

Transportation Strategy Steering Committee (TSSC)

Terms Of Reference

Appendix to Report PW 40-2023

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1. Preamble

Niagara Region is committed to developing a balanced and sustainable transportation network for moving people and goods while considering the mobility needs of all vulnerable road users including pedestrian and cyclists. The Regional Transportation Master Plan (TMP) (as updated from time to time) will serve as a blueprint for the enhancement of a sustainable transportation network. In addition, Niagara Region is committed to implementing various transportation programs, policies and guidelines in collaboration and cooperation with the community at large and in keeping with the regulatory requirements and industry best practices.

These terms of reference establish the mandate and the mechanism for communication and collaboration with representatives from Council, strategic partners and Niagara's broader community for active transportation and strategic planning initiatives.

In order to develop a balanced and sustainable transportation network which considers the mobility needs of all interested parties (walking, cycling, marine, air, commercial vehicles, rail, transit and auto) a comprehensive TMP was most recently updated in 2017. The TMP is a holistic view on moving people and goods as required, it serves as a "blueprint" for the next 25 years and requires regular monitoring and updates.

The Transportation Strategy Steering Committee (TSSC) is an advisory committee to the Public Works Committee (PWC). The TSSC will advise on matters related to transportation policy and planning across disciplines affecting the transportation network in Niagara. The committee plays an advocacy role in matters related to education and engagement for improved mobility throughout the network. The committee is to maintain a broad view of the competing transportation needs and provide input to guide decision-making by Regional Council.

2. Mandate

The core mandate of the TSSC is to provide input to staff and Regional Council through the PWC on policies, programs, and initiatives related to building and planning balanced and sustainable transportation systems.

The committee shall participate in, or recommend studies and research related to its mandate and areas of focus as outlined in the sections below.

The committee, as directed by Regional Council and in alignment with Regional Council's strategic priorities, shall collaborate with other agencies to develop alternatives and solutions related to transportation planning and policy development.

The committee will also assist in forming advice and recommendations to the PWC in collaboration with staff.

2.1 Areas of Focus

The areas of strategic focus, along with the role of the committee, are outlined below and further defined in section 3.

2.1.1 Strategic Transportation Planning

Strategic Focus	TSSC Role
Niagara Region Transportation Master Plan	Key stakeholder on issues affecting long-term transportation planning, transportation systems development, cycling and active transportation during the master plan update
NGTA Corridor	Advocacy group supporting the PWC by championing the accelerated implementation of the NGTA East corridor by the Province
GO Rail expansion	Stakeholder
Road Safety and Vision Zero	Advocacy and advisory body
Other strategic transportation initiatives as directed by Council or led by senior staff that require support	Advisement body

2.1.2 Active Transportation

Strategic Focus	TSSC Role
Cycling for all ages and abilities as means of transportation, healthy living, recreation and tourism	Advocacy and advisory body
Active Transportation Master Plan	Support the implementation of the future active transportation network (cycling and pedestrian) evolving from the TMP
Way finding and signage	Support the development and implementation of a consistent way finding and signage plan for cyclists and complementary transportation modes such as walking, and transit
Niagara Region Complete Streets Design Guidelines	Advocacy, to strengthen the implementation on a regional level with the support of our Local Partners
Greater Niagara Circle Route	Support the expansion of the Greater Niagara Circle Route, plan and advocate for future improvements to the existing network

3. Goals/Purpose

- **Transportation Master Plan (TMP) Update**, participate in the TMP update by completion of the following tasks:
 - Attend stakeholder meetings
 - Advocate for the participation of interested parties across the Region
 - Provide feedback on sensitive issues as requested by staff
 - Support/review update reports intended to engage PWC and Council on the progress of the TMP update

- **NGTA Corridor**, advocate for the advancement of the NGTA corridor by undertaking the following actions:
 - Advocate for funding when programs become available
 - Champion the project and any programs related to the advancement of the project
 - Advocate to higher levels of Government at designated events with the goal of raising the awareness of the benefits of investment in the project

