



GREATER TORONTO AIRPORTS AUTHORITY

CONSULTATIVE COMMITTEE ON TAXICABS AND LIMOUSINES

TERMS OF REFERENCE

A) MANDATE

1. The mandate of the Consultative Committee on Taxicabs and Limousines (“Committee”) is to provide a forum for discussing matters relating to taxicab and limousine operations at Toronto Pearson International Airport (the “Airport”) in support of achieving the highest level of service for passengers.
2. The Greater Toronto Airports Authority (“GTAA”) is responsible for managing the Airport, including the ground transportation system, in accordance with the Ground Lease and other requirements. The Committee will act in an *advisory capacity* and may make recommendations to the GTAA with respect to taxicab and limousine operations and service at the Airport. The GTAA will consider recommendations made by the Committee in the context of its overall responsibility to manage the Airport.

B) MEMBERSHIP

1. Membership in the Committee is comprised of the GTAA and the following organizations:
 - (a) Airlift Airport Taxi
 - (b) Airflight Taxi;
 - (c) A1 Airline Taxi;
 - (d) Aerofleet Taxi;
 - (e) Aeroport Taxi;
 - (f) McDonnell-Ronald Limo Service Ltd.;
 - (g) Aaroport Limousine Service Ltd.;
 - (h) Pearson Vision Limousine; and
 - (i) Airport Municipal Transportation Vehicle (AMTV)
2. Members of the Committee other than the GTAA shall serve a term of one (1) year and may be re-appointed by the GTAA for additional periods of one year each. The GTAA will periodically review and may change the members of the Committee to ensure that the members are actively and effectively representing the persons and organizations involved in providing taxicab and limousine service.

3. Members of the Committee are responsible for actively participating in meetings in a positive and constructive manner.

C) MEETINGS

1. The Chair of the Committee is the GTAA – Director, Parking & Ground Transportation or his or her designate. In the event the Chair or his or her designate is unable to attend a meeting, the Chair shall designate a representative to act as Chair. The Secretary of the Committee is the GTAA. The Secretary is responsible for taking minutes of the Committee’s meetings and organizing other administrative support.
2. Meetings of the Committee will be held at least four times per year at such time and place as determined by the GTAA. Meetings may be held by telephone conference.
3. Notice of meetings will be given by the GTAA to each member not less than 48 hours before the time of the meeting and may be given verbally, by email, facsimile transmission, telephone or letter. The notice will be accompanied by an agenda setting out the matters for discussion at the meeting. Meetings of the Committee may be held without formal notice if all of the members are present and do not object to notice not having been given, or if those absent waive notice before or after the meeting.
4. Meetings will be conducted with a view to the members achieving a consensus including with respect to any recommendations to the GTAA and without the requirement for formal votes on any matter. The GTAA will consider recommendations made by the Committee, but is under no obligation to implement such recommendations. Decisions by the GTAA with respect to taxicab and limousine service at the Airport will be made with a view to achieving high levels of customer service and the GTAA’s obligations under its Ground Lease.
5. Each Organization shall designate one (1) individual; subject to GTAA’s approval, to attend the meetings of the Committee. To enhance the efficiency and effective of meetings, if the member’s designated representative is unable to attend a meeting of the Committee, an alternate is not permitted to attend in place of the designated representative
6. Members may invite guests to meetings of the Committee provided that prior approval has been obtained from the GTAA at least five (5) business days before the date of meeting. GTAA employees may attend the Committee’s meetings to facilitate the Committee’s work and discussions.

7. The GTAA will arrange to have minutes of the Committee's meetings prepared and will provide other administrative support to the Committee. The minutes will be distributed to the members of the Committee and the GTAA will arrange to make the minutes available to taxi and limousine drivers and the public.

D) RESPONSIBILITIES

1. The responsibilities of the Committee include, but are not limited to, the following:
 - (a) Sharing of information relating to the taxicab and limousine service at the Airport and discussing matters directly relating to maintaining an efficient service;
 - (b) Facilitating communication of information to drivers, permit holders and others relating to taxicab and limousine service and operations at the Airport;
 - (c) Making recommendations to the GTAA with respect to customer service and operational matters including without limitation:
 - (i) changes in taxicab and limousine tariffs; and
 - (ii) achieving improvements in customer service;
 - (d) Discussing service and operational matters relevant to permit holders, licensees, drivers and the GTAA; and
 - (e) Ensuring that each member provides the GTAA, upon request, with a list of its current drivers who have been approved by the GTAA to operate a taxicab or limousine at the Airport.

E) PROCEDURES OPERATION

- (a) Guests or presenters to the CCTL other than appointed members will only be recognized upon submission of a request or presentation to the Chairperson no less than five business days before the meeting.
- (b) Prior approval by the Chairperson must be given before guests or presenters may attend or address the CCTL. The Chairperson will advise the CCTL of any guests or presenters who have been denied attendance and reasons for such denial.
- (c) Minutes of the CCTL meetings will be public documents and be distributed to all members and anyone who requests them.

- (d) The proceedings of the CCTL will be by way of consensus.
- (e) Quorum for each meeting will require attendance by thirty-three (33%) of the total GTAA and industry representatives described above. In the event that quorum is not attained, meetings will proceed on an informal basis.
- (f) The Terms of Reference will be reviewed and updated as required to ensure that the CCTL mandate and membership remain current, relevant and appropriate.
- (g) The GTAA reserves the right to review the terms of membership of the CCTL from time to time.

F) REVIEW

1. The GTAA will review this Terms of Reference at least every two (2) years and otherwise as it deems appropriate, and to make revisions accordingly.