

Integrated Transportation Committee (ITC) Terms of Reference

Committee Name	Integrated Transportation Committee (ITC)
Vision / Goal Statement	To provide input and feedback to the City on multi-modal transportation related matters in support of Council's strategic priority for a Connected City, which provides active and sustainable ways for people and goods to move to, from and within the City safely and efficiently.
Mandate	<p>The Committee's role is to provide advice on multi-modal transportation matters within the City, including active transportation (walking, rolling and cycling), transit, vehicles and goods movement, as well as multi-modal integration.</p> <p>Items that may be referred to the Committee by Council or staff include:</p> <ul style="list-style-type: none"> (a) Transportation or transportation-related capital and policy projects, pilots and programs to: <ul style="list-style-type: none"> (i) seek feedback on their alignment with the Mobility Strategy; and (ii) test or shape education and engagement materials for the public; (b) Unique, major or complex development applications that: <ul style="list-style-type: none"> (i) fall outside of established City policy, such as the Official Community Plan or Mobility Strategy; and (ii) include unique opportunities for public realm improvements or active transportation.
Voting Members	<p>The Committee will be comprised of up to 11 voting members in accordance with the following provisions:</p> <ul style="list-style-type: none"> (a) Members of the Community at Large reflecting the demographic diversity of the City and the perspectives of pedestrians, cyclists, new mobility users, transit users, drivers, those in the goods movement industry, those who use mobility devices and other modes of transportation (9 appointed by Council) (b) Representative from the City of North Vancouver Business Community (1 appointed by Council) (c) Representative from School District No.44 (1 designated annually in September by SD44)

Non-Voting Members	<p>The Committee will include 4 seats for the following non-voting members:</p> <ul style="list-style-type: none"> (a) Council Liaison (1 appointed annually by Council) (b) Representative from Squamish Nation (1 designated annually by Skwxwú7mesh) (c) Representative from Port of Vancouver (1 designated annually by Vancouver Fraser Port Authority) (d) Representative from North Vancouver RCMP (1 designated annually by NV RCMP)
Terms of Service	<p>The following terms are applicable to the Voting and Non-Voting Members of the Committee:</p> <ul style="list-style-type: none"> (a) Terms for Community Members and the Business Community representative are for 2 years to a maximum of 2 terms. Mid-term vacancies may be addressed immediately or at the end of a term at the option of the supporting staff Director(s). (b) All other terms for voting and non-voting members are continuous, subject only to: <ul style="list-style-type: none"> (i) the elected office or good standing of the member; and (ii) the designation of the member as the organization's representative for the year or portion thereof.
Committee Resources	<p>The Committee shall have the following resources:</p> <ul style="list-style-type: none"> (a) Internal: <ul style="list-style-type: none"> (i) Primary staff support and oversight will be the shared responsibility of the Director of Planning and Development and the Director of Engineering, Parks and Environment through their designated professional staff for the provision of the following in general support of the Committee: <ul style="list-style-type: none"> A. annual work plans in alignment with the Committee's mandate, and B. agendas and meeting materials reflecting the annual work plans, (ii) Secondary staff support may be provided by other departments; (iii) Clerical staff support will be provided by the Legislative Services Division of the DCAO's Office. (b) External: Intergovernmental partners and transportation advocacy groups may be invited as appropriate to provide specialized knowledge and perspectives to the Committee.
Chair	<p>A Chair is to be chosen annually from amongst the voting members. In the event of the Chair's absence, the Committee will select from amongst its voting members an Acting Chair.</p>

Quorum	A quorum shall consist of a majority of the Committee’s voting members. If a quorum is not present within 15 minutes following the time at which the meeting was to commence, the Committee Clerk shall record the names of the members present at the meeting, and the meeting shall stand adjourned.
Attendance	Members shall advise the Committee Clerk of their intent to attend or to be absent from a meeting. Any member who is absent from three consecutive meetings of the Committee, without leave of absence from the Committee, or a reason satisfactory to the Committee, shall by Committee resolution cease to be a member of the Committee. Section 144 of the <i>Community Charter</i> gives Council the power to rescind an appointment at any time.
Meeting Frequency	The Committee shall meet monthly subject to cancellation by the Committee Clerk due to impending lack of quorum or lack of matters for consideration by the Committee.
Reporting	Committee recommendations shall be communicated regularly through staff along with annual reporting on work plan accomplishments, expenses and alignment of Council priorities with planned work for the coming year per the City of North Vancouver Advisory Body Procedures Manual, as amended from time to time.
Governance	<i>Community Charter</i> , Section 142
Rules of Procedure and Conduct	City of North Vancouver Advisory Body Procedures Manual, as amended from time to time, including but not limited to: (a) Advisory Body Appointee Agreement, to be signed at first meeting; (b) Respectful Communication Policy; (c) Respectful Workplace Policy No. 203; (d) Social Media Policy No. 212; (e) “Council Procedure Bylaw, 2015, No. 8500” (excerpts applicable to Advisory Bodies).

Adopted on January 27, 2025