

Vehicles for Hire Advisory Committee Terms of Reference

1. Purpose

The Vehicles for Hire Advisory Committee ('advisory committee') is established to advise the Winnipeg Parking Authority on community-based issues, industry-based issues, city-wide priorities and other matters related to Vehicles for Hire operation in Winnipeg, including, but not limited to, safety and accessibility. The advisory committee is intended to provide a direct line of communication between those using and operating vehicles for hire to those regulating vehicles for hire in Winnipeg.

2. Authority

The Vehicles for Hire Advisory Committee shall be established by the Chief Operating Officer of the Winnipeg Parking Authority or designate.

The advisory committee is not a decision-making body; rather, it provides an opportunity to relay valuable perspectives and recommendations for consideration by the regulator.

Advisory committee members may submit proposed amendments or updates to the Terms of Reference to the Chief Operating Officer of the Winnipeg Parking Authority or designate for review.

3. Responsibilities

Advisory committee members will be responsible to:

- Advise the Winnipeg Parking Authority on community-based issues, industry-based issues, city-wide priorities and other matters related to vehicles for hire operation, including, but not limited to safety and accessibility;
- Maintain a respectful and constructive dialogue with all members of the group, allowing all members an opportunity to voice their opinions;
- Provide feedback on the advisory committee process;
- Work directly with the Winnipeg Parking Authority to provide feedback to ensure that public concerns and aspirations are understood and considered;
- Work effectively within a diverse group to collaboratively discuss and propose solutions to issues as they arise;
- Explore and refine guiding principles, gaps or opportunities in policies and programs, and provide input on priorities;
- Work together to advise on recommendations for the annual By-law review (occurring annually for the first five years the By-law is in place);
- Keep matters discussed at meetings confidential, other than communications approved and managed by the Chief Operating Officer of the Winnipeg Parking Authority or designate;
- Participate in committee activities approximately 2-3 hours/month;
- Identify and disclose real or perceived conflicts of interest in member participation on the committee; and,
- Sign and uphold a confidentiality agreement.

The Winnipeg Parking Authority is responsible to:

- Provide background information to ensure all advisory committee members start discussions from the same knowledge base;
- Facilitate discussion and gather input for the development of recommendations for the annual review of the *Vehicles for Hire By-law* and other vehicles for hire initiatives;
- Act as an information sharing link between community, the Public Service, and Council, sharing pertinent information, input and recommendations;
- Initiate the advisory committee member selection process and make recommendations to the Chief Operating Officer of the Winnipeg Parking Authority or designate;
- Bring forward substantial and appropriate topics for review by the advisory committee;
- Facilitate the advisory committee meetings;
- Provide logistical and accessibility support including coordination of meeting schedules and venues, including the development of meeting agenda and notes;
- Support the independence and integrity of the advisory committee as members work to develop recommendations;
- Keep the advisory committee informed with regular updates, listen to and acknowledge concerns and input, and give appropriate and timely consideration of public input and show how it was reflected in recommendations;
- Provide advisory committee agendas and applicable reference material in advance of meetings to allow for adequate time to review; and,
- Record and distribute advisory committee meeting notes to all members electronically or in alternate formats upon request, following each meeting, to be approved at the following committee meeting to ensure the Winnipeg Parking Authority has recorded suggestions and concerns accurately.

A Winnipeg Parking Authority staff member or designate will facilitate advisory committee meetings.

The Committee Facilitator is responsible to:

- Convey the advice and input of the advisory committee to the Chief Operating Officer of the Winnipeg Parking Authority or designate;
- Call meetings of the advisory committee as required and provide sufficient notice and information to enable full member participation in discussions;
- Be an impartial individual who guides the process, facilitates respectful dialogue, handles difficult situations and behaviours and maintains an environment conducive to sharing information, advice and encouraging all members to contribute;
- Keep the advisory committee focused on the agreed-upon task, suggest alternative methods and procedures as needed; and,
- Work with the Winnipeg Parking Authority in preparing advisory committee agendas and unbiased and accurate meeting notes.

4. Membership

The advisory committee will be appointed by the Chief Transportation and Utilities Officer, upon recommendation from the Winnipeg Parking Authority. The advisory committee will consist of up to fourteen (14) members.

