



TRANSPORTATION ADVISORY COMMITTEE MANDATE & OBJECTIVES

(adopted 2010-APR-12)

(amended 2011-JUN-20)

Mandate

The Transportation Advisory Committee serves as an advisory body, responsible for making recommendations to the Finance / Policy Committee of the Whole on policy matters relating to transportation within the City of Nanaimo.

Objectives

The objective of this Committee is to provide policy advice to Council on:

- The development and implementation of a Transportation Plan.
- Pedestrian, cycling, transit, commercial vehicle and road network planning.
- Sustainable transportation.
- Regional transportation initiatives as they relate to City transportation infrastructure and services.
- Parking planning.

Policy initiatives of the Transportation Advisory Committee will support the goals of the Official Community Plan as well as Council goals related to environmental, financial and service sustainability.

It is not the mandate of this Committee to review site specific development proposals.

Meetings

The Transportation Advisory Committee will:

- (a) Meet at the call of the Chair, usually quarterly; and
- (b) Establish meeting days and times after consultation with the Committee members.

Membership

The membership of the Transportation Advisory Committee will be comprised of:

- Four (4) members of Council
- Four (4) “community-at-large” members representing the general interests of the transportation system.

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Input from agencies and associations will be requested and received when it is pertinent to the policy discussion.

See also:

- Terms of Reference for Advisory Committees
- Council Procedures Bylaw



ADVISORY COMMITTEES TERMS OF REFERENCE

(adopted 2010-JAN-25)

The following Terms of Reference apply to all Advisory Committees of the City of Nanaimo unless otherwise noted.

Appointment and Term

The member(s) of Council will be appointed annually by motion of Council.

Other members will be appointed for a three-year term commencing April 1st in the year following a general local government election (*does not apply to PNAC*). At-large members will be appointed by Council. Council will ratify appointments of members recommended by their specific associations.

Members of the Committee will serve without remuneration.

Chair

The Committee will elect the Chair annually at the first meeting following April 1st from amongst its members.

Meeting Procedures

All points of procedure not specifically provided for in these Terms of Reference shall be decided and determined in accordance with the current Council Procedure Bylaw.

Except where the provisions of the *Community Charter* apply, all Committee meetings shall be open to the public. Where the Committee wishes to close a meeting to the public, it may do so by adopting a resolution in accordance with the *Community Charter*.

The order of business is to be as set out in an agenda package to be provided to Committee members in advance of the meeting date. All decisions of the Committee will be reached by consensus or a majority vote of the members present.

Minutes of the meeting will be adopted by the Committee at its next regular meeting. After adoption, minutes will be circulated to Council for their information. Originals of the minutes will be signed by the Chair of the Committee and forwarded to the Legislative Services Department for safe keeping.

Reporting to Council

The Committee may report to Council on any issue within its mandate or other issues as requested by Council.

The Committee Chair will present recommendations of the Committee to Council for their consideration.

Budget

The annual budget of the responsible department will include funds for the operation of the Committee.

Staff Support

Staff support will be determined by the City Manager or his/her designate. Typical support functions include the following:

- Organizing and preparing the agenda, in conjunction with the Committee Chair;
- Distributing the agenda packages to Committee members;
- Taking and preparing draft minutes;
- Managing the files of the Committee, as necessary;
- Maintaining a list of outstanding issues for Committee action;
- In conjunction with the Chair, drafting Committee reports to Council;
- Provide professional advice on issues discussed by the Committee;
- Other duties as authorized by the City Manager or his/her designate

TRANSPORTATION ADVISORY COMMITTEE

Chair: Mr. Allan Davidson

Staff Liaison: Tom Hickey, Director Engineering & Public Works – (250) 756 5301, tom.hickey@nanaimo.ca

Councillor George Anderson
(Council Rep)

Councillor Ted Greves
(Council Rep)

Councillor Bill Bestwick
(Council Rep)

Councillor Bill McKay
(Council Rep)

Mr. Trevor McLeod
(At-Large)

Mr. James Routledge
(At-Large)

Mr. Allan Davidson
(At-Large)

Ms. Michele Patterson
(At-Large)