

The Taxi Limousine Advisory Committee (TLAC) is established by the Council of The City of Calgary to advise and make recommendations to Council on all matters related to the taxi and limousine industry in Calgary.

### ***Mandate***

The purpose of TLAC is to provide advice and recommendations to Council to ensure high quality taxi and limousine services and 'to create and maintain a sustainable ... industry' as specified in Bylaw 6M2007. The objective is to ensure public safety, service quality and consumer protection for customers and service providers. TLAC will follow the direction of Council by responding to Council requests and making recommendations to City Council.

Specific responsibilities include:

- To assist the taxi and limousine industry to work with The City to build upon and strengthen an integrated, healthy taxi and limousine industry, and help make the personal transportation system in Calgary more efficient and effective for all users and providers;
- To make an annual submission to Council that includes an action plan and a budget allocation for the operation of TLAC;
  - The TLAC budget allocation may include funds for clerical support, research, legal advice, report writing, meeting facilities, annual planning meetings, member honorariums and other needs as determined by the committee;
- To review all recommendations of The City of Calgary administration related to the taxi and limousine industry prior to presentation to Council;
- To receive submissions, oral and written, from members of the public and the taxi industry on matters related to TLAC's mandate and duties;
  - TLAC shall publish rules and procedures defining how members of the public and industry may make their submissions.
- Annually, or as the need is identified, report to Council on submissions received and actions taken or not taken on submission proposals and requests.
- Annually in consultation with City of Calgary administration, to make recommendations to Council on all issues related to the number of license plates and vehicles on the road, fares, rates and fees for taxi and limousines and the related businesses;
- Annually, or as the need is identified, in consultation with administration, to make recommendations to Council on policies and procedures as specified in the Livery Transport Bylaw, or on amendments to the Livery Transport Bylaw;
- To represent the taxi and limousine industry in providing input into transportation planning, traffic engineering, design concepts and development approvals to ensure adequate consideration is given to the orderly movement of taxis and limousines, and the accommodation of the needs of customers served by this industry;
- To undertake research, including client and customer surveys, and follow the *engage!* principles and practices when developing recommendations to Council.

- TLAC will work in equal partnership with City of Calgary administration. After mandated review and consultation, advice to Council by TLAC and by the City administration may differ.

### ***Reports to Council***

Reports to Council shall include summaries of opinions and stakeholder groups dissenting from TLAC recommendations, and minority reports (if any) provided by TLAC members.

### ***Membership***

TLAC shall consist of sixteen (16) members who meet the eligibility criteria and are appointed by resolution of Council.

Membership shall be comprised of:

- One (1) representative of the Calgary Livery Association (CLA), nominated to Council by the CLA
- One (1) representative of the Limousine Luxury Independent Motor Operators Society (LIMOS), nominated to Council by LIMOS.
- Two (2) representative of taxi and limousine drivers selected by Council from nominations made by the Taxi Drivers Association of Alberta, the Calgary Cab Drivers Society, the Calgary Cab Drivers Association the Calgary Limousine Industry, the United Taxi Drivers of Calgary & Regions Association; the Calgary Livery Association; and such other driver organizations as may be identified by Livery Transport Services as currently active in Calgary.
- One (1) representative of the Calgary Airport Authority nominated to Council by the Calgary Airport Authority Board of Directors
- One (1) representative of the Calgary Tourism and Convention Bureau nominated to Council by the Calgary Tourism and Convention Bureau Board of Directors
- One (1) representative of the Calgary Hotel Association nominated to Council by the Calgary Hotel Association.
- One (1) Representative from the Calgary Police Service (non-voting).
- One (1) Representative from the Transportation Planning unit of City administration (non-voting).
- One (1) Representative from Livery Transportation Services (non-voting)
- Five (5) representatives of the general public, selected by Council from respondents to a public notice for applicants to sit on the committee.
  - *Public members to provide customer and client input representing the interests of business travelers and general users, low income, senior and special needs customers*

- *Public representatives include 1 member with background in administrative law, 1 member with a background in finance, economics or rate setting and 1 member with a business background and/or knowledge of Calgary's business community.*
- One (1) representative from the Advisory Committee on Accessibility.

The Chair of TLAC shall be appointed by Council from the five (5) representatives of the general public.

Annually, following the appointment of new members at the annual Organizational Meeting of Council, a Vice Chair is to be elected by the members of TLAC from among the representatives of the general public, the Calgary Airport Authority, the Calgary Tourism and Convention Bureau, or the Calgary Hotel Association, .

Subcommittees may be established by TLAC annually or on an as required basis.

### **Quorum**

With regard to quorum for TLAC, quorum is defined as five (5) members who appropriately represent the committee make up, specifically, two (2) members representing the public, two (2) members representing either the Advisory Committee on Accessibility, the Calgary Airport Authority or the Calgary Tourism and Convention Bureau or the Calgary Hotel Association, and one (1) member representing the taxi and limousine industry.

### **Term**

- Each member is appointed for a two (2) year term, effective the date of the annual Organizational Meeting of Council
- Each member may serve a maximum of two (2) consecutive terms
- To ensure business continuity, appointments will be staggered by appointing up to five (5) members annually
- A member may resign at any time upon written notice to City Council
- Council may, by resolution, remove any member

### **Qualifications and Eligibility**

Members appointed by resolution of Council shall:

- Represent one of the categories identified by Council
- Be at least 18 years of age
- Be a resident of The City of Calgary

- Not be a member of the Licence Appeal Board or The City of Calgary administration
- Abide by pecuniary interest requirements

Members appointed by resolution of Council to represent the general public shall not have a pecuniary interest in the taxi or limousine industries, shall not hold a livery license during their term of appointment, and shall not have held a livery license during the 12 months previous to their appointment.

Any of the following skills and experience would be an asset for advisory committee members

- Three to five (3 to 5) years' experience as a board member
- Conflict resolution training or experience
- Policy and public administration knowledge
- Budget planning and financial management experience
- Research and analysis experience
- Good verbal and written communication skills

### ***Pecuniary Interest***

Members of TLAC are obligated to act in the best interests of all stakeholders and not represent their personal or business interests, or those of an immediate relative, when developing recommendations or representing the advisory committee.

A TLAC member, immediately upon becoming aware of a potential conflict of interest in any matter before the TLAC, shall:

- Inform TLAC members of this conflict
- Enter into the minutes the conflict of interest
- After declaring the nature of the pecuniary interest and having it recorded in the minutes of the meeting, a member having pecuniary interest in a matter may vote on the matter.

TLAC members shall sign, annually, a statutory declaration that no conflicts of interest have gone undeclared during the previous year.

Failure to report a conflict of interest may result in the removal of the member from the TLAC by City Council.

### ***Compensation***

Annually TLAC will recommend a budget to Council. Approval of an honorarium is at the discretion of Council.

### ***Meeting Schedule***

TLAC will set its annual meeting schedule at the first meeting following the Organizational Meeting of Council.

***Procedures***

As an advisory committee to City Council, TLAC is obligated to abide by principles of transparency and inclusiveness and will follow the Procedure Bylaw of City Council except as modified by these Terms of Reference.