

**WINNIPEG TRANSIT PLUS
POLICY ADVISORY COMMITTEE (PAC)
TERMS OF REFERENCE**

1. Purpose

The Winnipeg Transit Plus Policy Advisory Committee (PAC) reviews and provides input and advice to the Standing Policy Committee on Public Works on matters regarding service policies and accessible public transportation being recommended by the Winnipeg Transit administration. The PAC:

- supports Winnipeg Transit's commitment to safe, accessible, and equitable transit services,
- promotes alignment with accessibility standards,
- provides advice on service delivery and policy development to help ensure that persons who experience mobility, sensory, cognitive, mental health, or other accessibility barriers have equitable access to public transportation, and
- provides community-informed perspectives to support accessibility planning and continuous improvement of transit services.

This work contributes to Winnipeg Transit's goal of creating a more inclusive and barrier-free transit system for all resident by bringing forward perspectives from persons with lived experience of disability, community organizations, and accessibility professionals to help identify barriers and improve accessibility across Winnipeg's transit system.

2. Authority

The PAC is established by the Standing Policy Committee Public Works to provide advice and community perspectives on accessibility-related matters affecting transit services.

The Committee is advisory in nature and provides advice and recommendations to the Standing Policy Committee on Public Works through the Chair (Manager of Client Services Division). The PAC does not exercise decision-making authority.

3. Roles and Responsibilities

The PAC will:

- review and provide advice on Winnipeg Transit policies, programs, and services that affect accessibility,
- provide advice on accessibility plans, initiatives, and strategies that support compliance with accessibility legislation and continuous improvement of transit services,

- identify barriers to accessible transit and recommend improvements,
- provide input into the development and evaluation of accessibility initiatives,
- raise awareness of accessibility considerations within Winnipeg Transit and the community,
- serve as a consultative body to inform strategic planning and service delivery.

4. Qualifications of Members

Members are appointed as volunteers for a three-year term. PAC members should collectively demonstrate:

- lived experience of disability or experience supporting persons with disabilities,
- knowledge of accessibility issues, standards, or practices,
- commitment to equity, inclusion, and improving transit accessibility,
- ability to collaborate and contribute constructively in a committee setting,
- ability to attend meetings and devote time between meetings to matters before the PAC.

5. Members and Organization

5.1 Chair

The PAC is chaired by the Manager, Client Services Division, Winnipeg Transit.

5.2 Committee Lead

A Committee Lead will be selected from among PAC members and appointed by a majority vote of quorum to assist with the coordination of member input between meetings. The role will:

- help ensure that the perspectives of members and participating organizations are reflected in committee discussions and advice, and
- support the continuity of committee operations but does not replace the responsibilities of the Chair.

5.3 Size

The PAC will consist of 11 members excluding City staff or guests.

5.4 Subcommittees

The PAC may establish subcommittees or working groups as required to address specific issues.

5.5 Composition and Appointments

The composition of PAC membership and appointment process for members is determined by the Standing Policy Committee Public Works and aims to reflect a diversity of disability perspectives and lived experiences across Winnipeg.

Appointments will prioritize persons or groups with demonstrated engagement or expertise in accessibility and transit services.

Members are appointed for three-year terms. A member's term may be renewed for up to two (2) additional three-year terms, with each renewal at the Chair's discretion. Members shall not receive remuneration for their involvement or participation in PAC meetings or otherwise.

5.6 Guests

Guests of PAC members may be permitted to attend or provide presentations at a PAC meeting where:

- the guest is necessary to provide relevant expertise and assistance to the PAC in carrying out its mandate; and
- attendance/participation has been approved by a majority vote of quorum.

6. Meetings

6.1 Frequency and Expectations

Meetings will normally be held monthly, or at the call of the Chair.

Members are expected to attend meetings regularly. Absence from three consecutive meetings without notice and reasonable cause may result in review of membership.

6.2 Quorum

Quorum for PAC meetings shall consist of a majority of appointed members. Where a quorum is not met, the meeting may proceed for discussion purposes only but no recommendations, by consensus or vote, may be made.

For meetings addressing accessibility priorities, reasonable effort should be made to ensure participation from members with lived experience of disability.

7. Reporting

Input and advice from the PAC shall be provided to the Standing Policy Committee on Public Works and to Winnipeg Transit leadership and other City staff as needed, by the Chair.

A semi-annual report on the activities of the PAC will be submitted to the Standing Policy Committee on Public Works.

8. Reporting

Winnipeg Transit will provide administrative, research, and clerical support to the PAC as required and will provide appropriate accessibility accommodations to members to support full participation in meetings and related activities.

9. Decision Making

The PAC will strive for consensus in its discussions and recommendations. Where consensus cannot be reached, recommendations may be made where approved by a majority vote of quorum. Minority viewpoints may be documented in meeting records where applicable.

10. Confidentiality

Members of the PAC may receive confidential, sensitive, or draft information in the course of their participation on the PAC and due to the nature of their advisory role.

Members will maintain the confidentiality of such information and will not disclose it outside of the PAC unless the Chair expressly indicates that:

- the information has been officially released by Winnipeg Transit or the City of Winnipeg, and
- PAC members have permission to share the information.

Where permission to share is granted by the Chair, members of the PAC must comply with any conditions required by the Chair.

This confidentiality obligation applies throughout a member's term and continues after their appointment ends.