



City of Port Moody

Council Committee Terms of Reference

Date: February 12, 2019

File No. 0360-20-06

Type: Select

Committee Name: Transportation Committee

Approvals/Reviews/Amendments

Approval Date: February 12, 2019

Amended: December 3, 2019

1. Committee Purpose

To provide Council with advice and recommendations on traffic and transportation issues and priorities, and related matters as detailed below and within the terms of the Council Committee System Policy and the Council Strategic Plan.

2. Duties

2.1 The Committee will provide advice and recommendations to Council on regional and municipal transportation needs and priorities, including:

- traffic safety;
- accessibility;
- traffic operational issues;
- sustainable transportation modes including the reduction of Greenhouse Gas Emissions;
- traffic calming and place making;
- parking needs and systems;
- any other matters referred by Council; and
- other areas identified by the Committee where approved by Council.

2.2 The Committee will review matters referred by the Traffic Review and Coordination Working Group where such matters require funding or Committee input or support. The Committee will also review matters that are not satisfactorily resolved by the Traffic Review and Coordination Working Group.

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- 2.3 The Committee will provide feedback as a transportation stakeholder to staff and provide advice and recommendations as a stakeholder to Council on the design and construction of traffic and transportation-related capital projects, programs, and policy development including implementation of the Master Transportation Plan.
- 2.4 The Committee may hear and consider representations by any individual, organization, or delegation of citizens on matters referred by the Mayor, Council, the City Manager, and the General Manager of Engineering and Operations.
- 2.5 The Committee may refer traffic calming projects to a Neighbourhood Advisory Committee or may refer other transportation issues to a working sub-group composed of the Committee's members.

A common working sub-group includes the Neighbourhood Advisory Committee (NAC) as defined in Corporate Policy – 11-5460-02 – Neighbourhood Traffic Calming. A new NAC can be created for each traffic calming initiative and can consist of volunteer stakeholders from within the defined traffic calming initiative boundary. Establishment of an NAC is subject to Council approval of the related project.

- 2.6 The Committee will review the proposed Neighbourhood Advisory Committee membership for traffic calming. The Chair of the Transportation Committee will present the recommended Neighbourhood Advisory Committee members for Council's approval in accordance with the Neighbourhood Traffic Calming Policy.

3. Membership

- 3.1 In addition to the two (2) Council representatives serving as Chair and Vice-Chair, the Committee will comprise the following:
- ten (10) members made up of representatives from an even distribution of neighbourhoods;
 - one (1) representative from Insurance Corporation of British Columbia, subject to availability (non-voting member);
 - one (1) representative from the Seniors Focus Committee, subject to availability (voting member);
 - one (1) representative from the Climate Action Committee, subject to availability (voting member);
 - one (1) representative from HUB (formerly Vancouver Area Cycling Coalition) (voting member); and
 - two (2) staff members, who will serve as committee liaisons, as follows:
 - one (1) appointed by the City Manager, and an alternate; and
 - one (1) appointed by the Police Chief, and an alternate.
- 3.2 Appointments will be made in accordance with the Council Committee System Policy.

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4. Operations of the Committee

4.1 Meeting Schedule

The Committee will, at their organizational meeting each year, determine their meeting dates, time, and location, and will meet at minimum bimonthly, or at the call of the Chair.

4.2 Rules of Procedure

Meetings will be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw and Council Committee System Policy.