

# Terms of Reference for the Transit Advisory Committee

## Mandate

The Transit Advisory Committee provides stakeholder and external perspectives on the provision of public transit services and transit infrastructure in the City of Mississauga.

The Committee shall also provide insights and advice with respect to enhancing the customer experience on-board vehicles, at stations, terminals and stops and during interactions with front line staff.

The Committee shall not have the authority to regulate or direct MiWay staff nor would it be responsible for matters related to daily operations, infrastructure, Employee Relations or Collective Bargaining Agreements.

## Objectives/Goals

The Committee members will work with City staff to set out a work plan for the Committee and outline their objectives. The Committee will report to General Committee and will submit an annual report to General Committee outlining its accomplishments.

The committee may provide input into transit's role in helping achieve the City's five strategic pillars of Move, Belong, Connect, Prosper and Green, which includes 'Developing a Transit-Oriented City as part of Move.

More specifically, the Transit Advisory Committee may be responsible to review and provide input into the following as these matters are brought forward through the Transportation and Works workplan:

- Initiatives and master plans affecting public transit delivery in Mississauga such as the Transportation Master Plan, MiWay 5 Transit service plans, and MiWay's Infrastructure Growth Plan.
- Major transit infrastructure projects, such as: Hazel McCallion Line, Dundas and Lakeshore BRT, and the Downtown Terminal and Transitway connection.
- Customer Experience program, MiWay's Customer Charter and Metrics
- Customer Facing Communications
- Fare and Customer service policies and procedures
- MiWay's Climate change initiatives

## Work Plan

All Advisory Committees shall prepare annual Work Plans that they will send to their parent standing committee, then to Council at the beginning of the new year, as well as a progress update at the end of the year. Committee members shall work collaboratively with City staff devise these Work Plans to ensure that the workload is manageable and appropriately shared between the two parties.

Work plans will need to meet the Committee's mandate and objectives, as well as the City's Strategic Plan, Master Plans, and budgetary capacity. The work plan shall speak directly to the specific goals the committee aims to accomplish.

The work plan for each Advisory Committee attempts to use the City's Strategic Plan Pillars, action items, master plans, or legislation as sub-headings to organize the committee's focus and nature of work.

### **Procedures and Frequency of Meetings**

The Transit Advisory Committee will meet bi-monthly (six times per year). The meetings will be confirmed upon agreement of the Transit Advisory Committee members. The Chair in consultation with the Director of Transit (or their designate), may cancel a meeting if it is determined there are insufficient items to discuss.

### **Membership**

All members are subject to the Code of Conduct and Complaint Protocol for Local Boards and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities.

The Transit Advisory Committee shall be comprised of:

Total maximum membership of 15 including:

- At least two Members of Council
- As much as practicable and productive, each ward shall be represented
- As much as practicable and productive, the membership should reflect the City's diverse population, include various age groups, incomes and equity deserving groups who are transit users
- One representative from the Accessibility Advisory Committee,
- At least one representative from the University of Toronto or Sheridan College

### **Role of the Chair**

The Chair of the Committee will be appointed at the first meeting of the Committee.

The role of the Chair is to:

1. Preside over the Committee meetings using City of Mississauga's Procedure By-law, and keep discussion on topic.
2. Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
3. Review agenda items with the Committee Coordinator and MiWay staff.
4. Recognize each Member's contribution to the Committee's work.

### **Role of the Committee Members**

The role of Committee Members is to:

1. Actively participate the discussion at the Committee meeting in a respectful and open-minded manner.
2. Notify the Committee Coordinator if they are unable to attend meetings to ensure that quorum will be available for all meetings.

### **Quorum**

Quorum shall be reached with the presence of a majority of the appointed and elected members, at a time, no later than thirty (30) minutes past the time for which the beginning of the meeting was scheduled and so noted on the agenda or notice of the meeting.

The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.

The presence of one (1) of the appointed Council members shall be required to establish quorum.

### **Subcommittees**

- As per the Procedure By-law [Council Procedure By-law](#), a Committee of Council may establish a subcommittee which shall consist of members of the parent Committee, as may be determined by such parent Committee and any other member approved by Council
- Subcommittees will be formed to deal with specific issues, and will make recommendations to the parent Committee. Once the specific issue is dealt with the subcommittee shall cease
- The Chair of the subcommittee will be appointed at the first meeting of the subcommittee
- All appointed member of the subcommittee have the right to vote