



## STAFF REPORT ACTION REQUIRED

### Membership - TTC Committees and Working Groups

<b>Date:</b>	July 29, 2015
<b>To:</b>	TTC Board
<b>From:</b>	Chief Executive Officer

### Summary

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This report is seeking the Board's endorsement of the membership for TTC Committees and Working Groups.

At its meeting of May 27, 2015 the Board approved establishing three new Committees: Human Resources and Labour Relations, Audit and Risk Management, and Budget. The appointment of R. Byers, S. Carroll, J. Campbell, J. Colle and J. Mihevc as members of the Budget committee was approved at this meeting.

The Chair has canvassed for the membership on the other two committees and the Chief Financial and Administration Officer has determined the working group membership.

### Recommendations

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**It is recommended that the Board endorse the following appointments:**

1. J. Colle (Chair), A. Heisey and J. Mihevc to the Human Resources and Labour Relations Committee;
2. M. Adamson, R. Byers, V. Crisanti, A. Heisey and R. Lalonde to the Audit and Risk Management Committee;
3. J. Campbell and G. De Baeremaeker to the Advertising Review Working Group;  
and
4. M. Adamson, J. Campbell, R. Lalonde and J. Mihevc to the e-System Working Group.

### Financial Impact

There are no financial implications resulting from adoption of this report.

## **Issue Background**

TTC Committees are comprised of Board members only. They enable greater upfront involvement by members in the planning and decision making process. Committee meetings are open to the public and are governed by the Toronto Transit Commission By-law to Govern Commission Proceedings.

Working Groups are comprised of Board members and staff. They meet on an informal basis and no decisions are made that would materially advance business. Working groups allow for Board Members to work directly with staff on any matters where they may have a specific interest or expertise.

## **Accessibility/Equity Matters**

This report has no impact on accessibility/equity issues or impact.

## **Comments**

The Terms of Reference for the Audit and Risk Management Committee and the Human Resources and Labour Relations Committee are currently being developed and will be brought forward to the first meeting of each relevant Committee for approval and subsequent submission to the Board for information.

The Budget Committee is responsible for establishing the budget strategy for the annual TTC and Wheel-Trans Operating Budgets and the Five-Year Capital Program and 10 Year Capital Forecast. It convenes meetings to receive and review detailed budget presentations from staff regarding ridership and revenue forecasts, proposed service levels, workforce requirements and operating and capital expenditure needs. After its review, the Committee makes recommendations to the Board regarding the approval of these budgets.

The Advertising Review Working Group (ARWG) reviews advertising materials on an as-required basis to determine if staff applied the TTC's Advertising Policy correctly. The ARWG may be asked to review ads that are already appearing on TTC property and have received the minimum number of five complaints from customers; or where TTC staff have reviewed the ad creative and rejected it and the advertiser has requested a review of that decision and whether staff applied the TTC policy correctly in its decision.

The e-System Working Group reviews and discusses Information Technology (IT) related initiatives, projects and issues affecting the operation of the business of the TTC. Members have the opportunity to obtain detailed and specific information on the procedures and methodologies in place involving IT. Reviews of analysis conducted regarding IT projects are carried out to support the work and related expenditures. Working Group members provide recommendations for changes/improvements prior to approval by the Board of major procurements relative to IT. Recent examples include SAP and CAD/AVL.

## **Contact**

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