

## TERMS OF REFERENCE

### Transportation Advisory Committee

#### 1. Purpose

- 1.1 The purpose of the Transportation Advisory Committee is to consider issues pertaining to regional transportation matters and to make recommendations to the Sunshine Coast Regional District (SCRD) Board on these issues.

#### 2. Duties/Mandate

- 2.1 The Transportation Advisory Committee is a committee of the Board that will bring together the various organizations involved in transportation on the Sunshine Coast to:
- a) Provide input regarding transportation issues.
  - b) Provide an opportunity to resolve issues at a local level.
  - c) Provide a forum to disseminate information on transportation issues.
  - d) Encourage consultation on a broad range of transportation issues on the Sunshine Coast.
  - e) Make recommendations to the SCRD Infrastructure Services Committee or Board or to other member organizations listed under section 3.1.1 through the appointee of that organization.
- 2.2 The SCRD may, by resolution, and in consultation with local government members, dissolve the Transportation Advisory Committee, remove a member and amend these Terms of Reference.

#### 3. Membership

- 3.1 The Transportation Advisory Committee is comprised of the following members or their alternates:

##### 3.1.1 Voting Members

- a) All SCRD directors or their alternates
- b) One local representative from the Ministry of Transportation and Infrastructure
- c) One local representative from BC Ferry Corporation.
- d) One representative from School District #46
- e) One representative from Transportation Choices (TraC)
- f) One representative from the Progress Plan organization for a two year term ending September 1, 2015.

##### 3.1.2 Non-voting members:

- a) SCRD Manager of Transportation and Facilities
- b) Other members of SCRD staff
- c) Maintenance contractor for the Ministry of Transportation and Infrastructure.

### 3.1.3 Other Members

- a) Upon approval of the SCRD Board, one member of a group involved in transportation related issues may attend the meetings as a voting or non-voting member as appropriate.
- b) Other interested stakeholders may attend in a resource capacity as necessary.

3.2 The Chair and Vice Chair of the Committee will be appointed annually by the Chair of the Sunshine Coast Regional District from amongst the SCRD Directors.

## 4. Operations

- 4.1 The Transportation Advisory Committee will meet bi-monthly.
- 4.2 A quorum of the voting members of the committee shall be a majority of the members as listed in section 3.1.1.
- 4.3 All Committee meetings must be open to the public except where the committee resolves to close a portion of it pursuant to the *Community Charter*.
- 4.4 All formal recommendations of the Committee shall be duly passed by a majority of the voting members present.
- 4.5 Delegations may appear upon written request and in accordance with the SCRD Petitions and Delegations Policy.
- 4.6 Input from the floor shall be at the discretion of the Chair.
- 4.7 The authority of the Committee is limited as follows:
  - a. The Transportation Advisory Committee does not have the authority to bind the SCRD in any way, nor engage or otherwise contact third parties, consultants, organizations or authorities in a manner which may appear to be officially representing the SCRD.
  - b. The Transportation Advisory Committee may communicate with external organizations and agencies to collect information and make inquiries.
  - c. Representations to the media on behalf of the Committee shall be through the Committee Chair or his/her delegate.
- 4.8 Committee members are encouraged to:
  - a. attend and participate in meetings of the Committee
  - b. share experiences and ideas while maintaining an open mind to others' perspectives
  - c. report back to the appropriate Standing Committee.
- 4.9 In carrying out its mandate, the Committee will work towards conducting operations in a way that:

- a. improves the economic, environmental and social well-being for present and future generations;
- b. encourages and fosters community involvement;
- c. enhances the friendly, caring character of the community;
- d. maintains an open, accountable and effective operation;
- e. preserves and enhances the unique mix of natural ecosystems and green spaces in the SCRD;
- f. is consistent with the goals and objectives of the SCRD's strategic plan; and
- g. recognizes advisory committees are one of many channels that the Regional Board may utilize to obtain opinions and advice when making decisions.

4.10 The SCRD will provide a recording secretary whose duties will include:

- a. preparing meeting agendas and distributing them to the Committee members in advance of the meeting
- b. preparing minutes of all meetings using SCRD standard practices
- c. forwarding the approved minutes to the Infrastructure Services Committee for further consideration and approval.

4.11 The role of Regional District staff assigned to serve in a liaison capacity may include:

- a. providing information and professional advice;
- b. assisting the committee secretary in writing reports and recommendations to the Board as requested by the committee;
- c. bringing such matters to the committee's attention as are appropriate for it to consider in support of Regional District Board direction;
- d. serving as one of the communication channels to and from the Board; and
- e. providing advice to the Board that may be at variance to a committee recommendation.

4.12 Unless otherwise provided for, meetings shall be conducted in accordance with the rules of procedure set out in the Board Procedure Bylaw.

4.13 Committee members are subject to the Conflict of Interest legislation outlined in Section 100 – 109 of the *Community Charter*. The terms “Council” and “Committee” shall be interchangeable for the purpose of interpretation of these sections.

4.14 Committee members must respect and maintain the confidentiality of the issues brought before them in closed meetings.

4.15 SCRD Directors will be compensated as per the SCRD Directors Remuneration Bylaw. Other Committee members serve without remuneration but may be eligible to have reasonable expenses reimbursed in accordance with the SCRD Policy on Committee Volunteer Meeting Expenses.

## 5. Reference Documents

- 5.1 SCRD Procedure Bylaw No. 474
- 5.2 *Community Charter*, Section 100 – 109 – Conflict of Interest
- 5.3 *Community Charter*, Section 90 – Open/Closed Meetings

Approval Date:	October 10, 2013	Resolution No.	449/13 rec.3
Amendment Date:		Resolution No.	
Amendment Date:		Resolution No.	