



DURHAM REGION TRANSIT ADVISORY COMMITTEE TERMS OF REFERENCE

1. Goal

- 1.1 To provide input to the Durham Transit Executive Committee (Executive Committee) on public transit matters as they relate to the provision of conventional, community bus and specialized transit services in Durham Region.

2. Mandate

- 2.1 The Transit Advisory Committee (TAC) shall provide input to the Executive Committee on:
 - A) Policies and procedures with respect to the operation of conventional, community bus and specialized transit services in Durham Region;
 - B) The extent of service hours and days of operation; and
 - C) Operational rules and regulations relating to Durham Region Transit services.
- 2.2 The General Manager, the Executive Committee, and the Durham Region Transit Commission (Commission) have final authority on issues beyond the mandate of TAC.
- 2.3 The Terms of Reference provide for a balance between activities referred from Durham Region Transit (DRT) and the Executive Committee, and an allowance for the TAC to be proactive and advise on public transit matters identified by the members.
- 2.4 TAC reports to the Executive Committee.

3. Scope of Activities

- 3.1 TAC is a volunteer committee established by the Commission and Regional Council on May 10, 2006 in accordance with these Terms of Reference. The Commission and Regional Council, on March 28, 2007, delegated the responsibility for TAC to the Executive Committee. The scope of the TAC may include activities such as:
 - A) Providing input on issues and concerns of public transit users;

Providing input on the implementation of Provincial and Federal legislation, policies, and guidelines related to the public transit industry;

- B) Providing input on urban and rural conventional transit and specialized service policy including the review of transit service plans, transit marketing and communication plans, and the provision of on-street passenger amenities and route infrastructure;
- C) Providing input on the identification and implementation of programs that create public awareness and educate residents on the benefits of public transit; and
- D) Providing a forum for transit stakeholder groups to identify issues affecting the delivery of transit service and to provide input to the Executive Committee on the disposition of these issues

4. Composition

4.1 TAC will be comprised of 17 members in total (16 voting and one non voting) with representation from each area municipality. A quorum for a meeting shall consist of half of the sitting TAC (voting) members, plus one. Membership is as follows;

- A) Eight public transit users nominated for appointment by the area municipalities who represent a diversity of transit users and transit stakeholders in the community. The relevance of the applicant's personal experience with transit and interests to the mandate of the TAC will be important considerations.
- B) Two members at large appointed by the Executive Committee from the applications received but not nominated by local municipalities who use conventional, community bus or specialized public transit service. TAC will recommend the two applicants for appointment by the Executive Committee if there are three or more applications received but not nominated by local municipalities;
- C) Two members appointed by the Executive Committee from applications received from various community groups representing persons with disabilities in Durham Region;
- D) Two members nominated for appointment by the (Regional) Accessibility Advisory Committee (AAC);
- E) One member jointly nominated for appointment by the student associations at UOIT, Durham College and Trent University, or his/her designate;
- F) One member of the Transit Executive Committee (the Chair or his/her designate); and
- G) One DRT senior staff member (the General Manager or his/her designate).

- 4.2 Membership shall be a four-year term corresponding with the term of Regional Council or until such time as new appointments are made.

5. Membership Selection

- 5.1 For the eight members appointed by the area municipalities, DRT will place a newspaper advertisement within each area municipality requesting expressions of interest from individuals willing to volunteer for nomination to TAC. Interested individuals will be required to provide a detailed resume and statement of interest to the DRT senior staff member, including disclosure of any obligation, commitment, relationship or interest that could conflict or may be perceived to conflict with his or her duties as part of the TAC. Responses from the advertisement will be received by staff and those of qualified applicants will be forwarded to each respective area municipality with a request that the local Council nominate one representative from the applicants. Should a municipality not receive an application for appointment to TAC, then the appointment for that municipality will remain vacant unless that Municipal Council receives a subsequent expression of interest and opts to approve an appointment during the term of Regional Council.
- 5.2 DRT will formally request various community groups representing persons with disabilities in Durham Region to submit applications for representation on the Transit Advisory Committee, with two members at large to be appointed by the Executive Committee.
- 5.3 DRT will formally request the (Regional) Accessibility Advisory Committee to appoint two individuals to represent the Region's Accessibility Advisory Committee.
- 5.4 DRT will formally request the student associations at UOIT, Durham College and Trent University to jointly nominate an individual, and his/her designate, to represent college and university students.
- 5.5 In the case of vacancy, the approach described in 5.1, 5.2, 5.3 or 5.4 will be followed.
- 5.6 At the discretion of TAC, non-attendance at three consecutive meetings will be sufficient grounds for replacement

6. Officers

- 6.1 The member of the Transit Executive Committee on TAC (the Chair or his/her designate) shall be the Chair of TAC and the members of TAC shall elect a Vice-Chair from amongst themselves to serve for the Term of Council.

7. Support Services

- 7.1 The DRT senior staff member, through DRT administrative staff, shall serve as the DRT staff liaison to TAC.

- 7.2 The DRT senior staff member, through DRT administrative staff, will provide administrative and technical support, and facilitate the selection of TAC members.
- 7.3 DRT administrative staff will coordinate meeting agendas.
- 7.4 The Region will provide secretarial and other support service to TAC.

8. Meetings

- 8.1 TAC will meet at the Regional Headquarters. TAC meetings will follow a six-week cycle with a break for summer recess, taking into account the business needs and schedule of the Commission, the Executive Committee and Regional Council. TAC will provide the Commission and Executive Committee with a schedule of meetings in December for the following year. Special meetings may be held at the discretion of the Chair or DRT staff.
- 8.2 Unless otherwise determined, all TAC meetings shall be open to members of the public.

9. Delegations

- 9.1 Any person(s) wishing to appear before TAC as a delegation must submit a written request to DRT administrative staff advising of the topic or item on which they wish to speak.
- 9.2 All requests for delegations must be received at least one week prior to the meeting date to ensure that the delegation is included on the agenda.
- 9.3 Any person wishing to address TAC as a delegate, who has not previously arranged to do so, may be granted permission only by a majority vote of TAC members present at the meeting.

10. Minutes and Agenda

- 10.1 The minutes of each TAC meeting will be submitted for approval at the next meeting. Unapproved minutes will be forwarded to the Executive Committee. The TAC agenda will be prepared by DRT administrative staff and the DRT General Manager or his/her delegate.

11. Transit Advisory Committee Recommendations

- 11.1 The concurring votes of a majority of members present and voting are necessary to carry any recommendation. TAC recommendations will be presented to the Executive Committee as a standing item on Executive Committee agendas.

12. Membership Eligibility Criteria and Availability

- 12.1 Voting members are to be residents of The Regional Municipality of Durham.

- 12.2 Voting members represent a diversity of transit users and transit stakeholders in the community. The relevance of the applicant's personal experience with transit and interests to the mandate of the TAC will be important considerations.
- 12.3 It is important that voting members be able to attend all TAC meetings that are held during evening hours and be able to undertake some adhoc work outside of the regular meetings as may be required from time to time to address transit issues coming before the TAC.