

# Transportation Advisory Committee

## Terms of Reference

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### Mandate

The mandate of the Transportation Advisory Committee is to provide recommendations, advice and information to Saanich Council and staff on matters that relate to the purpose of the committee and on any matters which are referred to the committee by Saanich Council or staff.

### Purpose

The purpose of the Transportation Advisory Committee is to advise Saanich Council and staff on matters relating to transportation policy, regulation, and programming. The Transportation Advisory Committee (TAC) will advise on:

- Policy including, but not limited to, corridor plans, the Active Transportation Plan, the Road Safety Action Plan, and the Speed Limit Establishment Policy.
- Matters related to active transportation including:
  - increasing active transportation mode share
  - working towards zero traffic-related fatalities and serious injuries
  - reducing greenhouse gas emissions and travel demand on roadways
  - providing amenities and design specifications to deliver a successful active transportation program in the municipality.
- Development of transportation bylaws and amendments to existing bylaws.
- Long-range road system and traffic planning.
- Issues relating to road safety that fall within a Safe Systems approach and include:
  - Safe speeds
  - safe road design, infrastructure, and signals
  - Safe road users who act in accordance with the laws and make safe decisions when they travel
  - Vehicle safety
  - Land use planning decisions that consider safety for all road users
  - Post crash care

### The TAC will also:

- Provide a community perspective related to environmental and health considerations, and regional connectivity.
- Increase awareness of multi-modal transportation through promotion, education and community outreach.
- Provide advice and leadership on citizen and stakeholder engagement.
- Encourage land use patterns that support multi-modal transportation

### Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw. Quorum for the Committee is a majority of its appointed voting members, including the Chair.

### Membership

To the extent possible, Advisory Committees will have a diverse membership with respect to gender, age and cultural-ethnic background.

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The Committee will consist of nine (9) members qualified in the discipline relevant to the committee mandate or with a perspective necessary for fulsome consideration of the associated topic, with preference given to some specific areas including:

- A member of Council to serve as Chair, appointed by the Mayor.
- A member of a Parent Advisory Group, preferably with experience in Safe Routes to School programming.
- A member with expertise in mobility of people with disabilities.
- A member with transit experience.
- A member who primarily uses active transportation for their daily activities.
- A member employed or with previous experience in the goods movement or taxi/ride-hail industry.
- A member with knowledge or experience in the fields of transportation planning or engineering.
- Where possible, a youth member described as 16-24 years of age.
- Where possible, a senior member.
- Where possible, at least one (1) member who is an Indigenous person.

Members may serve a maximum of seven years on an Advisory Committee, consisting of a one-year term followed by a potential for three, two-year terms. Members who wish to be re-appointed after the completion of a term must re-apply and provide the application and their resume for Council's consideration.

Island Health Authority may assign a trustee to the Committee as a non-voting liaison.

### **Staff Support**

The Engineering Department is the primary contact and together with the Parks, Recreation and Community Services Department will provide the required professional support. Meeting preparation, agendas and minutes of meetings of the Committee will be provided by the Legislative Services Division.