



Durham Region Transit Advisory Committee Terms of Reference

June 2026

1. Goal

- 1.1 To provide feedback 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. The Commission and Regional Council, on March 28, 2007, delegated the responsibility for TAC to the Executive Committee.
- 2.2 The TAC shall provide feedback to the Executive Committee on the policies with respect to the operation of conventional and demand response transit services delivered by Durham Region Transit.
- 2.3 The General Manager, the Executive Committee, and the Durham Region Transit Commission (Commission) have final authority on issues in respect to Durham Region Transit.
- 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 include the following:
 - a) Providing input on issues and concerns of public transit users;
 - b) Providing input on service policy including transit service strategies and plans, transit marketing and communication plans, and on-street passenger amenities and infrastructure; and

- c) Providing input on the identification and implementation of programs that create public awareness and educate residents on the benefits of public transit.

4. Composition

4.1 TAC will be comprised of 13 members in total with representation as follows:

- a) Eight (8) public transit users appointed by the Executive Committee who represent a diversity of transit users and transit stakeholders in the community;
- b) Two (2) members appointed by the Executive Committee from applications received from various community groups representing persons with disabilities in Durham Region;
- c) Two (2) members nominated for appointment by the Durham Region Accessibility Advisory Committee (AAC); and
- d) One (1) member of the Transit Executive Committee.

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 TEC, non-attendance at three consecutive meetings will be sufficient grounds for replacement.

5. Membership Selection

5.1 The Region will place an open call for individuals and community groups representing persons with disabilities interested in appointment to TAC, in accordance with the Public Appointments Policy. Interested individuals and community groups will be required to submit a completed application form to the Regional Clerk outlining their interest and qualifications.

5.2 DRT will review the applications received in consideration of Section 12 and will nominate eight public transit users and two individuals from community groups representing persons with disabilities for appointment to TAC.

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

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

5.5 The Executive Committee shall appoint a representative (the Executive Committee Chair or designate) and an alternate to the TAC.

5.6 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 appointed to TAC shall be the Chair of TAC. In the absence of the Chair, the alternate member of the Transit Executive Committee appointed to TAC, shall assume the chair and preside over the meeting.

6.2 The members of TAC shall elect a Vice-Chair to serve for the Term of Council.

7. Support Services

7.1 The DRT General Manager or their designate (DRT senior staff member) shall attend TAC meetings and serve as the DRT staff liaison to TAC.

7.2 DRT administrative staff will provide administrative and technical support to TAC and will coordinate meeting agendas.

7.3 The Region will provide secretarial and other support services to TAC.

8. Meetings

8.1 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 call of the Chair or DRT staff.

8.2 Regularly scheduled meetings will be held at Regional Headquarters, unless otherwise stated. Meetings may be held in an electronic or hybrid meeting format with electronic and in-person participation. Individuals may participate electronically using an approved platform.

8.3 All TAC meetings will be open to the public, unless otherwise determined in accordance with the Municipal Act. As an Advisory Committee, the TAC is subject to the Regional Procedural By-law, unless otherwise specified in these Terms of Reference.

8.4 A quorum for TAC meetings shall be a majority of the sitting TAC members.

8.5 If a quorum is not present within fifteen (15) minutes after the time appointed for a meeting, the Clerk or their designate shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular meeting or special meeting called in accordance with the Terms of Reference.

8.6 Members shall inform the staff liaison in advance of all planned absences, late arrivals, and early departures from a meeting, with as much notice as possible.

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 regular 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 Individuals selected for appointment must be a resident of The Regional Municipality of Durham or an employee of a community group representing persons with disabilities in Durham Region.

12.2 Members shall represent a diversity of transit users and transit stakeholders in the community. Regard shall be given to achieving balanced representation across geographic and demographic profiles. 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 members be able to attend all TAC meetings that are held during evening hours and be able to undertake work outside of the regular

meetings as may be required from time to time to address transit issues coming before the TAC.