

AGENDA
and Schedule "A" to the minutes of the meeting of the
TRANSIT WINDSOR ADVISORY COMMITTEE
Tuesday, May 26, 2015
At 3:00 p.m.
Walkerville Meeting Room, 3rd floor, City Hall

1. CALL TO ORDER
2. ELECTION OF CHAIRPERSON
3. DECLARATIONS OF CONFLICT
4. BUSINESS ITEMS
 - 4.1 Update by the Executive Director-Transit Windsor Today
 - 4.2 Transit Windsor Terms of Reference/Mandate
The "Draft" Transit Windsor Terms of Reference - *attached*.
 - 4.3 Vision for the Transit Windsor Advisory Committee
 - 4.4 Non-Voting Appointees from Advisory Committees
Discussion to include members of Advisory Committees to sit as non-voting resource on the Transit Windsor Advisory Committee
5. DATE OF NEXT MEETING
6. ADJOURNMENT

Transit Windsor Advisory Committee - Terms of Reference and Mandate

May 2015 - DRAFT

Introduction/Preface

The Transit Windsor Advisory Committee was created with the goal of advising Council on public transit matters as they relate to the provision of conventional transit services in the City of Windsor.

Mandate

The Transit Advisory Committee (TAC) shall provide input to the Environment, Transportation & Public Safety Standing Committee on:

- Policies and procedures with respect to the operation of conventional transit services in Windsor
- The extent of service hours and days of operation
- Operational rules and regulations relating to transit services.

Composition/Membership

The Transit Windsor Advisory Committee comprises 2 community members and 4 City Councillors as follows:

Councillor Rina Bortolin
Councillor Irek Kusmierczyk
Councillor Bill Marra
Councillor Ed Sleiman
Marion-Frances Cabral
Bernard Drouillard

Duties and Responsibilities

- Providing input on issues and concerns of public transit users;
- Providing input on the implementation of Provincial and Federal legislation, policies, and guidelines related to the public transit industry
- Providing input on transit service policy including the review of transit service plans and planning guidelines, transit marketing and communication plans, and the provision of on-street passenger amenities and route infrastructure
- Providing input on the identification and implementation of programs that create public awareness and educate residents on the benefits of public transit
- Providing a forum for transit stakeholder groups to identify issues affecting the delivery of transit service and to provide input to the Environment, Transportation & Public Safety Standing Committee on the disposition of these issues.
- Review financial reports and performance indicator information and provide recommendations as required

- Generally advise the Environment, Transportation & Public Safety Standing Committee with respect to public transit in Windsor and the region

Appointment and Term

Windsor City Council shall appoint the members of the Transit Windsor Advisory Committee.

The term of Committee membership shall be established by Windsor City Council and is currently approved to be the same as the term of Windsor City Council (4 years). A Committee member may be offered and accept consecutive terms subject to the approval of Windsor City Council.

A Chairperson and Vice Chairperson shall be chosen by a majority vote of the Committee members.

Vacancy:

The Committee may, but is not required to, recommend persons to fill a vacancy if such recommendation is approved by a majority vote of the members present. A vacancy, and any recommended replacements shall be reported by the Chair of the Transit Windsor Advisory Committee to Windsor City Council. Windsor City Council shall appoint a replacement for the unexpired term of the vacant position.

Agenda and Minutes

An Agenda will be provided prior to each meeting. Committee members may suggest items for the agenda to the Chair who may direct that item to be scheduled.

Minutes shall be taken of all meetings of the Committee and shall be distributed as soon as possible to all Committee members.

Rules of Order

Elections and meetings will be conducted in accordance with Bourinot's Rules of Order and the City of Windsor's Procedural By-law 98-2011.

Reporting Structure/Frequency of Meetings

The Transit Windsor Advisory Committee reports to the Environment, Transportation & Public Safety Standing Committee.

The Committee shall hold quarterly meetings in each calendar year.

Remuneration

Advisory Committee members receive no compensation for their service on the City's Advisory Committees.

Quorum

The quorum of the Transit Windsor Advisory Committee is 4 (50% plus one).