



Transit Strategy Task Team

Terms of Reference

Mandate

Prince Edward County is anticipating significant development in the coming decade that will increase population and footprint of the County's towns and villages. The mobility needs of seniors, youth, workers, students, residents and visitors are growing. Anticipating new community needs, the County will develop a robust public transit strategy to ensure that the public can get around and thrive, while avoiding congestion on roads and minimizing the community's carbon footprint.

The mandate of the Transit Strategy Task Team is to support the municipality in developing a new County-wide Transit Strategy to meet these future mobility needs. The Task Team will ensure that the strategy is thoroughly considered, feasible and informed by public input.

Definitions

"County Transit" refers to the municipality's public transit system. This includes three components:

- 1) the existing "fixed route" bus service, which currently loops around Picton, through Bloomfield en route to Belleville, four times per day, Monday to Friday.
- 2) "on-demand" service which brings anyone living further than 2 km from the route to a bus stop to connect with the fixed route.
- 3) Specialized service, providing door-to-door service to registered clients 55+ and people with disabilities.

Goals/Purpose

The primary goals of the Transit Strategy Task Team are:

1. Advise the municipality throughout the Transit Strategy refresh project. Ensure that the process supports the goal of creating a transit strategy that will meet community needs with a medium-to-long-term planning horizon.
2. Assist staff in developing appropriate planning objectives and scope of work for the transit consultant, and support staff in the recruitment and selection of a consultant according to the municipality's procurement policies.
3. Monitor the planning process and consultant's work, providing guidance and support to staff and consultants as needed.
4. Ensure that robust and thoughtful public/stakeholder consultation informs the planning process.
5. Ensure that the planning process considers related plans, studies, projects and research. This includes but is not limited to the 10-Year Community Plan, the

Municipal Strategic Plan, the Official Plan and other statutory plans, the Community Safety and Well-being Plan, and community research such as Vital Signs.

6. Receive interim reports from the planning consultant and provide feedback before a final report and recommendations are presented to the Traffic Advisory Committee and to Council for approval.

Membership

The *Transit Strategy Task Team* will be a group of 6 members:

- Two (2) members of the Traffic Advisory Committee
- One (1) member of the Accessibility Advisory Committee
- One (1) youth member aged 16-30.
- Up to two (2) members of the public who demonstrate interest, experience and/or expertise in public transit.

The Task Team may invite participation from non-voting technical experts as needed, such as representatives from business organizations, community agencies and organizations, regional transit partners and/or municipal staff across departments.

The Traffic Advisory Committee may terminate the appointment of any member without notice.

Roles

The roles of the members are to:

- a. actively participate, and provide support and expertise;
- b. adopt a participatory, inclusive, collaborative and respectful approach;
- c. familiarize themselves with the existing County Transit system, ideally by using and experiencing the system;
- d. Act as a liaison between the Traffic Advisory Committee and assist with updates and presentations as required;
- e. Review and provide feedback on consultation materials, and on the draft and final County Transit Strategy;
- f. Serve as voting members, unless otherwise specified, and count towards meeting quorum for Task Team meetings.

Responsibilities of the Task Team

The Task Team is encouraged to work with County procedures, by-laws and Provincial legislation, with guidance from staff:

- Council's Code of Conduct
- County Accountability and Transparency Policy
- County Procedural By-law
- Other applicable County by-laws and policies
- *Municipal Act*
- *Planning Act*
- *Municipal Freedom of Information and Protection of Privacy Act*
- *Municipal Conflict of Interest Act*
- *Accessibility for Ontarians with Disabilities Act*

The Task team will make recommendations to the Traffic Advisory Committee, and ultimately Council. The Task Team will engage with the public/community, as applicable.

Term

The term of the Task Team will be until the completion of the Transit Strategy refresh project.

Staff Support

Upon request from the Chair of the Traffic Advisory Committee, staff supports and resources may be provided to the Task Team with the approval of CAO.

Reporting Relationship to Council

The Transit Strategy Task Team will act as a resource to the Traffic Advisory Committee and does not have any delegated authority. The Task Team is intended to support and will report to the Traffic Advisory Committee.

Finances

No member shall receive remuneration for services.

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

Meetings

The Transit Strategy Task Team will meet as required to support the project, approximately once per month.

Should a public meeting be required, staff will provide support, on direction from the CAO.