



Ontario Public Transit Association  
Maintenance Committee  
Terms of Reference (TOR)  
Revised November 25, 2022  
FINAL

## 1.0 Background

The Maintenance Committee is the longest-standing committee of the Ontario Public Transit Association and is its most active peer group. Since 2010, the Maintenance Committee has met twice a year – at the spring Ontario Transportation Expo, and at a fall meeting – to learn from peers and share information through round table updates. For Business Members, the Maintenance Committee is a significant benefit of membership, and allows them to meet key transit agency staff, showcase new and emerging technologies, and support the Ontario transit industry maintenance professionals.

In response to pandemic restrictions to in-person meetings, the OPTA Maintenance Committee began hosting virtual meetings, which were well-received. The commitment is to hold two virtual and two in-person meeting per year going forward. A hybrid meeting format will not be offered for OTE in-person meetings.

## 2.0 Mandate

The Maintenance Committee's mandate is to:

1. Establish and maintain a forum for OPTA transit system and business members to come together, share best practices, and problem-solve
2. Organize in-person and remote meetings to further educational and information-sharing opportunities
3. Identify issues of common interest or concern, and seek collective solutions where appropriate
4. Monitor workforce issues related to 310T technicians and other skilled trades, to identify issues with industry-wide availability and skills gaps
5. Identify the need for sub-groups or larger group discussions where fleet maintenance issues are identified
6. Work with stakeholders to further safety, efficiency, and excellence in municipal transit maintenance operations.

## 3.0 Composition

Participation on the Maintenance Committee is open to all members including transit agencies, business members and associate members.

The Maintenance Committee is informal and does not maintain minutes, per se. It does, however, seek member input to agenda items for meetings and shares resources as a follow up to in-personal and remote meetings. The committee membership list will be maintained in the Member-Only section of the OPTA website.

#### 4.0 Committee Structure and Term

The committee will have a Chair and Vice Chair, each of which will be filled by transit agency representatives. The terms will be for two (2) years, with the Vice Chair becoming the Chair at the end of the term. A vote for Vice Chair will be held during the first meeting every other year.

As of November 2022, the committee will also have a Vice Chair for Business Members. The term will be for one (1) year.

The committee will meet in-person twice a year and meet remotely twice a year. Teleconference and video conference options will be available to the greatest extent possible.

#### 5.0 Subcommittees

The eMobility subcommittee is a subcommittee of the Maintenance Committee. In all cases the subcommittee will report back to the Committee which will decide if other subcommittees are required.

#### 6.0 Length of Committee Term

The term of the Maintenance Committee will be ongoing, at the discretion of the OPTA Board of Directors.

#### 7.0 Administration and Meetings

OPTA staff will serve as the administrative support to the Chair and Vice Chair by producing agendas, taking notes, maintaining the roster, and posting information to the website. Additional project support will be assessed on an as-needed basis, with direction from the OPTA Board.

#### 8.0 Confidentiality and Conflict of Interest

It is assumed that each transit system member is participating on the committee in their capacity as an employee of a member municipality and as such will be governed by the confidentiality and conflict of interest policies of their employer. Business Members are expected to declare conflicts of interest when their personal interests are counter to the Committee's.

#### Acknowledgement

These Terms of Reference will be re-confirmed every two years, by the new Chair and Vice Chairs:

Acknowledged and Agreed on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by:

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Chair  
Name:

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Vice Chair - Transit  
Name:

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Vice Chair – Business Members  
Name: