

Vehicle-for-Hire Net Zero Working Group*Draft Terms of Reference*

These Terms of Reference will be reviewed and finalized at the first working group meeting. This document may be amended as the project progresses. Any amendments to the Terms of Reference will be made in consultation with the City staff, working group members, and facilitation team.

A. Context

On December 15, 2021, Toronto City Council adopted, with amendments, [GL27.19 Update on Outstanding Vehicle-for-Hire Directives](#). City Council directed the Municipal Licensing and Standards Division (MLS), in consultation with the, Environment and Energy Division (EED) and The Atmospheric Fund (TAF), to establish a Vehicle-for-Hire Working Group that brings industry members and relevant stakeholders together to develop a strategy to accelerate greenhouse gas emissions reductions and electrification of the vehicle-for-hire industry, including considerations for equity and potential implementation challenges for any proposed advice.

City Council has directed City staff to set a goal of Net Zero greenhouse gas emissions for 2030 for vehicles-for-hire, and to align the plans for vehicle electrification and emissions reduction to achieve this goal.

B. Working Group Mandate

The mandate of the Working Group is to provide a forum for sharing perspectives and advice with City staff. It is an advisory group, not a decision-making body. The results of this working group will be considered by the City as one of several inputs to the development of any proposed requirements, regulations or programs that seek to achieve vehicle electrification and net zero emissions targets for the vehicle-for-hire industry.

This working group is intended to provide input and advice towards the development of industry-wide regulations and programs related to emissions reductions, it is not a forum to address specific issues faced by individuals in the industry. Discussions pertaining to issues not related to the subject matter of emissions reductions will also not be considered.

B.1. Decision-making Capacity

The Working Group is an advisory group, not a decision-making body. As an advisory group, the Working Group will operate using a consensus-based approach, where members seek general agreement on guidance and advice to City staff. A consensus-based approach assumes that participants can openly discuss ideas, perspectives, and viewpoints, and are willing to work together to develop common ground and minimize areas of disagreement to the best of their ability. Differing viewpoints and opinions will be documented in meeting notes.

C. Goal and Activities

The goal of the Vehicle-for-Hire Net Zero Working Group is to develop a strategy to accelerate emissions reductions and electrification of the vehicle-for-hire industry, with the goal of transitioning to a net zero vehicle-for-hire industry in Toronto by 2030. The group will bring together vehicle-for-hire industry members and relevant stakeholders to have open and collaborative discussions about how to reach net zero through a comprehensive

recommendations with tangible actions. The strategy may include proposed actions for various City divisions and stakeholders.

The Working Group will achieve this goal by:

- **Learning about relevant topics**, as identified by the members of the group (with guidance from MLS, EED, and TAF), to ensure that members have the knowledge and information they need;
- **Confirming guiding principles** that will direct and scope the working group's activities;
- **Identifying challenges and opportunities** for reducing emissions and electrifying the vehicle-for-hire industry in Toronto;
- **Identifying potential actions, policies, programs, and other approaches** that the City of Toronto and others can take to support the transition of the vehicle-for-hire industry to net zero by 2030;
- **Evaluating and prioritizing identified actions, policies, programs, and other approaches**, by considering equity implications, feasibility of implementation, and other criteria to be determined by the working group; and
- **Actively contributing to the development of a recommended strategy that includes actions, policies, and programs**. As feasible, this will include implementation considerations including timelines, roles and responsibilities, and resources.

D. Membership

D.1. Convenors

- The City of Toronto
 - Municipal Licensing and Standards – leading the process
 - Environment and Energy Division – co-leading the process
- The Atmospheric Fund – co-leading the process

D.2. Members

It is intended that the working group will include a diverse mix of representatives from:

- The taxicab industry
 - Taxicab brokerages
 - Standard Taxicab and Toronto Taxicab Licence owners
 - Taxicab drivers
- The limousine industry
 - Limousine service companies
 - Limousine owners
 - Limousine drivers
- The Private Transportation Company (PTC) industry
 - Private Transportation Companies
 - PTC drivers
- Academics and/or researchers
- Electric vehicle and/or vehicle emissions stakeholders/industry experts
- Electric vehicle charging suppliers

Note: Additional City of Toronto Divisions/agencies/subject matter experts to serve as resources may also be included in meetings as needed.

