduled meeting.

The committee will include its meeting minutes with the next Board meeting agenda package.

Nolan Crouse, Board Chair

Document Tracking		
Date	Status	Comments
March 24, 2016	Amend	Clarified review of Chair and Vice Chair to make consistent with other TORs
April 14, 2016	Approved	Board approved