Applications will be received by Winnipeg Parking Authority for review. The Winnipeg Parking Authority may request and hold interviews, after which it will submit recommendations for committee members to the Chief Transportation and Utilities Officer for appointment. Accommodations can be requested for specific disability related needs during the interview.

Advisory committee membership will endeavor to include the following representation (in no particular order):

- One [1] facilitator from the Winnipeg Parking Authority or designate
- One [1] representative from the business community (e.g. Business Improvement Zones, chamber of commerce, social enterprise);
- One [1] representative from taxi-dependent services industry (e.g. airport, tourism, hotels);
- One [1] representative of taxicab owners (e.g. taxicab dispatch company board member or manager);
- One [1] representative of taxicab drivers (i.e. someone who is a driver and does not own a taxicab);
- One [1] representative from the personal transportation providers industry (e.g. personal transportation provider company board member or employee);
- One [1] representative from the limousine industry (i.e. limousine owner, limousine business owner);
- One [1] representative from a safety and protection perspective (e.g. sexual violence prevention non-profit);
- One [1] representative from community groups connected to poverty reduction (e.g. food security, women's centres, support services);
- One [1] representative from an Indigenous organization (e.g. Indigenous advisory or Indigenous non-profit);
- One [1] representative from a consumer controlled accessibility organization (e.g. consumer controlled non-profit or support centre); and,
- Up to three [3] members at large with specific skills, local experience, interests, geographic or demographic representation that have an interest in participating in the discussion around vehicles for hire.

Committee members are not required to represent an entire sector or organization, but are expected to have some knowledge and experience with issues that might impact those interests. The advisory committee must maintain a manageable number of members to be effective, so committee members may choose to organize discussion groups outside of the advisory committee to gather representative input. The Winnipeg Parking Authority plans to invite experts to present on specific meeting topics to ensure advisory committee dialogue is based on information from the most knowledge sources.

A membership recruitment process will be used to encourage people from diverse backgrounds and communities to participate on the committee, including, but not limited to:

- A mix of gender identities;
- People with disabilities;
- Visible minorities; and,
- Newcomers.

Membership Changes

- Members may resign at any time by giving written notice to the Facilitator.
- Missing two meetings in a year without written notice to the Facilitator is deemed equivalent to a resignation.
- Membership may be terminated by the Chief Operating Officer of the Winnipeg Parking Authority or designate for violating the terms of reference. Written notification and a reason for termination from the advisory committee will be provided.
- The Chief Operating Officer of the Winnipeg Parking Authority or designate may fill vacancies for the remaining portion of the committee activities by appointment, using applications on file from the original call for applicants.

5. Operations

Meetings

Advisory Committee meetings will not be open to the public, in order to preserve the confidentiality of meeting discussions.

Meetings will be held at a frequency that is necessary to conduct the business of the advisory committee (on average, approximately once every two months). A meeting schedule will be discussed by the committee at the first meeting and the details of the next subsequent meeting will be confirmed at each meeting. Advanced notice will be provided as soon as possible. In addition to regular advisory committee meetings, additional means of communication, such as email or phone calls will be necessary to conduct the business of the committee. Ad hoc meetings may be called as necessary.

To ensure committee functioning, quorum will be half the total number of committee members plus one. Committee agenda topics and activities will be determined by priorities or recommendations of the Public Service, the advisory committee and Winnipeg Parking Authority through engagement activities.

Guidelines for Respectful Participation

All advisory committee members and the Winnipeg Parking Authority shall adhere to the following guidelines for respectful and productive discussion:

- Meetings will be conducted in an organized but informal manner;
- Strive to meet the stated committee purpose and achieve intended meeting outcomes;
- Listen actively to others. Avoid interrupting and one-on-one side conversations while other people are speaking;
- Manage your own participation by sharing speaking time, debate ideas not individuals, and actively provide focused input, comments and questions;
- In meetings, ensure phones are on silent. Respond to urgent calls outside the meeting room; and,
- Adhere to the [City of Winnipeg Respectful Workplace Statement of Commitment](#).