

Subject: Community Member Appointments to the Niagara Transit Commission
Public Advisory Committee

Report to: Niagara Transit Commission Board

Report date: **Tuesday, January 16, 2024**

Recommendations

1. That the recommended community member appointments for the Niagara Transit Commission Public Advisory Committee, contained in Confidential Appendix 1 to Report NTC 1-2024, **BE APPROVED**; and
2. That the recommended appointments **BE FORWARDED** to Regional Council for consideration in accordance with By-law 2022-38 being a By-law to Establish the Niagara Transit Commission as a Municipal Service Board.

Key Facts

- The purpose of this report is to seek the Board's approval of the recommended community members to the Niagara Transit Commission Public Advisory Committee (NTCPAC) in accordance with the By-law establishing the Niagara Transit Commission.
- The establishment of a Public Advisory Committee was set out in the governance model presented as part of the triple majority process for transit amalgamation.
- The Transit Commission approved a Terms of Reference for the NTCPAC at its meeting held November 8, 2022.
- Staff utilized a selection process that was consistent with the approved Terms of Reference, which also included notifying the public in a manner consistent with other Region committees, including websites and social media channels, and collecting applications that included a series of relevant questions for interested community members.
- This report outlines the process followed to make the recommended selections from the pool of interested candidates for appointment to the Niagara Transit Commission Public Advisory Committee.

Financial Considerations

The financial implications relating to the establishment of the Public Advisory Committee include the use of administrative resources and staff to facilitate the meetings.

Analysis

At its meeting held on November 25, 2021, Regional Council approved the creation of a consolidated transit commission. On May 26, 2022, Regional Council passed By-law 2022-38 being a by-law to establish the Niagara Transit Commission as a Municipal Service Board.

The By-law includes a provision that an advisory committee be established consisting of community members representing the public across the region including but not limited to accessibility advisory stakeholders, post-secondary students, Niagara's Chamber of Commerce, indigenous representation, seniors, youth and representatives that reflect diversity, equity and inclusion. Members would be chosen for the Committee based on their skills, knowledge, and experience to contribute effectively to the Committee's mandate and goals.

At its meeting held on November 8, 2022, the Niagara Transit Commission approved the Terms of Reference for the NTCPAC. The mandate of NTCPAC is to support the Commission to provide an affordable, accessible, reliable, safe, and convenient transit system while meeting customers' expectations in accordance with the established Terms of Reference.

The NTCPAC shall provide perspective and input to the Commission on:

- The provision of conventional, on demand and specialized transit services in Niagara Region;
- Service levels, operating policies and/or procedures;
- Programs that will create public awareness and educate residents on the benefits of public transit;
- The implementation of Provincial and Federal legislation, policies and guidelines related to public transit;
- Issues and concerns of public transit users.

To conduct the selection process, an application form to solicit interested community members was posted on the Niagara Region website, the Niagara Region Transit website as well as the local area municipal websites and communicated through social and print media. Further, staff reached out to various local community networks to ensure widest distribution of this opportunity. There was a three (3) week application period which ended on November 3, 2023, at 4 pm. Thirty (30) applications in total were received during that time from interested community members.

Municipality	# of Applications
Fort Erie	2
Grimsby	3
Lincoln	2
Niagara Falls	3
Niagara-on-the-Lake	1
Pelham	2
Port Colborne	0
St. Catharines	6
Thorold	1
Wainfleet	1
Welland	4
West Lincoln	0
Specialty Sectors	5

In accordance with the NTCPAC terms of reference, applications from qualified applicants were forwarded to the respective area municipality with a request that the local Council nominate one representative for appointment. If a municipality did not receive an application, then the appointment for that municipality will remain vacant unless that municipal Council receives a subsequent expression of interest and opts to approve an appointment.

The local Councils were asked to ensure consideration of the applicant's personal experience with transit and interests relating to the mandate of the NTCPAC.

As part of the application process, the following questions were asked:

1. Based on the mandate/purpose of the committee that you're applying for, list your relevant education, credentials, and/or professional skills that will help this committee.

2. Describe your experience (work related, community service or special interest) which shows the skills or abilities you may contribute to the committee.
3. What is your experience on committees, boards or with governing bodies? List applicable organizations and outline your responsibilities with each one.
4. What are you interested in serving on this committee? What about transit service in Niagara is meaningful to you?
5. Explain why your appointment would benefit this committee and transit delivery to Niagara residents.

Applicants were also encouraged to attach a resume to their application.

The received applications were reviewed by the Regional Clerk and Transit staff in order to fill the specialty sectors of the membership with the remaining applications being forwarded to the applicable municipality. The method of determining their selected appointee was left to the discretion of the municipality.

Based on the received recommendations of some of the local area municipalities, staff are recommending the appointment of 13 community members to the Committee at this time, the list of whom can be found in Confidential Appendix I of this report. Those municipalities that have yet to nominate an appointee are still able to submit a recommendation which will be considered by the Commission once it is received.

As outlined in By-law 2022-38, Committee membership shall be appointed by Regional Council in consultation with the NTC Board. As such the names of the members recommended for appointment by the NTC Board will remain confidential until such time as Regional Council has considered this matter. It is intended that Regional Council will consider the appointments at its meeting held on January 25, 2024.

Alternatives Reviewed

No alternatives were reviewed as the establishment of the NTC Public Advisory Committee is required under the By-law establishing the NTC as a municipal service board.

Other Pertinent Reports

[NTC 22-2022](#)

Niagara Transit Commission Public Advisory Committee Terms of Reference

Prepared and Recommended by:

Ann-Marie Norio
Regional Clerk

Submitted by:

Carla Stout
General Manager

Appendices

NTC 1-2024 Confidential Appendix 1: Recommended Community Member Appointments to the Niagara Transit Commission Public Advisory Committee