

**BURLINGTON TRANSIT ADVISORY COMMITTEE
TERMS OF REFERENCE**

NAME: Burlington Transit Advisory Committee (BTAC)

REPORTS TO: City Council through the Community and Corporate Services Committee

CLERK: TBD

TYPE: Citizen Advisory Committee

ESTABLISHED: Transit and Traffic Report TT- 05/07, dated January 26, 2007
Community & Corporate Services Committee Item CC-39-07
Approved by City Council at its meeting of February 26, 2007

TERMS OF REFERENCE: Pages 1-4

LIST OF AMENDMENTS:

OTHER ITEMS OF REFERENCE: 2006 – 2015 Transit Service Review
2007 BAAC Accessibility Plan

BACKGROUND:

Originally established as Burlington Transit Advisory Committee on February 26, 2007 by item CC-39-07.

MANDATE:

The Burlington Transit Advisory Committee (BTAC) is established as an advisory committee to Burlington City Council to:

- Provide input to Council and staff on initiatives and strategies affecting public transportation services to provide accessible, reliable and affordable services in a cost effective manner.
- Provide comments, on request by the BAAC, to the City of Burlington's Accessibility Plan regarding the transit components of the City of Burlington Accessibility Plan, as required by Bill 125, the *Ontarians with Disabilities Act, 2001 (ODA)*, that addresses barriers to persons with disabilities in the municipality's by-laws, policies, programs, practices and services. BTAC will consider establishing an Accessible Transit Sub-Committee to deal with these matters.
- Encourage and establish partnerships that assist with improving accessible transit service and decreasing gaps in service with agencies such as Halton-Peel District Health Council, Ministry of Health, Ministry of Transportation, Region of Halton, local taxi services, Red Cross, Wellness House, Victorian Order of Nurses and other service providers.
- Consider matters related to Dedicated Gas Tax Funds
- Assist in public consultation processes to obtain public opinion regarding conventional and specialized transit services.
- Review and provide comments on various educational, environmental and marketing strategies designed to promote Burlington Transit and address customer service needs.
- Assist in developing an annual action and communication plan and related budget that meets the mandate of the committee.

- Keep current on Council-approved policies that may impact the Committee
- Provide comments on City of Burlington Master Plans pertaining to transportation/ transit issues.
- Participate in meetings of Citizen Advisory Committee Chairs and other related meetings or training opportunities.
- Report through the Community and Corporate Services Committee to Council including the preparation and presentation of an annual BTAC report (to include annual priorities and accomplishments of the Committee).
- Liaise on an as required basis with the following groups:
 - Burlington Sustainable Development Committee
 - Mayor’s Seniors Advisory Committee
 - Burlington Accessibility Advisory Committee
 - Mayor’s Youth Advisory Committee
 - Burlington Cycling Committee
 - Halton District School Board
 - Halton Catholic District School Board
- Review and comment on information provided by the following transportation organizations:
 - Greater Toronto Transportation Authority
 - Canadian Urban Transit Association
 - Ontario Community Transportation Association
 - GTA/Hamilton Public Transit Service Providers.

MEETINGS:

An annual schedule of monthly meetings will be planned, with no meetings during the months of July and August. Generally, meetings will be held at City Hall, during regular business hours and will be completed within two hours. Subcommittee meetings will be scheduled as required to complete the assigned work.

QUORUM:

Quorum of the BTAC is 50% +1 of the number of members, excluding the Council representative. At a meeting that has been scheduled in accordance with proper notice and agenda distribution, if quorum is not attained, the meeting will proceed as scheduled. The minutes of said meeting will include the notation that a quorum was not present at the meeting. At subcommittee meetings, a quorum is not required, but any minutes must document the attendees present at the meeting.

