



The Municipal Corporation of the Town of Fort Erie

By-law No. 143-2016

Being a By-law to Establish the Transit Advisory Committee and Approve its Terms of Reference

Whereas Report No. IS-47-2016, as amended, was considered at the Council-in-Committee Meeting of November 21, 2016, and subsequently authorized and approved by Council; and

Whereas it is desirable to establish the Transit Advisory Committee and approve its Terms of Reference;

Now therefore the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** the Transit Advisory Committee is established.
2. **That** the Terms of Reference attached as Schedule "A" to and forming part of this by-law, are approved.
3. **That** the Clerk of the Town is authorized to effect any minor modifications, corrections, or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

Read a first, second and third time and finally passed this 12th day of December, 2016.

Mayor

Clerk

I, Laura Bubanko, the Clerk, of The Corporation of the Town of Fort Erie certifies the foregoing to be a true copy of By-law No. 143-2016 of the said Town. Given under my hand and the seal of the said Corporation, this
day of _____, 20__.

**Transit Advisory Committee
Terms of Reference**

STATEMENT OF PURPOSE:

In 2017, Fort Erie Transit will implement new conventional routes and services based on recommendations in the Transit Route, Bus Stop & Facility Improvements Plan which was approved in principle by Council in October 2016.

The Town of Fort Erie’s 2015 – 2018 Strategic Plan cites that Council “continue to address the need to expand our intra and inter municipal transit” as one of the key goals of achieving excellence. Community participation on committees is also recognized as providing value to Town operations in the Strategic Plan as per the goal “use public input to determine additional service level expectations” benefiting staff through input from additional perspectives.

The Transit Advisory Committee (TAC) will work to meet the Town of Fort Erie’s approved Transit Route, Bus Stop & Facility Improvements Plan vision and mission statements:

Vision: “Fort Erie Transit will provide a local and affordable public transportation system that is supported by residents and the business community.”

Mission: “To provide safe, efficient and environmentally friendly public transportation services that support the economic vitality, growth, environmental sustainability, and health of the community.”

TRANSIT ADVISORY COMMITTEE MANDATE

The purpose of the TAC is to assess, advise and provide input on transit issues according to legislation, municipal by-laws, policies and standards. The Committee makes recommendations, where necessary, on transit service management issues, including but not limited to; routing, bus stop locating, service agreements and matters of policy via report to Council.

The TAC will provide a forum for input, exchange of ideas and debate on conventional, intermunicipal and specialized transit related issues with representation from affected groups in the community, the community at large, staff and Council.

Issues related to transit management will be deliberated on by the Committee through discussion with their intention or work plans in these matters arrived at by consensus. The matters considered by the Committee will be made known to Council through the circulation of the Committee’s notes of meeting. The Committee will:

Schedule “A” to By-law No. 143-2016

Transit Advisory Committee Terms of Reference

- Assess, advise and act on requests for and complaints received regarding transit provision;
- Provide input and recommendation on the establishment of guidelines, administrative policies and warrants for transit service levels, routes, bus stops and on-street facility improvements;
- Hear appeals regarding eligibility by applicants for the Town's specialized transit as per the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 - O. Reg. 191/11: Integrated Accessibility Standards;
- Advise Council on long range transit planning.

As with all advisory committees within the Town of Fort Erie, the TAC will not have the authority to commit Town resources or direct the work of staff.

COMPOSITION:

Composition of the TAC is intended to represent a broad range of community interests and will be structured to provide a balance of perspectives. The TAC will consist of up to eight members as follows:

- One member of Council (Council liaison)
- Regular user(s) of Fort Erie Transit conventional services (2)
- Regular user of Fort Erie Specialized Transit (FAST) services (1)
- Regular user of Intermunicipal Transit (1 post-secondary student)
- Community member(s) at large (up to 2)
- Mayor (as ex-officio)

Information and guidance on the transit system will be available from:

- Director, Infrastructure Services
- Transit Program Manager
- Neighbourhood Planner – Planning & Development Services
- Regional Municipality of Niagara
- Contracted Transit Provider/ Operators
- Town of Fort Erie - Accessibility Advisory Committee

ROLES AND RESPONSIBILITIES:

It is the responsibility of all TAC members to participate in discussions and to provide constructive input, ideas and suggestions from their perspective, and to listen to other points of view. Members of TAC shall:

- Attend TAC meetings;

Schedule “A” to By-law No. 143-2016

Transit Advisory Committee Terms of Reference

- Become informed about the current and planned operations of transit services;
- Be prepared and informed for meetings by reviewing any materials provided in advance;
- Approve draft meeting notes;
- Provide input received from the broader community;
- Bring additional perspectives to the discussions of transit services;
- Ensure the effective operation of the TAC through constructive contributions and open and respectful discussion of ideas and opportunities;
- Recognize and abide by any applicable federal and provincial legislation and municipal by-laws;
- Recognize and respect the Town’s contractual obligations and collective agreements;
- Recognize and respect Town staff that provides input and assistance to the committee, including staff’s requirement to adhere to Town policies and procedures.

It is the responsibility of all appointed members to comply with:

- the Town’s transit by-laws, contracts and policies, as amended from time to time;
- the Town’s Accessible Customer Services and Integrated Accessibility Standards Regulation policies;
- the Town’s Workplace Harassment & Violence Prevention Policies;
- the Town’s Procedural By-law;
- the Municipal Act, 2001, Municipal Freedom of Information and Protection of Privacy Act and any other applicable by-laws, policies and provincial and federal legislation.

Recruitment of members will be conducted in accordance with the Town of Fort Erie’s Rules of Procedure By-law No. 36-2016, which governs appointment of the public to committees.

The Infrastructure Services Department is the primary contact and provides the required professional and secretarial support to the Committee.

TERM OF APPOINTMENTS:

Appointed members of the TAC shall be appointed as per the Council Rules of Procedure By-law No. 36-2016.

Schedule “A” to By-law No. 143-2016

Transit Advisory Committee Terms of Reference

REPORTING STRUCTURE:

The Committee is an advisory committee. It is not constituted of a voting membership and does not have any delegated authority. No individual member, nor the Committee as a whole, has the authority to make direct representations of the Town to Federal or Provincial Governments, third party organizations or other municipalities. This Committee has no purchasing, nor procurement responsibilities or authority.

Notes from TAC meetings will be made available on the public agenda for Council’s review and information. Council will receive recommendations of the Committee and, where necessary, may make any alteration thereto.

SCHEDULE OF MEETINGS:

Generally the Committee will meet bi-monthly or as required to conduct business in accordance with its purpose (special meetings may be held at the call of the Chair).

Fixed agenda items for meetings will include an update on transit operations provided by staff and a discussion of TAC comments, concerns and/or issues. Items will be added to the agenda as appropriate.

Persons may request and be invited as delegations to attend a meeting at the discretion of the Chair. Members of the public wishing to address the TAC may do so as delegations by meeting the requirements outlined in these Terms of Reference.

A quorum of the TAC shall consist of a simple majority of members holding office at the time of the meeting.