

CTS Vision and Terms of Reference

Our Vision

To create a Lanark County transit system which includes a community-based management authority and private sector service provider(s) that:

- connects all communities, isolating no one
- is affordable and accessible to all citizens
- is safe and reliable
- helps communities to become sustainable
- helps protect the environment

Our Objectives and Goals

1. Identify the transit needs for each Lanark County community, and to provide service to those needs on a case-by-case basis where those needs can be addressed.
2. To encourage the use of a community-based transit system that:
 - a. Lanark County residents may be proud of
 - b. would encourage commuters to live in Lanark County, which has affordable accommodation
 - c. would ensure that the Lanark County residents who regularly commute (e.g., professionals, workers, students, etc) may do so while still retaining their residence within the County
3. To foster the development of cross-transit agreements with other transit agencies to increase ridership and maximize the use of resources.
4. Establish a community-based management body of a Lanark County transit system by either:
 - a. seeking to work within and expand the objects for existing non-profit transit providers such as LTA to provide this service, or
 - b. directly incorporating a non-profit Lanark County transit authority

Terms of Reference

1) Membership

Members At Large

Membership in Community Transit Solutions (CTS) is open to all that are willing to agree to respect the CTS Vision and participate in achieving its objectives and goals.

All members who are involved in CTS meetings or business must self declare any conflict of interest they may have in that business.

2) Identified Executive Positions

- a) Chair – conduct meetings, and generally represent CTS in all matters
- b) Secretary – record meeting minutes and post
- c) Treasurer – prepare financials, maintain bank accounts, fundraising
- d) Executive Committee Members

All members holding executive positions are required to sign a non-disclosure agreement indicating that any information such as personal survey data etc. that they become aware of through CTS activities will be kept confidential and not publicly dispersed except as agreed upon by the Executive.

3) Structure

- a) General Body – Members at Large
- b) Executive Committee – consists of executive positions
- c) Sub-Committees – committees formed to perform specific tasks – may consist of members of the executive and/or members at large

Note: Spokespersons – must be authorized by the Executive from time to time to represent CTS on committees, review correspondence, organize and participate in presentations, address inquiries by the public.

4) Meetings

- a) General meetings
 - a. Place –will be decided by the executive.
 - b. Notice – the notice of meetings will be posted on the main page of the CTS web site.
 - c. Participation – the meeting is open to all members and members of the public.
 - d. Conduct of meeting - Roberts Rules of Order to be used as a guide.
 - e. Minutes
 - i. – in lieu of minutes an action item list will be kept.

- ii. – the list will be posted on the public website.
 - b) Executive Committee meetings
 - a. Place –will be decided by the executive.
 - b. Notice – the notice of meetings will be posted on the main page of the CTS web site
 - c. Participation – will be open to the executive and invited members
 - d. Conduct of meeting – Roberts Rules of Order to be used as a guide.
 - e. Minutes
 - i. – in lieu of minutes an action item list will be kept.
 - ii. – the list will be posted on the executive members website or as may be directed by the executive.
 - c) Sub-group meetings
 - a. Method of meeting – will be at the discretion of the sub-group.
 - b. Participation – will be determined by the executive.
 - c. Method of arriving at decisions – by consensus and referral to the executive where necessary.
 - d. Reporting – to executive committee
- 5) Processes & Procedures
 - a) Correspondence – on CTS Letterhead and approved by the executive committee
 - b) Web-site management – as approved by the executive committee