Sustainable Transportation Advisory Committee
Terms of Reference

1.0 Purpose and Mandate of the Advisory Committee

The advisory committee exists to obtain user views on existing and future policies and initiatives related to parking operations and sustainable transportation matters. The Committee is advisory to the Vice-President, Administration and Finance, and to Sustainable Transportation and provides non-binding advice. Decision-making authority remains with University administration. The committee has the following advisory functions:

- To receive, examine and review submissions or concerns brought forward by individuals or groups on parking and sustainable transportation matters, as appropriate. Parking appeals are managed by the Property Infractions Committee.
- On request of the Executive Director, Safety, Security and Transportation, to review and provide comments on existing or proposed rules, regulations, policies or protocols regarding parking and sustainable transportation operations.
- To advise on communication plans related to parking and sustainable transportation changes or initiatives with the broader campus community.
- To review and advise on new initiatives or operational concepts (technology, enforcement methods, payment methods, etc.) to address customer service and operational needs. The committee may advise on potential barriers to improvements or changes (technological, logistical, political, financial) and provide administrative and procedural guidance where applicable.
- The committee will be advised in advance and may provide feedback on annual changes to permit fees, being mindful of the financial context within which the University operates. The committee will not approve fees.

The Committee's advice will be informed by broader institutional plans, strategies, and principles that shape transportation-related decision making at the University. This includes considering initiatives and guiding principles arising from the Campus Plan, Shift: Mobility, the Multi-Year Accessibility Plan, Waterloo at 100, and other relevant plans or strategies as they are developed. In this context, the Committee provides a forum to consider how existing and future parking and sustainable transportation policies, initiatives, and operational changes align with institutional priorities related to sustainability, accessibility, mobility, safety, and the effective use of campus space.

2.0 Purpose and Mandate of the Sustainable Transportation Department

Sustainable Transportation manages parking at all University of Waterloo campuses, endeavoring to provide safe and sustainable use of space and resources for employees, students, and visitors. The department also promotes sustainable transportation options, including secure bicycle parking, EV charging, and transit.

Operations are entirely self-funded, covering both operating and capital expenses. Sustainable Transportation contributes to the University's operating fund for space, utilities, administration, and maintenance, and reserves funds for major projects like lot rehabilitation and capital improvements.

3.0 Parking fees, Costs and Budget

Sustainable Transportation must develop an annual budget that balances income and expenses to support its operations and build reserves for capital projects. To achieve this, users are charged parking fees, which are structured to promote fairness among different types and categories of parking privileges, ensuring enough revenue to meet operational costs.

The Committee serves in an advisory capacity and may provide input on budget considerations, parking fees and related communications; however, final decisions are made by the University. Annual fee adjustments and major projects will be communicated to the Committee in advance of broader campus communication.

4.0 Composition and Membership

Membership is voluntary and reflects a broad cross-section of the institution. Members will be elected or appointed annually by each of the following constituencies. Term of membership is one year, beginning September 1, 2026 and is renewable.

Membership consists of:

- 1 FAUW member
- 1 UWSA member
- 1 CUPE 793 member
- 1 CUPE 5524 member
- 1 OPSEU member
- 1 undergraduate student, appointed by WUSA
- 1 graduate student, appointed by GSA
- 1 member from administration - satellite campus
- Associate Director, Campus Accessibility
- 1 member from Plant Operations - Design & Construction
- Manager, Sustainable Transportation
- Executive Director, Safety, Security and Transportation (chair)
- Sustainable Transportation Specialist
- Staff member, Sustainable Transportation (secretary)

Other stakeholders will be invited to attend as guests where required.

Meetings will be chaired by the Executive Director, Safety, Security and Transportation. The Chair is responsible for guiding the work of the Committee, including setting meeting agendas in consultation with members, facilitating discussions to ensure balanced participation, and supporting the development of clear, well-documented advice. The Chair will support, as appropriate, the recording and communication of the Committee’s deliberations, recommendations, and any differing views to Sustainable Transportation and, where warranted, to the Vice-President, Administration and Finance. The Chair may also determine when matters require escalation or additional direction.

Committee members are expected to declare any real or perceived conflict of interest in relation to agenda items, and, where appropriate, may be asked by the Chair to refrain from participating in related discussions or providing advice.

5.0 Meetings

The Committee will normally meet once per term, with meeting dates announced in advance. Additional meetings may be scheduled at the call of the Chair.

The Committee will aim to provide advice on a consensus basis. Where consensus cannot be achieved, differing perspectives will be clearly documented in the meeting record and reflected in any advice provided. The Chair may determine whether such matters are escalated to the Vice-President, Administration and Finance for consideration, along with a summary of the range of views expressed.

Agenda items will be requested of the membership before each meeting date. Every effort will be made to distribute the agenda 7 days in advance of the scheduled meeting. Minutes will be taken by Sustainable Transportation staff and distributed to members within a reasonable time frame following each meeting.

6.0 Evaluation and Reporting

The effectiveness of the Committee will be assessed on an annual basis by the Chair, with consideration given to factors such as the relevance and timeliness of advice provided, member participation and engagement, and the extent to which the Committee's input supports institutional priorities related to sustainable transportation. The Committee will provide an annual summary report to the Vice-President, Administration and Finance outlining key topics considered, advice provided, and any identified issues or emerging themes. Terms of Reference and membership will also be reviewed annually.

7.0 Document revision history

Version	Date	Author	Revision
1.0	2026.05.19	Kate Windsor	Initial version