- **GO Rail Expansion**, advocate for the future expansion of GO service by participation in the following tasks:
 - Attend meetings as required related to the future expansion of GO service
 - Advocate for future expansion of GO Rail service at designated events when requested
 - Remain connected to initiatives and opportunities that may provide for future expansion of GO service

- **Road Safety**, participate in the overall Vision Zero initiative and Road Safety Program by completing the following tasks:
 - Participate as an advisory body on specific aspects of the Region's Road Safety Strategic Plan
 - Advocate for advanced road safety principal implementation
 - Advocate for appropriate funding to meet Region wide safety goals
 - Remain connected to the community and higher levels of Government with the strategic goal of identifying funding opportunities for the overall advancement of road safety in Niagara

- **Active Transportation Master Plan**, participate in the development of the ATMP by participation in the following:
 - Participate as a stakeholder in the development of the ATMP and wayfinding strategies

- Advocate for the active participation of Local Municipal and Provincial levels of Government to ensure a holistic approach to the network
- Remain connected to initiatives that may assist the Region and Local Municipalities in achieving a more connected network Region wide
- **Complete Streets**, Advocate for implementation of Complete Streets on a broad level across the Region by execution of the following tasks:
 - Participation in advocacy with local user groups on the benefits of Complete Streets
 - Remain connected and educated on the benefits of complete streets to strengthen the ability to advocate for the need and positive outcomes of the initiative
 - Advocate to respective local municipal Councils on the benefits of Complete Streets implementation
 - Support and advise fellow Councillors on the progress of the initiative
- **Greater Niagara Circle Route**, advocate for the expansion and improvement of the network through the following tasks:
 - Participate in active education related to the benefits and opportunities connected to the GNCR
 - Attend events where possible to assist in education and advocacy for the GNCR with the goal of increasing ridership and economic growth
 - Attend meetings as requested with affected local municipalities to enhance the network and establish short and long-term growth plans

4. Reporting Structure

The TSSC will report to Regional Council through the Public Works Committee.

5. Work Plan

The TSSC will provide advice and input to staff in the development of an annual work plan identifying the specific initiatives and activities to be undertaken within each of the areas of focus, inclusive of budget needs, to further guide decision-making and resource management. The work plan will be presented to the TSSC for approval on an annual basis.

6. Budget

Niagara Region Public Works Department (Transportation Services Division) is responsible for identifying appropriate funding in its annual budget(s) to support the activities of the TSSC Committee. Subject to budget considerations, additional funding may be assigned for specific studies, projects or events proposed by the TSSC for a particular year.

7. Membership

7.1 Composition

Membership for the TSSC shall not exceed a maximum of 25 members.

Membership for the TSSC shall include:

- One (1) Local or Regional Councillor representing each local area municipality appointed based on the recommendation from the local area municipality
- Eight (8) representatives from the public at large, including but not limited to representatives from tourism, major educational institutions, active transportation advocacy organizations, accessibility advocates, and DEI representatives
- Four (4) members of the Transportation Division, including the Director Transportation Services and Associate Directors in the following sections: Planning, Engineering, Systems/Operations (non-voting members)

The members shall represent the geographic diversity of the Region and a broad cross-section of residents, and gender balance. The membership shall be approved by Council and the term is concurrent with Regional Council's elected term of office.

The initial call for membership is made in accordance with Niagara Region's established application process. During the term of membership should a member be removed or resign, replacement of that member shall be in accordance with the appropriate process for municipal or public members.

All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition.

7.2 Term

The term of membership shall be four years, concurrent with Regional Council's elected term of office, and the membership shall be approved by Council in accordance with membership requirements in the Terms of Reference.

7.3 Privacy

The meetings and minutes of the TSSC are public. Members should be aware that their names will be in the public realm and a list of membership may be provided when requested. Member information, other than name or municipality, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*.

8. Roles and Responsibilities

8.1 Chair & Vice Chair

A Chair and Vice Chair will be elected from Committee members at the first meeting to preside over meetings and Committee business for a two-year term. The Chair and Vice Chair shall be Councillor members of the committee.

