

Fare and Service Integration Provincial-Municipal Table Terms of Reference

1. SCOPE

1.1 Purpose:

The Fare and Service Integration (FSI) Provincial-Municipal Table consists of senior representatives from transit systems within the Greater Toronto Hamilton Area (GTHA) and the broader GO service area. The Table will work together to develop recommendations, guiding principles, and considerations for fare & service integration (FSI) design and in other areas identified by the members as necessary to improve transit and the rider experience in order to make significant progress. The Table is intended to be a problem-solving body that explores ideas and enhances collaboration between the Ministry of Transportation (MTO), Metrolinx, transit systems and other transit-focused organizations. The responsibilities of table members to their respective governance structures will not be fettered by decisions of the table.

The Table will progress in three phases:

- Phase 1 Foundational Building Blocks (Completed by Spring 2021) reviews information and develops recommendations on foundational action items that demonstrate progress towards regional service integration. Recommendations will be provided to the province (via the Chair), the Chair may then seek input from municipal elected officials.
- Phase 2 Fare and Service Integration Approach (Completed by End of 2021) builds on the work of Phase 1, focusing on the implementation of the foundational action items and consideration of options for a longer-term fare integration approach. Recommendation for a regional approach provided to the province (via the Chair), the Chair may then seek input from municipal elected officials.
- Phase 3 Governance and Implementation (Completed by Spring 2022) focuses on identifying and recommending potential governance strategies to support fare and service integration.

1.2 Table Objectives:

The Table will develop recommendations on which priority transit routes to integrate service and harmonize fares for consideration by provincial and municipal governments, including costs associated with improved fare and service alignment.

In Phase 1 the Table will address immediate fare and service integration objectives by identifying recommendations for overcoming barriers such as:

- Implementing one bus/one fare;
- Addressing cross boundary service integration issues – such as paying two fares on a short trip that crosses a municipal boundary;

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- Harmonizing concession categories, proof requirements, and fares across systems;
 - Identifying accessibility and mobility issues in the region for improvement, including for specialized-transit users and low-income riders;
 - Increased service alignment to improve access to employment and essential services; and
 - Other initiatives identified by the Table as short-term items that would advance foundational actions.

In Phases 2 and 3 the Table will recommend a regional fare structure based on jointly identified objectives and priorities, such as:

- Creating a simple and seamless rider experience across municipal boundaries and on all transit modes;
- Reducing or maintaining fare rates for riders (to the best extent possible);
- Improving the efficiency and effectiveness of the regional transit system while considering the financial sustainability of transit agencies as a whole;
- Preparing for the future of where people will work, live and play; and
- Balancing the priorities of the province, municipalities, transit systems and riders.

Members may take recommendations to their respective councils and boards for input as appropriate based on accountability and decision-making authorities of each body. Participation at the table does not fetter members' responsibilities to their governance structures.

1.3 Membership:

The Table will be chaired by the Associate Minister of Transportation (GTA). Members will initially include the Metrolinx Chief Planning Officer (TBC), and representatives of the transit systems in collaboration with municipal leaders. Transit systems will each name a representative who is best suited to contribute to transportation and transit discussions that focus on the rider experience and can revisit their representatives as needed throughout the phases. The members are invited to participate as individual transportation and transit experts, not as officials representing the position of their municipal council.

Member municipal transit systems and provincial agencies include:

- City of Barrie
- City of Brampton
- City of Burlington
- City of Guelph
- City of Hamilton
- City of Mississauga

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- City of Toronto
 - Metrolinx
 - Regional Municipality of Durham
 - Regional Municipality of Halton
 - Regional Municipality of Niagara
 - Regional Municipality of Peel
 - Regional Municipality of Waterloo
 - Regional Municipality of York
 - Town of Oakville
 - Town of Milton

The Chair may expand Table members or invite others to participate in discussions, including Mayors and Regional Chairs of implicated municipalities or other transit officials.

The Chair may convene Mayors and Regional Chairs from single- and upper-tier municipalities that provide transit services to discuss milestones and implementation as needed.

Representatives from Ontario Public Transit Association (OPTA) and Canadian Urban Transit Association (CUTA) may be invited as observers (TBC).

