

Transportation Strategy Steering Committee

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Transportation Strategy Steering Committee (TSSC) Goals and Purpose

- The core mandate is to provide input to staff and Regional Council through the Public Works Committee on policies, programs and initiatives related to building and planning balanced and sustainable transportation systems.
- 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 Public Works Committee in collaboration with staff.

How Do Recommendations Get to Council?

- Recommendations from Advisory and Steering Committees are communicated to Council via the appropriate Standing Committee. Recommendations from TSSC would be considered by the Public Works Committee and subsequently Council.
- If a recommendation from a Committee requires action by staff or is outside of staff's typical work or work plan, or outside of the typical support / administrative role of staff, the recommendation must be requested in a motion duly passed by the Committee with a request that the matter be considered by the appropriate Standing Committee. This process is administered by staff.

Responsibilities of TSSC Members

- Comply with the Code of Conduct for Members of the Public on Niagara Region Advisory and Steering Committees. <https://www.niagararegion.ca/government/accountability/code-of-conduct-public-advisory-members.aspx>
- Familiarize themselves with the Integrity Commissioner's Bulletin on Social Media [Social Media Use for Members of Council and Members of Local Boards - Niagara Region, Ontario](#)
- Familiarize themselves with the Terms of Reference and mandate of their Steering Committee.
- Understand their Steering Committee's advisory relationship to Council and staff.
- Undertake any work assigned, including special projects and research.
- Respect that Staff Liaisons perform their role as liaison in addition to other duties and refrain from directing staff.
- Respect the role and responsibility of the Chair and staff.
- Acknowledge and respect that the Committee's recommendations may differ from one's personal opinion.
- Respect the decisions of Council and understand that Council was duly-elected by the public to make decisions.

Meeting Expectations

- Be prepared for meetings by reviewing the agenda and any materials before the meeting and actively participate in the discussion and decision-making process.
- Be open-minded and allow for a variety of opinions to be heard.
- Respect the individual worth and dignity of all members, staff and members of the public who may attend meetings. Healthy dialogue, mutual respect and a shared interest in pursuing the common good will all contribute to the success of the Committee.
- Maintain a high degree of professionalism.
- Clearly identify any items of pecuniary interest (i.e. conflicts of interest) before they are discussed, and refrain from discussion and voting on these items.
- Act in a manner that demonstrates professionalism, transparency, accountability and contributes to the public's confidence in the Committee and the Niagara Region as a whole.
- Communicate activities of the Committee to groups represented or those who may have an interest and offer information back to the Committee.
- Participate in voting when a vote is called.

Meetings 101

- Meeting invitations will be issued through Microsoft Outlook and will include information on how to participate electronically.
- Meetings will be held in a hybrid format, meaning you can participate in-person or virtually.
- Meetings will take place at Niagara Region Headquarters.
- Committee Members receive an email once the Committee agenda has been published.
- This email includes an agenda cover sheet highlighting the items to be discussed at the meeting, Zoom meeting details and a link to access the agenda materials on the Niagara Region website.
- Advisory Committee Members are requested to send regrets if unable to attend the meeting in order to ensure quorum will be present to hold the meeting (Quorum is the minimum number of members required to be present to conduct business at a meeting).

Agenda Notification Email

Please find attached the agenda for the Transportation Strategy Steering Committee meeting being held on Wednesday, July 3 at 3:00 p.m. in the Council Chamber at Regional Headquarters.

This meeting is being held in a hybrid format which means you may choose to attend in person or via the meeting platform Zoom.

Join Zoom Meeting

<https://us02web.zoom.us/j/83499880865?pwd=6l79al7hLnV4juKT0sHHAWcm4PZu3Z.1>

Meeting ID: 834 9988 0865

Passcode: 276149

Dial by your location

- +1 647 374 4685 Canada
- +1 647 558 0588 Canada

In an effort to ensure we will have quorum (majority of members), if you are unable to attend please let me know.

Meeting Etiquette

- Ensure you have the required technology and applications and are capable of using them for the purposes of actively participating in the meeting.
- Keep your camera turned on for the duration of the meeting so that you're visible at all times to your fellow members.
- Keep your microphone muted when not speaking and unmute when called to speak by the Chair. This will help eliminate any feedback or background noise that can be heard.
- Use the raise hand function if you would like to speak.