

Document 1: Lansdowne Transportation Monitoring Operations Committee Terms of Reference

**CITY OF OTTAWA
LANSDOWNE REVITALIZATION TRANSPORTATION
MONITORING OPERATIONS COMMITTEE
TERMS OF REFERENCE
MAY 2014**

Lansdowne Revitalization

The revitalization of Lansdowne will re-establish this site as a dynamic urban place with residential, employment, retail, entertainment venues, open space and an 18 acre greenspace. Lansdowne will provide a venue for events within a renovated and improved stadium, arena complex and in the urban park.

A redeveloped Lansdowne will attract an increased number of visitors, and, to ensure that residents and visitors can easily access the site, Council approved a comprehensive transportation strategy as part of the approval process for the site. The strategy focuses on implementing an aggressive Transportation Demand Management (TDM) plan for both day-to-day and event needs and ensuring that enhanced transit, pedestrian and cycling facilities, as well as traffic and parking management strategies are in place to minimize impacts on the community. The transportation strategy also recommends the establishment of a comprehensive transportation monitoring program to examine the effectiveness of the transportation strategy, and ensure adjustments are made where required.

The Transportation Monitoring Operations Committee (TMOC) is being established to oversee the implementation of the overall Transportation Monitoring Plan developed by McCormick Rankin Corporation (MRC, November 2013) and ensure that the City of Ottawa and the Ottawa Sports and Entertainment Group (OSEG) continue to work collaboratively with the local communities on Lansdowne transportation issues.

The City of Ottawa and OSEG are partners in the redevelopment of Lansdowne Park. The overall Transportation Monitoring Plan identified a monitoring framework along with accountabilities with regards to the implementation of the monitoring program for both the City of Ottawa and OSEG. The TMOC will review and provide feedback on the implementation of this plan and as recommendations flow out of this work, they will be made through a consensus based decision making process. Finally, all members of this Committee have equal standing.

Governance Model

Principles and Mandate

The TMOC will oversee implementation of the monitoring activities identified in the Transportation Monitoring Plan developed by MRC for both day-to-day operations and special events at Lansdowne, and identify and recommend possible mitigation measures to respond to issues that may arise through these monitoring activities.

The TMOC understands that the revitalization of Lansdowne is not a single event but rather a series of ongoing openings and events across the site and into the surrounding communities. As each phase of the Lansdowne revitalization comes to maturation, the community and general public's travel behaviours will need to be analyzed. The TMOC will continuously monitor travel behaviours to measure how responsive the public is to the assumptions and objectives set out in the approved transportation plans and to respond to any required modifications.

The TMOC supports a functioning transportation system for Lansdowne, for visitors as well as residents living in the vicinity. As such, monitoring activities will be regularly reviewed with these stakeholders in mind, and, where mitigation measures are required, they will be implemented in a timely and responsive manner.

Specifically, the mandate of the TMOC is to:

- Confirm the details of the monitoring program to be implemented in accordance with the framework set out in the MRC Monitoring Plan report;
- Ensure that the monitoring plan is implemented and adhered to, and identify the necessary resources for undertaking the monitoring activities;
- Continue to engage, share information and collect and review feedback from the local community, through formal membership positions on the TMOC for the BIA as well as relevant community association(s) and representatives; and,
- Review, identify and recommend, through consensus based decision making, potential remedial actions where appropriate to address issues identified through the monitoring program.

Role

The role of the TMOC will be to review and provide feedback to the City and OSEG in regards to the implementation of the monitoring program as established in the Transportation Monitoring Plan developed by MRC and the overall Transportation Demand Management (TDM) strategy for the site. This includes the review of monitoring activities, mitigation measures, as well as annual reports and TDM communication efforts.

Oversee and Direct

The TMOC Committee members will oversee a number of daily activities, including monitoring activities, issues identification and management, as well as the review of

public facing TDM related documents (annual report). Specifically, the TMOC will oversee and direct the following:

A regular schedule of meetings beginning in March 2014;

- Confirmation of the details for the monitoring plan implementation at least two months prior to the first games (projected to be July 18, 2014), which includes a review of the data and identification of any further data collection or monitoring activities required;
- Regular reviews of the results of monitoring activities to ensure that monitoring efforts are delivered in accordance with the Transportation Monitoring Plan developed by MRC;
- Identification of transportation issues based on monitoring activities and general feedback, and reviewing and recommending mitigation measures for implementation as required.

