

Integrated Transportation Advisory Committee Terms of Reference

NAME:	Integrated Transportation Advisory Committee (ITAC)	
REPORTS TO:	City Council through the Development and Infrastructure Committee	
CLERK:	Committee Clerk, Clerks Department	
ESTABLISHED:	By-law No.	N/A
	Report No.	CL-7-14, CL-16-15
	Date	April 20, 2015

BACKGROUND

Established as an umbrella advisory committee to Council representative of:

1. Citizen Advisory Committees

- Burlington Cycling Committee
- Sustainable Development Committee
- Burlington Senior Advisory Committee
- Burlington Accessibility Advisory Committee

2. Burlington Residents

3. Other Departments, Agencies and/or Groups

The umbrella advisory committee will focus on all forms of transportation in the community including pedestrian, cycling, transit and driving. The establishment of ITAC will ensure better coordination and communication among the council advisory committees mentioned above and also eliminates possible duplication of effort. It provides stronger direction for the committees, greater education on strategic matters for members, and increases the groups profile in the community and with Council.

MANDATE

The Integrated Transportation Advisory Committee (ITAC) is established as an advisory committee to Burlington City Council to:

- Provide comprehensive and coordinated input to Council and staff on policies, initiatives and strategies affecting transportation including but not limited to: road safety, cycling and transit services

- Develop an annual workplan and communication plan and related budget that meet the mandate of the committee
- Keep current on Council-approved policies that may impact the Committee
- Provide comments on City of Burlington Master Plans pertaining to transportation/transit issues
- Report through the Development and Infrastructure Committee to Council of an annual report
- Provide strategic input and alignment to staff and Council on key projects including:
 - Official Plan Review
 - Transportation Master Plan
 - Community Trails Strategy
 - Niagara to GTA Transportation Corridor
 - Regional Active Transportation Master Plan
 - Regional Transportation Master Plan
 - Community Energy Plan
 - Other transportation focused initiatives
 - Mobility Hubs Master Plans
- Liaise on an as required basis with the following groups:
 - Seniors Advisory Committee
 - Downtown Parking Committee
 - Burlington Youth Transit Ambassadors
 - Halton District School Board
 - Halton Catholic District School Board
- Review and comment on information provided by the following transportation organizations:
 - Metrolinx
 - Canadian Urban Transit Association
 - Ministry of Transportation
 - Ontario Public Transit Association

MEETINGS

A quarterly schedule of meetings will be prepared by the committee Clerk in consultation with the committee Chair prior to December 31 of the preceding year. Meetings will not be planned in July and August unless approved for special purpose by the committee. Meetings will be held at City Hall, and completed within 2 hours unless a vote by members to extend the time to a specified time has been approved. Sub-committee meetings will be scheduled as required to complete the assigned work.

QUORUM

Committee quorum requires 50% +1 of voting members to be present. If quorum is not attained within the first 20 minutes, the formal meeting cannot proceed and the clerk is not required to remain and/or provide notes. If members present choose to remain, they may do so for information exchange only and no formal decisions can be made. Quorum is not required at sub-committee meetings; however any minutes must document the attendees present at the meeting. Sub-committee minutes or action items shall be provided to the clerk for information or possible follow-up.

BUDGET CONSIDERATIONS

The fiscal year of the committee shall be from January 1 to December 31. The committee will work with the assigned clerk to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines. The committee's budget will be presented within the Local Boards and committees' budget submission.

All financial commitments of the committee must be approved through the committee, with revenues and expenditures authorized through the committee Clerk and processed in keeping with corporate policies.

WORKPLANS AND ANNUAL REPORTS

The Chair and Vice-Chair will work collaboratively with committee members to prepare an annual work plan and budget to support the committee's mandate as outlined in the terms of reference. The work plan will be from January 1 to December 31 each year.

Within the first quarter of each year, the Chair and Vice-Chair will work collaboratively with committee members to prepare an annual report outlining the activities/deliverables of the previous year. The annual report will be provided to council for information through the Council Information Package or within the agenda of the relevant standing committee of council.