BUDGET CONSIDERATIONS:

The fiscal year of the BTAC will be January 1 to December 31 annually. The BTAC will work with the assigned clerk to submit a budget request, signed by the Chair that reflects their upcoming year’s operating and capital needs, in keeping with budget directions and timelines. The BTAC budget will be presented within the Local Boards and Committees budget submission.

All financial commitments of the BTAC must be approved through the BTAC, with revenues and expenditures authorized through the committee clerk and processed in keeping with corporate policies. While fundraising is not required of the BTAC, any fundraising undertaken must comply with corporate policies. Any grant applications must be reviewed by the Director of Transit & Traffic and City Clerk prior to submission to the granting organization.

COMMUNICATIONS

The BTAC is expected to prepare an annual communications plan so that their clerk can work with Corporate Communications staff to meet the committee's needs. Graphics, editing, printing and advertising services are provided through corporate communications, funded by the BTAC annual budget allocation. The BTAC may maintain an ongoing Communications subcommittee.

COMMITTEE COMPOSITION

The Committee shall be comprised of:

- Citizens representing geographic areas of the City (i.e. Ward boundaries) representing various target markets such as:
 - Accessible transit users
 - Adults
 - Senior citizens
 - Youth
 - Commuters
 - Post-secondary students
- Community/Stakeholder groups such as:
 - The business community
 - Transportation agencies
 - School boards
 - Burlington Accessibility Advisory Committee

Role	Member Name
Committee Chair (To be elected from the members)	Citizen representative
Vice Chair (To be elected from the members)	Citizen representative
Council Representative	To be appointed
Committee Member(s),	<ul style="list-style-type: none"> • 5-6 citizen representatives • 5-6 representatives from community/stakeholders Note: a minimum of two members who require mobility devices and use specialized transit to be selected from within the 12 members.
Administrative Support	Clerks Department
Departmental Resource/Support	<ul style="list-style-type: none"> • Director of Transit and Traffic • Transit Manager • Senior Operations Supervisor • Transportation Planning • Transit Operator
External Resource	<ul style="list-style-type: none"> • 1 Member of the Burlington Accessibility Advisory Committee

COMMITTEE MEMBER QUALIFICATIONS

Committee members will have the skills, knowledge, and experience to contribute effectively to the committee's objectives. Committee members must be a Burlington resident, business owner or stakeholder and be generally familiar with:

- overall community issues
- issues facing public transportation in the community and across the Greater Toronto/Hamilton area
- Burlington Transit conventional and specialized services

The Chair and Vice Chair are elected by the membership of the BTAC by the first BTAC meeting of each calendar year. The BTAC list prepared by the committee clerk will include the names, contact information and term of office of each member of the BTAC.

The BTAC may establish sub-committees as needed to consider specific issues. Sub-committees are not required to be approved through Standing Committee and Council. Sub-committee members prepare their own agendas and minutes as required and make their own arrangements for meeting locations. The Chair of a Sub-Committee shall be a member of the BTAC. Additional community volunteers may provide assistance on specific initiatives.

TERM OF OFFICE

BTAC members: Three years from the date of appointment, with staggered terms planned to ensure continuity. Members will generally serve a maximum of two consecutive terms at a time.

Chair: One year from date of election. BTAC members considered for election as Chair, must have one year of experience as a BTAC member. An individual may serve a maximum of three consecutive years as Chair.

Vice Chair: One year from date of election. An individual may serve a maximum of three consecutive years as Vice Chair.

Members of the BTAC who have completed their term of office and wish to reapply for membership may indicate their interest by responding to public advertisements for membership.

If a member resigns before the completion of their term, a replacement may be appointed by a BTAC majority vote at their monthly meeting. If the chair resigns before the completion of their term, the Vice Chair will complete the term left vacant and a new Vice Chair will be elected to complete the term left vacant.

Committee members will be selected through an application and interview process. All selected candidates must attend an orientation session offered by the Clerks Department. The interview panel will include the BTAC Chair, the appointed Council representative and or delegate, the Director of Transit & Traffic or Transit Manager.