It is the role of the Chair to preside over Committee meetings so that its business can be carried out efficiently and effectively, and to act as a liaison between the Committee, the Public Works Committee and Regional Council. The Chair shall also ensure the following:

- Encourage balanced and professional discussion
- Enforce on all occasions the observance of order and decorum among members
- Adjourn the meeting when business is concluded

It is the role of the Vice Chair to preside over Committee meetings in the absence of the Chair and to perform any other duties delegated by the Chair or as assigned by the Committee through a majority vote.

8.2 Committee Members

All TSSC members, including the Chair and Vice Chair, have the responsibility to help achieve the TSSC's Mandate and Goals/Purposes. Committee members are also responsible for:

- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration
- Working diligently to complete assigned activities
- Participation on working groups, as appropriate
- Committing to describe, process and resolve issues in a professional and respectful manner
- Providing input to help identify future projects or strategic priorities for future years' work
- Communicating activities of the Committee to groups represented or those who may have an interest and offer information back to the Committee.

9. Working Groups

To fulfill its mandate and accomplish its goals, the TSSC may establish working groups to deal with specific issues or projects. The working groups will meet, as needed, to review specific issues referred to them by the TSSC and otherwise complete their assigned tasks.

Working groups are considered to be time-limited, project specific sub-committees of the TSSC in that they are convened to accomplish a specific task (or tasks) in a narrowly defined time period.

Working groups must be comprised of at least 5 members of the TSSC and may include community members and other individuals with relevant knowledge and expertise. Local municipal participation should be sought depending on the nature of the work being undertaken.

Working groups shall be chaired where possible by a member of the TSSC and regular updates shall be provided to the TSSC regarding recommendations on assigned projects. Working groups may meet at a time and place as decided by the Chair of the working group.

TSSC shall receive administrative support from the Office of the Regional Clerk for meeting and agenda management.

10. Resources

The Transportation Services Division is the designated lead department providing resource support for the TSSC; however, the Committee also has access to the technical expertise of staff from other Regional departments as may be required. It is recognized that staff time and the level of participation will be dependent on other departmental priorities as determined by senior management and/or Regional Council. As required, additional resources may be sought. Additional resourcing may be required for projects with senior levels of government.

Resource support may also be provided, by invitation, from staff of the Provincial Ministries, in particular the Ministry of Transportation (MTO), the Niagara Parks Commission, the local municipal councils and other local agencies, to offer expertise and assistance on matters under consideration by the Committee and/or for information-sharing purposes.

The Committee shall receive administrative support from the Office of the Regional Clerk for meeting and agenda management.

11. Meetings

A meeting schedule following a quarterly cycle shall be set for the TSSC. The schedule will be circulated to the members for approval each year. Should a time-sensitive matter arise, the TSSC may meet at the call of the Chair.

The TSSC meetings may be held in a virtual format, at Regional Headquarters or another suitable location as may be determined. All meetings will be open to the public.

Meetings shall be governed by the Region's Procedural By-law, being a by-law to govern the calling, place and proceedings of the meetings of Council and its Committees, as may be amended from time-to-time.

For any items arising from TSSC meetings that require Council's approval or endorsement, TSSC will present a report to the PWC outlining the recommendations of the TSSC and the recommendations of its members.

Meeting minutes for TSSC shall be included on the PWC meeting agenda for the information of the Committee and Regional Council.

A committee member who is unable to attend a meeting, shall forward his/her regrets to the Office of the Regional Clerk as soon as possible. Should the Office of the Regional Clerk not have confirmation of quorum 24 hours prior to the meeting, the meeting shall be cancelled.

12. Absenteeism

Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the Committee and will be notified of this in writing by the Committee Chair.

13. Amendments to the Terms of Reference

The Terms of Reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposals to amend the Terms of Reference shall require the approval of a majority of the members present. Proposed amendments to the Terms of Reference shall be submitted to Regional Council for approval through the Public Works Committee and shall take effect only upon the approval of Council.