



Four Counties Transit Committee Terms of Reference

Purpose of the Committee

The purpose of Four Counties Transit Committee is to assist Council in carrying out the work of the municipalities of Southwest Middlesex and West Elgin by advising Councils on matters regarding Four Counties Transit System Management.

The Committee is guided by the Municipal Act, the Conflict of Interest Act, and the Committee Terms of Reference.

Membership Composition and Responsibilities

The Four Counties Transit Committee will be composed of 6 voting members consisting of 2 members of Southwest Middlesex Council, 2 members of West Elgin Council and 2 members of the Public.

The Council shall appoint all Committee members by By-law and the term of appointment for public members shall be concurrent with the four-year term of Council, and members of Council appointed to the Committee shall be appointed annually.

Staff Support

The Secretary to the Committee is the Municipal Clerk or designate.

Meeting Roles and Requirements

The Committee shall meet at 8:30 a.m. on the Quarterly, in West Elgin Council Chambers.

Annually, the Committee shall elect a Chair and Vice-Chair from the appointees.

Minutes and Agenda

The Secretary will prepare and distribute the Agenda and provide recording secretarial services. The Minutes of each meeting will be amended when necessary and adopted at the following Committee Meeting. Approved minutes shall be forwarded to the municipal clerk for inclusion in the next Council agenda. Recommendations to Council shall be made by Committee resolution and forwarded to the municipal clerk for inclusion in the next Council agenda for Council's consideration.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.



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General Conduct

The Committee meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

The meetings shall be held in public. Closed sessions shall comply with the Municipal Act, Section 239.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.