

# **Ottawa River Transit Project Steering Committee Terms of Reference**

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Treasurer/Deputy Clerk

City of Pembroke

## **PROJECT STEERING COMMITTEE: TERMS OF REFERENCE**

**Introduction:** To support the development and implementation of an on-demand transit service in the City of Pembroke, a Project Steering Committee (the Committee) will be created to provide advice and issue resolution to the Project Manager and the Project Team.

The Terms of Reference for this committee is as follows:

**Term of Committee:** August 2024 to December 2025

**Frequency of Meetings:** Monthly, or at the call of the Chair

**Membership:**

### **Staff Representatives**

- Chair, Project Manager (consultant)
- Alternate, Treasurer/Deputy Clerk (or designate)
- CAO (or designate)
- Director of Operations (or designate)
- Council Members (up to 3 as selected by Council)

### **Community Representatives:**

Must reside in and/or represent a business in Pembroke and will be selected to either sit on the committee, or consulted by the committee, based on the following categories:

#### **General Public Users**

- Adult with high school age-children (attending a high school in Pembroke)
- Adult with young children
- Active senior not requiring handi-bus service
- Employer and/or working adult – West End
- Employer and/or working adult – East End

#### **Specific Users/Stakeholders:**

- Algonquin College Administration
- Algonquin College Student Assoc.
- Renfrew County Joint Transportation Consortium
- Retirement Home Representative
- Renfrew County/social services
- Pembroke Regional Hospital
- Other Large Employers (example: KI)
- PBIA
- Hotel/motel

**Purpose:** The purpose of the Committee is to provide advice, feedback or guidance on transit needs that will need to be considered, balanced, and prioritized during the planning, design and implementation of the project to ensure the new service will meet the needs of the community and achieve desired outcomes within the City’s limited financial means. Key input required from members may include but is not limited to the following:

- On-demand transit service parameters which could include hours of service, stop type, stop locations, target trip length, waiting time, distance to stop
- Fare model options and recommendations
- Cancellation policy options and recommendations
- Facilitate communications between major internal and external stakeholders including partnership opportunities and advertising opportunities
- Communications plan and service roll-out
- Post-implementation service review and survey

The Committee may also provide issue resolution on other matters referred to the Committee by the Project Manager or Council.

### Delegation of Authority:

For clarity, the delegation of authority on this project is as follows:

<b>Deliverable</b>	<b>Decision Making Authority</b>
Transit service parameters for RFP	Recommend: Project Steering Committee as/if required Approve: CAO/Treasurer
RFP Evaluation	Project Manager, Treasurer, CAO
RFP Award Turn-key On-Demand Transit Provider	Council
Rate Policy	Recommend: Project Steering Committee Approve: Council
Cancellation Policy	Recommend: Project Steering Committee Approve: Council
Finalize transit service parameters to turn-key provider	Recommend: Project Steering Committee as/if required Approve: CAO/Treasurer
Communication Plan	Recommend: Project Steering Committee Approve: CAO/City Communication Team
Survey	Recommend: Project Steering Committee Approve: CAO/City Communication Team