Monitor

The TMOC will also monitor the following information:

- Progress of data collection initiatives;
- Day-to-day transportation behaviours as they evolve with significant openings at Lansdowne;
- Large scale event travel and any action items resulting from post mortem review of activities;
- Feedback from members of the public, businesses and residents with respect to the transportation network and transportation demand management efforts;
- Progress of non-Lansdowne related construction projects that may impact the transportation network in the area.

Transportation Monitoring Operations Committee Composition

As identified in the MRC Transportation Monitoring Plan, the following stakeholders will have membership on the committee:

Day-to-Day Events and Programming:

- Committee Chair – Phil Landry (Traffic Services)
- Ward 17 Councillor - David Chernushenko
- Transportation Committee Chair – Keith Egli
- OSEG TDM Coordinator
- Community Representatives from the Glebe Community Association (GCA), the Old Ottawa South Community Association (OSCA), the Old Ottawa East Community Association (OECA), the Glebe Business Improvement Area (Glebe BIA) and from the Holmwood Group
- City Staff including representatives from the City of Ottawa's Lansdowne Transition Team, OC Transpo, Event Central, Public Works (Traffic Services), Planning and Growth Management, Corporate Communications and Planning and Infrastructure.
- National Capital Commission

**Community representatives can designate one alternate person to attend committee meetings in their absence, and who would also acknowledge and understand the Terms of Reference for the committee as a condition of their membership.*

Large Scale Special Events Contingent:

- Emergency Services - Ottawa Fire Service, Ottawa Paramedic Service, Ottawa Police Services
- By-Law Services
- Shuttle Service Provider
- Special Events Advisory Team (SEAT)
- Ministry of Transportation Ontario
- Société de transport de l'Outaouais
- City Staff from Traffic Engineering and Traffic Management

At the discretion of the Committee Chair, other individuals, based on their subject expertise, may be invited to attend specific meetings based on their particular areas of specialization or issues of concern.

Relationship between stakeholder involvement and event attendance

Figure 1 below, illustrates membership involvement based on event attendance.

