

## **TERMS OF REFERENCE – 2019**

### **Transportation Advisory Committee**

#### **PURPOSE:**

The Transportation Advisory Committee (TAC) is a Select Committee established by Council. The purpose of TAC is to serve as an advisory/liaison body between Council and the public. The committee will concentrate its efforts on policy and procedural issues relating to transportation, traffic management and transit. In addition, the committee will receive, at the Chair's discretion, presentations from groups or individuals who wish to provide comment regarding transportation in Chilliwack. The committee will be advisory to Council with respect to its bylaws and policies and their application to the transportation sector to ensure that they are in the general best interests of the entire municipality. As reasonably as possible, the committee is to represent all interests of the transportation sector. The committee will report its findings and opinions to Council.

#### **COMPOSITION:**

The Chair, with assistance from the City of Chilliwack (COC) staff liaison and the Vice Chair, and in consultation with the Mayor, will coordinate the membership selection process. The Mayor will coordinate the selection for all of the Select Committees and make final appointment recommendations to Council.

The membership of TAC shall consist of up to ten (10) voting members appointed by Council plus two (2) elected officials representing Council as Chair and Vice Chair:

1. one (1) member from BC Transit;
2. one (1) member from ICBC;
3. three (3) members from the community;
4. one (1) member from RCMP;
5. one (1) member from MOTI;
6. one (1) member from SD 33;
7. one (1) member from the Chamber of Commerce;
8. one (1) member from the cycling community

TAC may also consist of non-voting members, including:

9. a liaison COC staff member from the Engineering Department; and
10. others, as necessary.

All member appointments may be reviewed annually at Council's discretion, or will be done after a Council re-election takes place. Members are expected to attend at least 75% of the meetings.

The members of TAC shall serve without remuneration but may, from time to time, and on a resolution of Council, be reimbursed for expenses they incur while performing their functions as a member of TAC.

Council may, at any time, remove any member of TAC and any member of TAC may resign at any time upon sending written notice to the Chair of TAC. In the event of a vacancy occurring during a regular term on TAC, the vacancy may be filled for the remainder of that term in the same way the initial appointments were made.

**LIAISE/SUPPORT DEPARTMENT:**

Engineering Department – 604.793.2907.

**PROCEDURES:**

1. The committee will meet several times per year according to a schedule created by the Chair. Special meetings may be called by the Chair or by three members of the committee. A minimum of 48 hours' notice of a special meeting must be given and included in the notice will be the purpose for the meeting.
2. In the event the Chair is not present, the Vice Chair will act as Chair for that meeting. In the event that the Chair and Vice Chair are not present, the meeting shall stand adjourned until the next meeting or the next meeting called by the Chair.
3. A quorum of the committee will be greater than 50% of its members. If a quorum is not present the Chair, at his/her discretion, may carry on with discussion of items on the Agenda but will not entertain any motions for referral or recommendation to Council. In the event that there is not a quorum, the Agenda will be reproduced and presented at a subsequent meeting of the committee.
4. The meetings shall be open to the public, with the exception of matters that would be dealt with in the closed portion of a Council meeting as defined in Division 3 of the *Community Charter*, and shall be held at City Hall.
5. A minimum of seven (7) days' notice must be given, and included in the notice will be the purpose for the meeting.
6. An Agenda package shall be provided to TAC members at least three (3) days in advance of the meeting date.
7. Responsibility for the items appearing on the Agenda will rest with the Chair in communication with the staff liaison assigned to support TAC. TAC members are encouraged to submit items for inclusion on the Agenda.
8. TAC will only concern itself with the items on the Agenda and, with respect to any new business that may be presented, the Chair may entertain a general discussion and where appropriate, the item will be referred to the next regular TAC meeting for full discussion and recommendation.
9. In addition to items raised by the Chair and TAC members, TAC will also address matters referred by Council.

10. Minutes of the meeting shall be prepared by COC staff, subsequently signed by the Chair, and forwarded to Council. TAC will report to Council through its minutes and by making recommendations for Council's consideration.
11. TAC will not have any administrative authority or jurisdiction to implement change or give direction to alter current policies, procedures, and practices. However, the committee may, and is encouraged to make recommendations to Council if it wishes to request staff to investigate certain matters, or wishes to make recommendations with respect to Council's policies, procedures, and practices.
12. TAC may hold public meetings to obtain feedback from the community and to relay information to the community.
13. TAC may appoint sub-committees of its members to review and provide recommendations on specific issues to the committee.
14. TAC may invite or entertain delegations that are either directly related to, or have a peripheral interest in, transportation matters to receive their comments and recommendations with respect to specific issues.
15. TAC will act as a clearing house and a forum for ideas and policy issues relating to its purpose.
16. TAC will consider, as appropriate, Council's objectives and strategies as contained within the COC Annual Report when making recommendations to Council.
17. If an industry committee member is unavailable to attend a meeting, an alternative may be sent if the alternative member has been approved by the Chair.

**CONFLICT OF INTEREST:**

TAC members must abide by the conflict of interest provision outlined in the *Community Charter* as amended or replaced from time to time. If a conflict of interest arises between a TAC member attending a meeting and the matter being discussed, the member must declare a conflict of interest and state the general nature of the conflict. After making such declaration, the member must not take part in any discussions on the matter, must immediately leave the meeting, and must not attempt to influence any member at any time in relation to the matter.