



Durham Region Transit Advisory Committee Terms of Reference

June 2022

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 and demand response transit services in Durham Region.

2. Mandate

- 2.1 The Transit Advisory Committee (TAC) is a volunteer advisory 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.

- 2.2 The TAC shall provide input to the Executive Committee on:

- a) Policies and procedures with respect to the operation of conventional and demand response 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.

- 2.3 The General Manager, the Executive Committee, and the Durham Region Transit Commission (Commission) have final authority on issues beyond the mandate of TAC.

- 2.4 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.

- 2.5 TAC shall report to the Executive Committee.

3. Scope of Activities

- 3.1 The scope of the TAC may include activities such as:

- a) Providing input on issues and concerns of public transit users;

- b) Providing input on the implementation of Provincial and Federal legislation, policies, and guidelines related to the public transit industry;
- c) Providing input on urban and rural service policy including transit service plans, transit marketing and communication plans, and on-street passenger amenities and route infrastructure;
- d) Providing input on the identification and implementation of programs that create public awareness and educate residents on the benefits of public transit; and
- e) 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, as follows:

- a) Eight (8) public transit users nominated for appointment by the area municipalities who represent a diversity of transit users and transit stakeholders in the community;
- b) Two (2) members at large appointed by the Executive Committee from the applications received but not nominated by local municipalities who use public transit service;
- c) Two (2) members appointed by the Executive Committee from applications received from various community groups representing persons with disabilities in Durham Region;
- d) Two (2) members nominated for appointment by the Durham Region Accessibility Advisory Committee (AAC);
- e) One (1) member jointly nominated for appointment by the student associations at Ontario Tech University, Durham College and Trent University, or their designate;
- f) One (1) member of the Transit Executive Committee (the Chair or their designate); and
- g) One (1) DRT senior staff member (the General Manager or their designate) as an Ex-officio member in a non-voting capacity.

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. If a member chooses to resign, the Region will seek a replacement in accordance with Section 5.

4.3 At the discretion of TAC, non-attendance at three consecutive meetings will be sufficient grounds for replacement.

5. Membership Selection

5.1 The Region will place an advertisement seeking individuals interested in volunteering for appointment to TAC. Interested individuals will be required to submit an application form to the Regional Clerk outlining their interest and qualifications.

5.2 DRT will review the applications received in consideration of Section 12. 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 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. The Executive Committee, from the remaining applications received, shall appoint two members at large.

5.3 DRT shall contact community groups representing persons with disabilities in Durham Region and invite them to volunteer for TAC. Interested individuals will be required to submit an application form to the Regional Clerk and provide a brief resume outlining their interest and qualifications. The Executive Committee shall appoint two members from the applications received.

5.4 In nominating members to TAC, the relevance of the applicant's personal experience with transit and interests to the mandate of the TAC will be important considerations. Regard shall also be given to residency within the Region and availability to attend meetings. An elaboration of the selection criteria is provided in Section 12.

5.5 DRT will formally request the Durham Region Accessibility Advisory Committee to nominate two individuals to represent the Region's Accessibility Advisory Committee.

5.6 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.

5.7 All members of the TAC shall be appointed by the Executive Committee.

5.8 In the case of a vacancy, the approach described in Section 5 will generally be followed.

6. Officers

- 6.1 The member of the Transit Executive Committee on TAC (the Chair or their designate) shall be the Chair of TAC and the voting 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 to TAC.
- 7.3 DRT administrative staff will coordinate meeting agendas.
- 7.4 The Region will provide secretarial and other support services to TAC.

8. Meetings

- 8.1 TAC will meet at the Regional Headquarters. TAC will establish a meeting schedule at its inaugural meeting, taking into account the business needs and schedule of the Commission, the Executive Committee and Regional Council. TAC will provide the 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 the public. As an Advisory Committee, the TAC is subject to the Regional Procedural By-law, unless otherwise specified in these Terms of Reference.
- 8.3 A quorum for TAC meetings shall be a majority of the sitting TAC (voting) members.

9. Delegations

- 9.1 Any person(s) wishing to appear before TAC as a delegate must submit a written request to delegations@durham.ca advising of the topic or item on which they wish to speak, which will then be forwarded to the staff liaison in Durham Region Transit.
- 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 circulated to members of the Executive Committee as part of the Council Information Package (CIP) prepared by the Regional Clerk.
- 10.2 The TAC agenda will be prepared by DRT administrative staff and the DRT General Manager or their 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 ad hoc work outside of the regular meetings as may be required from time to time to address transit issues coming before the TAC.