D.3. Member responsibilities and time commitment

Members will be responsible for attending and actively participating in working group meetings. Meetings will be held approximately every four weeks from October 2022 to February 2023 and will be up to two hours in length. Members will also be responsible for completing background readings and/or tasks in-between scheduled meetings. It is anticipated that this work will take approximately two to three additional hours every four weeks.

Working group members are expected to act as representatives for their industry. All members must act in a respectful manner.

D.5. Member selection and dismissal

Membership in the working group will be limited to up to 25 members to allow for meaningful discussion and for all members to have adequate speaking time in meetings.

Membership will be determined by a short application process, allowing individuals/companies/organizations to express why they would like to join the working group and what perspectives/expertise they may bring to the group. The application process is not intended to be overly onerous for applicants. Having an application process will allow staff to appropriately limit the number of members, ensure a diverse range of perspectives are considered, as well ensure members are committed to the working group process.

City staff will lead the review of membership applications with support from a third-party facilitator to ensure a transparent selection process.

Working group members may be dismissed from the working group if they act in a disrespectful manner, or are no longer able to meet the required member responsibilities (for example, the member is absent for more than two meetings). In the instances when a member is not able to attend a meeting, they may designate an alternate representative to attend in their place. The alternate representative will be responsible for communicating information to and from working group member and constituents they represent. Member dismissal will be at the discretion of the convenors, in consultation with the facilitator.

D.6. Honorariums

An Honorarium of up to \$100 per working group meeting will be available as needed to compensate working group members for their time participating in scheduled meetings and completing background readings and/or tasks in-between meetings. Members who require this compensation to support their participation in the working group should indicate such as part of the application process.

E. Facilitation

The working group will be facilitated by a third-party professional facilitator. The facilitator will:

- Chair and facilitate working group meetings;
- Prepare and distribute meeting agendas and supporting materials, in consultation with the convenors and working group members;
- Prepare meeting notes with summaries of working group discussions and deliberations, noting points of agreement and where opinions diverge;

- Develop a final report summarizing the findings and recommendations of the working group;
- Serve as the initial point of contact for working group member questions and concerns, bringing them as needed to the attention of the conveners; and
- Take steps as needed to ensure that all working group members are able to meaningfully participate in the working group.

The conveners will provide support to the facilitator as needed, such as preparing and collecting information materials, providing responses or follow-up information for questions that arise during meetings, or engaging speakers and subject matter experts for meetings.

F. Meeting Structure and Timeline

Working group meetings will occur approximately every four weeks and be up to two hours in length. It is anticipated that meetings will be virtual, but in person meetings may be considered as appropriate. Working group members may be provided with meeting materials for review in advance in preparation of scheduled meetings.

Meetings will be interactive and encourage robust exchange of information and feedback, including presentations, small group breakouts, and full group discussions.

There may be opportunities for working group members to meet in smaller groups in-between scheduled meetings to conduct targeted work as needed and report back on their findings to the larger working group.

Anticipated timing for working group meetings:

1 st working group meeting	Week of October 17, 2022
2 nd working group meeting	Week of November 14, 2022
3 rd working group meeting	Week of December 12, 2022
4 th working group meeting	Week of January 9, 2023
5 th working group meeting	Week of February 6, 2023

Note: Meeting dates may be changed depending on availability of working group members.

G. Outcomes

The facilitator will develop summary notes from each working group meeting and one final report. The final report will capture recommendations shared by the working group to reach a net zero vehicle-for-hire industry in Toronto by 2030. The report will include information about the working group selection, process for determining recommendations, key discussion points including areas of consensus and any points of disagreement among the working group. The final report will be made publicly available.

The final report will be considered by City staff as one of several inputs to a staff report to City Council with policy recommendations, programs and/or by-law changes that seek to reach net zero emissions and support vehicle electrification in the vehicle-for-hire industry.