Purpose:
The Transportation and Commuting Working Group (TCWG) exists to first assess the needs of pedestrians and commuters campus-wide at the University of Waterloo. While staff needs are the main reason for undertaking this work, it is important to note that as staff come to and move about UW locations, so do all people who collectively associate as part of the greater UW community. In cooperation with regulating authorities, relevant information will be summarized and disseminated to address staff needs.

The use of the term “needs assessment” serves as a starting point but includes a review process of the current state of general affairs including, UW’s master plan, mobility equity, resource limitations, official policies and administrative practices. The ideal future state of associated resources and services would have University of Waterloo viewed as a leader of how commuter and pedestrian needs can be supported by educational institutions of like size.

Membership:
The TCWG will consist of nine (9) members:
- One UWSA Director (Chair)
- Four (4) UWSA members at large.
- One (1) FEDS representative
- One (1) GSA-UW representative
- One (1) CUPE representative
- One (1) FAUW representative

- The UWSA Board will appoint the TCWG Chair, who may be the working group sponsor.
- The TCWG Chair may solicit and approve/appoint members to the committee and will report the membership to the Board.
- The TCWG Chair may fill any vacancy for the remainder of the term, if deemed necessary.
- The TCWG is granted broad license to include additional members as it deems necessary to complete its mandate.

Term: (estimated to begin August 2019 and end on January 2021)
- The term of the TCWG will begin upon approval of the Terms of Reference by the UWSA Board and end upon submittal of its final report to the UWSA Board.
- The term may be extended as needed to fulfill its mandate, and reported to the UWSA Board.

Quorum and Decision-making
- Five (5) members of the working shall constitute a quorum.
- Decisions, if needed, will be made by a majority vote.

Meetings:
- The TCWG may determine the dates, time, place and frequency of meetings.
- The TCWG Chair will provide at least three (3) days of notice of a meeting and
  24 hours of notice of a special meeting.

Responsibilities:
The Chair will:
- Make arrangements for the meetings,
- Preside over the meetings,
- Ensure sufficient notes are taken to provide a report to the UWSA Board on a monthly basis.
- Communicate with the Board as needed.

The Working Group will:
- See attached general work plan and goals in appendix A
- The TCWG may review and amend the outline and goals as needed

Approved on: September 9, 2019

Revised On:
Appendix A: Transportation and Commuting Working Group

1. Background / Areas to Investigate:
   - UW strategic plan
   - Campus master plan
   - Way finding program(s)
   - UWSA related committees
   - UW policies and authority
   - Campus rules and penalties
   - Role of outside services (contractors)
   - Parking Services assistance programs
   - ION and GRT services
   - GO bus services
   - Greyhound and misc. services
   - FEDs programs (eg. school buses)
   - Needs of transportation workers
   - AccessAbility services
   - Sustainability initiatives
   - Enterprise car share
   - Bike share programs
   - Lime scooter program
   - Relevant municipal bylaws
   - Existing UW funded shuttles (eg. CLV)
   - Shelters and infrastructure (ttf)
   - Pathway and roadway maintenance
   - UW housing/residence life
   - Registrar - time of first/last class
   - Getting around campus
   - Campus-wide and tech park integration
   - Transportation between UW campuses
   - Service passes
   - Possible other items as determined by the working group
   - Widely seek support to address staff needs
   - Supply of parking + options for new staff
   - Easy to make changes when transferring between services
   - Direct pathways to campus destinations
   - Clear rules for vehicle and bike parking
   - Community approach for violations/penalties
   - Ongoing review of friction areas affecting staff
   - Future process for handling emerging needs
   - Adequately maintained lots and pathways
   - Multi-modal transportation integration
   - Inclusion of needs of all UW locations
   - Flexibility related to terms and seasons
   - Support for Sustainable Development Goals initiatives
   - Stronger partnerships with local services
   - Collaboration between arms-length services
   - Separate shuttle service rationalization
   - Frequent campus-wide shuttle service
   - Employer/institutional excellence reputation

2. Directives and Reporting:
   - Desire to determine needs of staff
   - Consider other campus constituents: (faculty, students, visitors, etc.)
   - Work with Senior Administration to implement ideas
   - Monthly activity reporting to UWSA Board
   - Periodic reporting/presentation to Provost/Staff Relations Committee
   - Report to UWSA membership Apr 2020 and Dec 2020

3. High Level and Practical Goals:
   - Information dissemination and education
   - Focus on needs of all commuters/pedestrians
   - Align with and support Strategic Plan goals
   - Provide input to Master Plan revisions

4. Timeline
   Formed in August 2019, first meeting Sept/Oct 2019
   Aim for a final report for the beginning of Jan. 2021