

Subject: Transit Commission Terms of Reference

File Number: ACS2023-OCC-CCS-0009

Report to Transit Commission on 9 February 2023

and Council 22 February 2023

Submitted on January 31, 2023 by Caitlin Salter MacDonald, Manager, Council and Committee Services, Office of the City Clerk

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Ward: Citywide

Objet : Mandat de la Commission du transport en commun

Dossier : ACS2023-OCC-CCS-0009

Rapport à la Commission du transport en commun

le 9 février 2023

et au Conseil le 22 février 2023

Soumis le 31 janvier 2023 par Caitlin Salter MacDonald, Gestionnaire des Services au Conseil municipal et aux comités, Bureau du Greffier municipal

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Quartier : À l'échelle de la ville

REPORT RECOMMENDATION

That the Transit Commission recommend Council approve its Terms of Reference, as outlined in this report and attached as Document 1.

RECOMMANDATION DU RAPPORT

Que la Commission du transport en commun recommande au Conseil d'approuver son mandat, tel qu'il est énoncé dans le présent rapport et dans le document 1 ci-joint.

BACKGROUND

At its meeting of December 7, 2022, Ottawa City Council considered a report titled [2022-2026 Council Governance Review \(ACS2022-OCC-GEN-0030\)](#). In approving this report, Council approved the revised Terms of Reference for Standing Committees, Sub-Committees and the Transit Commission be submitted in draft form to the respective Committees/Commission at their first meeting in 2023 for consideration and recommendation to Council for approval. Accordingly, this report is presented to the Transit Commission for its consideration and approval.

DISCUSSION

As part of the 2022-2026 Council Governance Review report, Council approved the Committee structure for the 2022-2026 Term of Council. This included the continuation of the Transit Commission, to be comprised of Members of Council appointed by Council.

Full details on these changes are outlined in the [2022-2026 Council Governance Review Report](#), Part 1.

The draft Terms of Reference for the Transit Commission are attached at Document 1.

The Terms of Reference have been revised to reflect the new membership of the Commission (which shall consist of Members of Council).

The mandate of the Transit Commission has not changed. The updated Terms of Reference include:

- the updated membership,
- the commission's mandate to receive, consider and refer to Council for approval the annual compliance report from the City's Regulatory Monitor and Compliance Officer, as approved in the Governance Review Report;
- minor updates recommended by staff to reflect current City organizational structure, to provide additional clarity and precision or remove redundancy within

the scope of the mandate approved by Council through Governance Review.

The Terms of Reference also reflect the practice established during the 2018-2022 Term of the Commission receiving regular informational updates on Transit operations including Light Rail, conventional bus and Para Transpo. During the 2018-2022 Term of Council, Transit Commission carried motions to receive oral updates from staff on operational matters, and dispensed with the need for written reports on these updates.

At its meeting of November 20, 2019, Transit Commission carried [motion no. TTC 2019 08/02](#) which established regular updates, without written reports, on the Confederation Line and related bus service:

BE IT RESOLVED THAT the Transit Commission direct Transportation Services staff to provide a regular update with respect to the Confederation Line and related Bus Service at each regular Transit Commission meeting, as a standing item until such time as the Commission Chair determines that they are no longer required and communicates this to the Commission; and

BE IT FURTHER RESOLVED that the Transit Commission waive Section 83.(4)(a) of the Procedure By-law to receive these updates on an ongoing basis, and dispense with the requirement for staff to provide separate written reports on these presentations.

At its meeting of April 20, 2022, Transit Commission approved the motion "[Para Transpo Service Updates and Performance Indicator Data](#)" which included the two following recommendations, referencing "verbal" updates:

That Transit Commission approve:

- 1) That Section 83(4)(a) of the *Procedure By-law* be waived to add a standing item entitled "Para Transpo Service Verbal Update" to all future Transit Commission Agendas for the remainder of the term of the 2018-2022 Council and this update focus on on-going objectives and priorities of Para Transpo; and**
- 2) That this new agenda item, be reviewed at the start of the 2022-2026 Term of Council; [...]**

The Transit Services Department is recommending that system-wide operational verbal updates continue to be provided to Commission as a standing item on each agenda.

The item would address light rail, bus, and Para Transpo operations. Continuing to provide these updates without the requirement of a written staff report in each instance would enable staff to provide timely and up-to-date information to Commission on a regular basis.

Although the Para Transpo updates were only required until the end of the 2018-2022 Term of Council, Transit Services Department is recommending continuing to provide updates on Para Transpo as part of the above-noted standing item.

Accordingly, it is recommended that the Terms of Reference continue to allow that Transit Commission may receive operational updates from staff, as described in this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report

LEGAL IMPLICATIONS

There is no legal impediment to the adoption of the recommendation in this report

COMMENTS BY THE WARD COUNCILLOR

This is not a ward-specific report

CONSULTATION

As part of the preparation for the 2022-2026 Council Governance Review report and associated recommendations on committee mandates, the City Clerk consulted with Members of the 2018-2022 and 2022-2026 Terms of Council, the Senior Leadership Team, as well as staff that work most closely with the legislative process.

The public was notified of this report through the weekly meeting advertisements and on Ottawa.ca, and the publication of the agenda. Public delegations may be received by the Committee.

ACCESSIBILITY IMPACTS

There are no specific accessibility impacts associated with this report.

DELEGATION OF AUTHORITY IMPLICATIONS

No additional delegated authority is being sought by staff as part of this report.

RISK MANAGEMENT IMPLICATIONS

No risk management implications have been identified associated with this report.

RURAL IMPLICATIONS

No rural implications have been identified associated with this report.

TERM OF COUNCIL PRIORITIES

This report implements the Committee mandate approved by Council as part of the 2022-2026 Council Governance Review.

SUPPORTING DOCUMENTATION

Document 1 - Draft Transit Commission Terms of Reference (proposed changes from the former 2018-2022 Transit Commission Terms of Reference are underlined/ struck out for ease of reference).

DISPOSITION

Upon approval of the report by Council, the Terms of Reference will become the mandate and governing authority for the Transit Commission and will be published to Ottawa.ca by the Office of the City Clerk.