Guests such as Toronto Region Board of Trade (TRBOT), Montreal's Autorité régionale de transport métropolitain (ARTM), and other transit thinkers may be invited to attend meetings on a case-by-case basis as deemed necessary by members, for example to make a presentation.

Guest attendance is to be confirmed by the Secretariat and shared with members in advance of meetings, through the agenda and pre-meeting briefings.

1.4 Frequency of Meetings

During Phase 1, the Table will meet at least monthly. During Phases 2 and 3, the Table will meet at least bi-monthly. While members may send a delegate, they are expected to make every effort to attend all meetings. In the event a member is unable to attend, the delegate selected should work in an area of their organization that is relevant to and be acutely familiar with, the subject matter being discussed at the Table meeting they will be attending.

2. GOVERNANCE

2.1 Structure:

The FSI Provincial-Municipal Table will be chaired by the Associate Minister of Transportation (GTA).

The meetings will be organized by the Secretariat of the Table (see Section 2.3) which will work with Table members to secure meeting dates, develop and approve agendas, and ensure that action items are undertaken by following up directly with those assigned.

FSI- focused tables convened by Metrolinx – i.e., the Fare Integration Forum and GTHA FSI Working Group – will be paused as MTO convenes the new Table in order to focus efforts on the new process.

Members may delegate tasks (e.g., research and analysis, draft implementation plans) to staff within their organizations.

2.2 Recommendations:

The FSI Provincial-Municipal Table is not a decision-making body and will make nonbinding recommendations for provincial and municipal governments' consideration. Members are to identify priorities and seek solutions on fare and service integration issues that focus on efficiency and effectiveness for riders and put forward joint recommendations.

The Table will provide its recommendations to the provincial government through the Chair.

Members will work through their respective governance structures and approvals to advance and complete recommended fare and service integration actions in accordance with the identified Table deadlines and to accomplish the Table objectives.

2.3 Administration of Meetings:

The Ministry of Transportation will serve as the Secretariat of the Table and will:

- 2.3.1 Coordinate meetings
- 2.3.2 Prepare and approve the agenda, in collaboration with Table members
- 2.3.3 Distribute materials and record action items
- 2.3.4 Track progress and completion of action items identified by members.

Agendas and applicable reference material will be distributed in advance of all meetings to allow for adequate review time. Draft meeting summaries containing recommendations and action items of each meeting will be distributed to all members electronically following each meeting.

2.4 Agenda Setting:

Agendas will be developed by the Secretariat with input on topics from the Chair and Table members, based on identified strategic actions. Agendas will be distributed by the Secretariat once finalized in advance of the meeting (see Section 2.3).

2.5 Subcommittees:

From time to time, subcommittees composed of Table members may be required to advance and expand on recommendations made by the Table. Members may convene a subcommittee at any time through consensus and agreement of the Chair. Newly formed subcommittees will be governed by their own Terms of Reference. Subcommittees do not require representation from all organizations listed in Section 1.3. Subcommittees will share information and work with the FSI Provincial-Municipal Table as needed to advance work.

3 RESPONSIBILITY OF PARTIES

All members of the FSI Provincial-Municipal Table and Subcommittees shall:

- Consult with staff as appropriate to ensure they are prepared for meetings with relevant information;
- Attend and actively participate in all meetings;
- Champion regional collaboration and support the work of the Table by using a solutions-focused approach;
- Proactively work with other members to attempt to reach consensus on recommendations;
- Act in a positive and respectful manner. All members are expected to respect other members' viewpoints and allow each other to speak freely;
- Secure any approvals necessary from their respective governance structures to advance the recommendations identified in Section 2.2;
- Direct staff participating in other FSI tables to ensure the recommendations of this Table are part of workplans and solutions;
- Respond in a timely manner to electronic/telephone communications between meetings; and
- Adhere to these Terms of Reference.

4 CONFIDENTIALITY

Members of the FSI Provincial-Municipal Table are expected to keep all records, documents, reports, advice, recommendations and research confidential, except as approved by the Associate Minister of Transportation or subject to requirements of municipal and freedom of information legislation.

Should Table members or governments feel information being shared requires a heightened level of confidentiality, non-disclosure agreements can be issued as required.