

**NIAGARA TRANSIT COMMISSION PUBLIC ADVISORY
COMMITTEE (NTCPAC)**

TERMS OF REFERENCE

Approved by the Niagara Transit Commission on November 8, 2022

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1. PREAMBLE

On November 25, 2021, Regional Council approved the creation of a consolidated transit system in Niagara Region to begin operations on January 1, 2023, based on the principles set out in Report PW 55-2021 and endorsed by Council. One of these principles was for the creation of a Public Advisory Committee for the Niagara Transit Commission. By-law 2022-38 being a by-law to establish the Niagara Transit Commission as a Municipal Service Board and includes a provision for the establishment of a Public Advisory Committee.

2. MANDATE

The Niagara Transit Commission Public Advisory Committee is a volunteer advisory committee established by Regional Council on May 26, 2022, and endorsed by the Commission, to support the Commission to provide an affordable, accessible, reliable, safe, and convenient transit system while meeting customers' expectations in accordance with the following Terms of Reference.

3. GOALS/PURPOSE

The Niagara Transit Commission Public Advisory Committee shall provide perspective and input to the Commission on:

- The provision of conventional, on demand and specialized transit services in Niagara Region;
- Service levels, operating policies and/or procedures;
- Programs that will create public awareness and educate residents on the benefits of public transit;
- The implementation of Provincial and Federal legislation, policies and guidelines related to public transit;
- Issues and concerns of public transit users.

4. REPORTING STRUCTURE

The NTCPAC will report to the Niagara Transit Commission Board of Directors.

5. WORK PLAN

The NTCPAC will develop an annual work plan identifying any specific initiatives and activities to be undertaken for recommendation to the Niagara Transit Commission.

6. BUDGET

There shall be no compensation payable to the members of the Committee.

7. **MEMBERSHIP**

7.1 **Composition**

Membership for the NTCPAC shall not exceed a maximum of 20 members.

Membership for the NTCPAC shall include:

- 12 Niagara Residents nominated for appointment by the area municipalities who represent the diversity of transit users and transit interested parties in the community
- 2 members from various community groups representing persons with disabilities or other accessibility interested parties
- 2 Post-Secondary representatives (1 member from Brock University and 1 member from Niagara College)
- 1 member representing the Chambers of Commerce
- 1 member representing the senior sector
- 1 member representing the youth sector
- Transit Commission General Manager (ex-officio member)

The members shall represent the diversity of the Region and broad cross-section of residents, including geographical and gender balance.

All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition.

Membership Selection:

The Region will place an advertisement seeking individuals interested in volunteering for appointment to NTCPAC. Interested individuals will be required to submit an application form outlining their interest and qualifications. Members will be chosen for the Committee based on their skills, knowledge, and experience to contribute effectively to the Committee's goals.

Applications from qualified applicants will be forwarded to the respective area municipality with a request that the local Council nominate one representative for appointment. Should a municipality not receive an application for appointment, 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 Council.

In nominating members to NTCPAC, the relevance of the applicant's personal experience with transit and interests relating to the mandate of the NTCPAC will be considered.

7.2 Term

The term of membership shall be four years, concurrent with the Niagara Transit Commission Members' term of office, and the membership shall be approved by the Commission in accordance with membership requirements in this Terms of Reference.

7.3 Privacy

The meetings of the NTCPAC are public. Members should be aware that their names will be in the public realm and a list of membership may be provided when requested. Member information, other than name or municipality, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

8. ROLES & RESPONSIBILITIES

8.1 Chair & Vice Chair

A Chair and Vice Chair will be elected from amongst the voting Committee members on a biannual basis at the first meeting of the new year to preside over meetings and Committee business. Committee criteria considerations will be used during the selection of the Chair and Vice Chair.

It is the role of the Chair to preside over Committee meetings so that its business can be carried out efficiently and effectively, and to act as a liaison between the Committee and the Niagara Transit Commission.

It is the role of the Vice Chair to preside over Committee meetings in the absence of the Chair and to perform any other duties delegated by the Chair or as assigned by the Committee through a majority vote.

8.2 Committee Members

All NTCPAC members, including the Chair and Vice Chair, have the responsibility to help achieve the NTCPAC's Mandate and Goals/Purposes. Committee members are also responsible for:

- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration;
- Working diligently to complete assigned activities;
- Participating on working groups, as appropriate;
- Agreeing to describe, process and resolve issues in a professional and respectful manner;
- Providing input to help identify future projects or strategic priorities for future years' work;

- Communicating activities of the Committee to groups represented or those who may have an interest and offer information back to the Committee.

9. WORKING GROUPS

To fulfill its mandate and accomplish its goals, the NTCPAC may establish working groups to deal with specific issues or projects. The working groups will meet, as needed, to review specific issues referred to them by the NTCPAC and otherwise complete their assigned tasks.

Working groups are considered to be time-limited, project specific sub-committees of the NTCPAC in that they are convened to accomplish a specific task (or tasks) in a narrowly defined time period.

Working groups must be comprised of at least four (4) members of the NTCPAC and may include community members and other individuals with relevant knowledge and expertise. Local municipal participation should be sought depending on the nature of the work being undertaken.

Working groups shall be chaired where possible by a voting member of the NTCPAC and shall provide regular updates to the NTCPAC regarding recommendations on assigned projects. Meeting notes of the working group shall be recorded and submitted to the NTCPAC for proper directing through the approval process as may be required. Working groups may meet at a time and place as decided by the members of the working group.

Administrative support shall be provided by a staff representative of the NTCPAC or designate. The appropriate staff representative (or designate) will attend all working group meetings.

10. MEETINGS

NTCPAC may be held at Regional Headquarters or in a virtual format. A meeting schedule will be established at the inaugural NTCPAC meeting taking into account the business needs and schedule of the Commission and in December for the following year. Should a time sensitive matter arise, the NTCPAC may meet at the call of the Chair.

Unless otherwise determined, all NTCPAC meetings shall be open to the public. As an Advisory Committee, the NTCPAC is subject to the Region's Procedural By-law, unless otherwise specified in these Terms of Reference.

A committee member who is unable to attend a meeting, shall forward his/her regrets as soon as possible. Should there not be confirmation of quorum 24 hours prior to the meeting, the meeting may be cancelled.

Quorum is determined by the majority of the members plus one. In the instance when there are vacancies on the NTCPAC, quorum will be determined by the majority of current appointed members plus one.

11. ABSENTEEISM

Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the Committee and will be notified of this in writing by the Committee Chair.

12. AMENDMENTS TO THE TERMS OF REFERENCE

The Terms of Reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to the Niagara Transit Commission for approval.