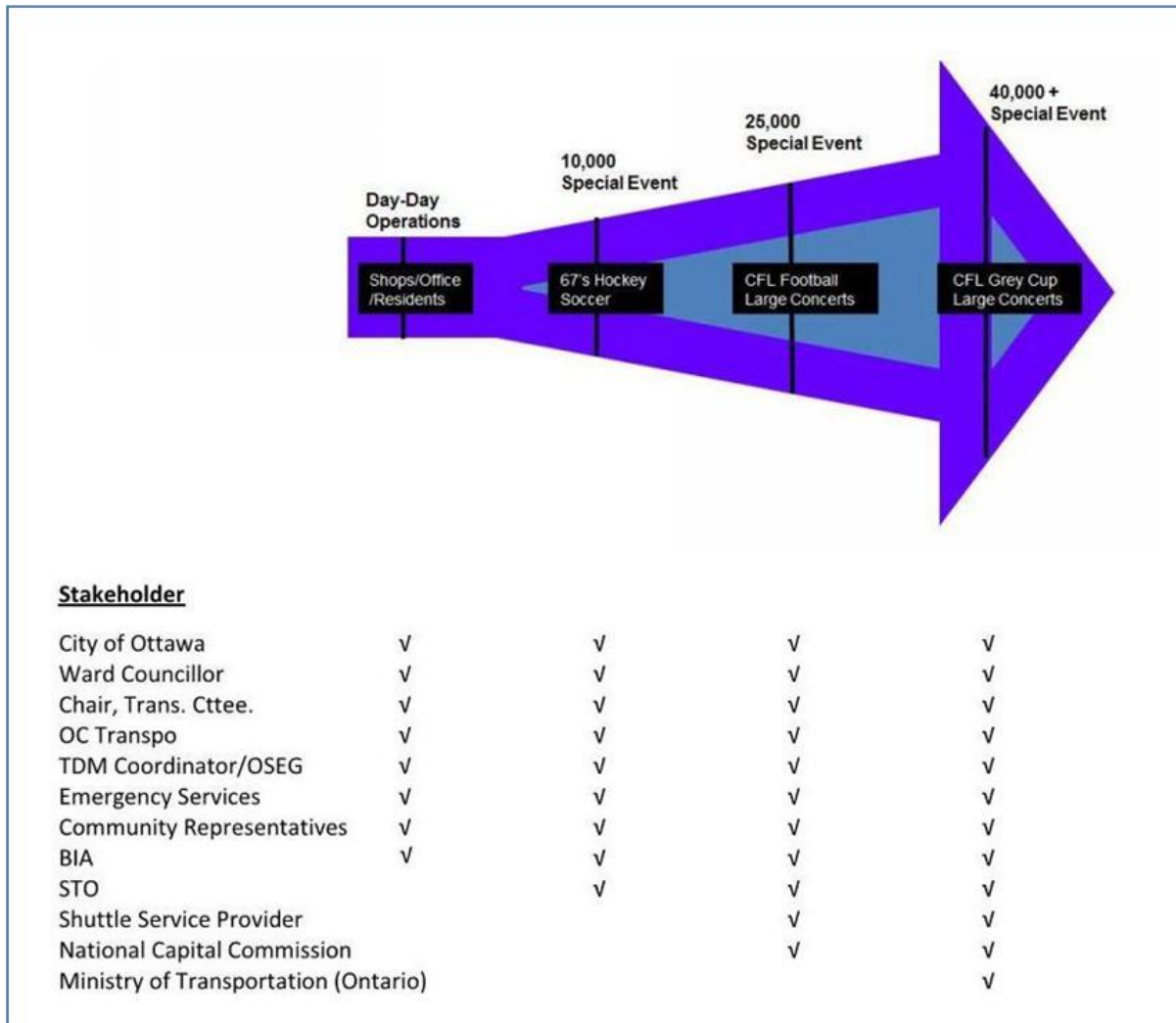


Figure 1 - LTMOC Relationship between Event Attendance and Stakeholder Involvement (adjusted as required)

Meeting Procedures

Chair and Governance

Meetings will be chaired by the Manager of Traffic Services Branch, Public Works Department, who will act as the facilitator and final authority for the TMOC operating

under delegated authority. The TMOC Chair will ensure that meetings run according to schedule and that items considered by the TMOC have a clearly defined decision or output.

Frequency of Meetings

First meeting will be held on Friday March 21, 2014 at 8:00am at City Hall.

Meetings will take place monthly, and as the site becomes more active, frequency may increase.

Meeting Documentation

Agendas and associated meeting documentation will be distributed via email to members prior to the meetings, and where possible at least a week in advance of these meetings. Minutes will be prepared and distributed to the members for confirmation at the following meeting. Members are encouraged to reference the minutes for outstanding action and follow-up items within their areas of responsibility. As necessary, Dispositions or Actions Required summaries will also be prepared.

Confidentiality

In order to encourage free and open discussion while respecting the rights of third parties to protect their confidential and/or proprietary information, some information which is reviewed and/or discussed at Committee meetings will be required to be treated as confidential and each member will respect this principle and the confidences of their Committee colleagues in such discussions. Information which is considered to be confidential and/or proprietary in nature to the City and/or the Ottawa Sports and Entertainment Group will be identified by the TMOC Chair accordingly. Confidential and/or proprietary information of a party is a recognized exemption from disclosure under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

Annual Reporting

As per the Lansdowne Transportation Monitoring Plan, there will be an annual report on monitoring activities. This report will outline how well the transportation system is operating relative to the assumptions and objectives expressed in the various approved transportation plans. This report will be prepared under the direction of the Chair of the TMOC with input from those involved in delivering and managing the transportation system and programs for Lansdowne and will be reviewed by the TMOC. After TMOC's review, this report will be submitted by the Committee Chair to Transportation Committee for information.

In addition to the above noted report, OSEG's TDM Coordinator will also prepare an annual report specifically related to the implementation of the TDM plan and how well TDM initiatives are achieving the site's objectives and targets as set out in the TDM plan. The report from the OSEG TDM Coordinator will feed into the annual report to be prepared under the direction of the Chair of the TMOC.

Annual Review - Committee Operations

On an annual basis or when deemed necessary by the Chair of the TMOC, the Committee will evaluate its own performance and effectiveness, and review and reassess the adequacy of its strategic and work plans, Terms of Reference, Operating Guidelines and Procedures, and any other associated operations matters. The outcomes of this review will also be reported in the annual report to be prepared under the direction of the Chair of the TMOC.

Financial implications

Committee Budget

There is no budget identified for this committee, as their role is to oversee monitoring activities. Any proposed mitigation measures would be vetted through the appropriate City department for their review and would be subject to approval for implementation through budget process if measure could not be accommodated through an existing budget.

Acknowledgement

Each member of the TMOC acknowledges that he or she has read and understands the Terms of Reference (March 2014) of the Lansdowne Transportation and Monitoring Operations Committee and will respect them and agrees to conduct himself or herself in accordance with them as he or she participates in the work of the TMOC.