

# THE CORPORATION OF THE CITY OF NORTH VANCOUVER

## Integrated Transportation Committee

### TERMS OF REFERENCE

#### 1. PURPOSE:

The Integrated Transportation Committee (ITC) shall advise Council and staff on transportation policy, planning and mobility issues within the City of North Vancouver with a focus on active transportation (walking and cycling), transit and integration of all modes of transportation (walking, cycling, transit, goods movements, and general purpose vehicles). More specifically, the committee will:

- a. Work towards creating, promoting, developing and improving an energy efficient, affordable and safe transportation network that supports a variety of transportation choices, minimizes environmental impacts, including the reduction of greenhouse gas emissions, energy consumption and potential for noise pollution.
- b. Provide advice on federal, provincial, regional or neighbouring municipality transportation policies and plans which may affect the City's Transportation Plan.
- c. Review and consider transportation policy in a regional context as it affects the City; provide options on how to promote, advance, and improve the movement of people and goods to, from and within the City.
- d. Provide advice on City's plans or strategies, such as land use plans, economic development strategies or strategic plans which may affect the City's Transportation Plan.
- e. Provide advice on City's transportation plans and projects.
- f. Review and prepare recommendations on various matters related to transportation, including consideration of the planning and development projects as referred by Council that may impact mobility. Provide multi-modal input to the allocation, design and use of public space and planning of future developments.
- g. Encourage regulations and policy changes that support and strengthen active transportation and transit.
- h. Advise on matters related to active transportation and trails, and encourage, promote and participate in the planning of active transportation policies, programs and facilities.
- i. Assist in educating public on the benefits, necessities and safety aspects of active transportation.

- j. Work towards improved cycling and pedestrian safety and better cyclist and pedestrian access to public transit, schools, workplaces, shops, libraries, community centres, parks, including roads and other public spaces.
- k. Promote and enhance continuous pedestrian and bicycle network (trails, sidewalks, bicycle lanes) within the City and with its neighbouring municipalities.
- l. Provide input on the City's Capital projects as pertains to the transportation and mobility issues; and
- m. Support staff in preparing and updating transportation policies, guidelines and standards to support implementation and advancing of the City's transportation Plan.

## 2. **COMPOSITION:**

### **Membership**

1. The Committee, to be appointed by the Mayor and Council of the City of North Vancouver, shall consist of ten voting members, who represent the community at large. The Committee shall be balanced with consideration given to the geography, demographic composition of the City and a range of interests that include, but are not limited to, walkers, cyclists (recreational or commuter, novice or expert), seniors, youth, people with disabilities, motorists, transit users, bus drivers, truck drivers, business representative (Chamber of Commerce), School District #44 representative.
2. One member of Council who is appointed to the Committee shall not have a vote and shall act in a liaison role.
3. One representative from the Squamish Nation, Port, and the RCMP to be invited as non-voting members
4. Representatives from the District of North Vancouver, District of West Vancouver TransLink, Ministry of Transportation, North Shore VACC and other groups, to be invited as needed, as observers or guest speakers.

### **Staff Resource**

1. A Committee Clerk/Secretary shall be provided to the Committee who shall be responsible for agenda preparation, minute taking and meeting preparations.
2. Transportation Section of the Engineering, Parks and Environment Department shall provide professional advice and other staff assistance

to the Committee. When needed, planning and environmental staff may also provide professional advice and assistance.

Staff persons will not be voting members of the Committee.

### **Term of Appointment**

1. The Committee general members are appointed for a term of two calendar years. An individual can serve on the committee for up to two consecutive terms. Approximately half of the committee's members will be appointed each year to ensure continuity.
2. A member who is absent, except for reasons of illness or with the leave of the Committee, from three consecutive regular meetings of the Committee is deemed to have resigned effective at the end of the third such meeting.

### **3. OPERATIONS OF THE COMMITTEE**

#### **1. Chair and Vice Chair**

The Committee shall elect from its membership, a Chair and Vice-Chair at the first meeting of each calendar year.

#### **2. Quorum**

A quorum of the Committee will be fifty percent (50%) of filled voting memberships.

#### **3. Meeting Schedule**

The Committee will meet on the first Wednesday of each month and the meeting times will be established by the Committee at the first meeting.

There will be a meeting in the form of a 'field trip' and generally held in the summer months.

#### **4. Delegations**

- A scheduled delegation will be given a specified time frame to make a presentation.
- Information from a delegation will be received and if required, this information will be forwarded to the Council.

5. Meeting Minutes

Minutes will record all motions and shall be signed by the Committee Clerk and the Chair.

6. Sub Committees

The Committee may appoint sub-committees charged with reviewing specific projects or issues related to ITC's mandate such as the Bicycle Master Plan, neighbourhood plans.

Sub-committee members need not be limited to Committee members.

Approved by Council November 25, 2013