COMMUNICATIONS

Committees may prepare a communication plan to support their workplan. The committee must provide advance notice of communication requests so that their clerk can work with corporate communications staff to meet the committee's needs. Graphics, editing, printing and advertising services are provided through corporate communications, and funded by the committee's annual budget allocation. The committee Chair or designate will provide the first point of contact for all communication/media requests.

COMMITTEE COMPOSITION

Role		Voting	Non-Voting
Citizen representatives	6 citizens, representing the community at large Examples include: <ul style="list-style-type: none"> • Business goods movement • Road Safety Initiatives • Transit User Plus 1 alternate		
Sub-committee Representatives	1 representative from each of the following: Citizen Advisory Committees <ul style="list-style-type: none"> • Burlington Cycling Committee • Sustainable Development Committee • Burlington Senior Advisory Committee • Burlington Accessibility Advisory Committee 		
Council representative	Mayor or member of council appointed by council		
Staff Liaison	1 staff representative from each of the following: <ul style="list-style-type: none"> • Transportation Services • Burlington Transit 		
Committee Clerk	Administrative support will be provided through the Clerks Department.		

Region of Halton representative	1 staff representative from Transportation Services.		
Halton Region Police Service	1 representative		
Other	Other departments and agencies (as required)		

MEMBER SELECTION

Committee members, including members wishing to participate for a subsequent term, will be selected through an application and interview process. The interview panel should include the committee Chair and/or Vice-Chair, the appointed Council representative or delegate, and a staff representative.

However, if the Chair or Vice-Chair is re-applying for a subsequent term, he/she is not eligible to participate on the interview panel. All applications to the committee shall be kept confidential and restricted to the review of the interview panel. Upon completion of the interview process, the interview panel will submit their recommendations to Council through the Committee Clerk for final approval and appointment.

MEMBER SELECTION

TERM OF OFFICE

ITAC members: Three years from the date of appointment, with staggered terms planned to ensure continuity. Members will generally serve a maximum of two consecutive terms at a time.

Chair: One year from date of election. An individual may serve a maximum of three consecutive years as Chair.

Vice Chair: One year from date of election. An individual may serve a maximum of three consecutive years as Vice Chair.

Members of the committee who have completed their term of office and wish to reapply for membership may indicate their interest by responding to public advertisements for membership.

Designated Alternates: If a voting member resigns before the completion of their term, a designated alternate (if one is available) shall fill the vacancy and become a full, voting member of the committee. Upon appointment to full voting membership, alternates will commence their first term of office as a full-voting member. The alternate is eligible to apply for a second full term when their first term as a full-voting member has expired.

ELECTION OF CHAIR AND VICE-CHAIR

Elections for the advisory committee Chair and Vice-Chair shall occur at the first meeting of each year.

Committee members may nominate a fellow voting committee member to the position of Chair or Vice-Chair provided the nominee has a minimum of one year voting or non-voting member experience gained from his or her membership on the committee in the preceding year.

REFERENCE TO CITY'S STRATEGIC PLAN:

Burlington, Our Future – Strategic Plan 2011-2014

- Vibrant Neighbourhoods

COMMITTEE REVIEW DATE:

Every four years to coincide with the release of the City's Strategic Plan.

REFERENCE DOCUMENTS:

All members of Integrated Transportation Advisory Committee will have read and understood the following reference documents:

- Handbook on Citizen Committees, June 2010
- Procedure By-law No. 37-2014
- Council Boards and Committees – Appointments to Boards and Recruitment of Citizens for Committees, City of Burlington Corporate Policy
- Council Boards and Committees – Mileage and other Expenses for City of Burlington Committees, City of Burlington Corporate Policy
- Code of Conduct, City of Burlington Corporate Policy
- Respect in the Workplace, City of Burlington Human Resource Policy
- Accessible Customer Service