

Terms of Reference

Transportation Advisory Group (TAG)

April 21, 2009

Purpose of Committee

The purpose of the Transportation Advisory Group is to provide Whistler Council with advice and recommendations regarding the assessment, planning and implementation of short, medium and long term transportation options with a goal of supporting the strategies outlined in the *Whistler Comprehensive Transportation Strategy*, dated September 1999.

Responsibilities

TAG is responsible for meeting on a regular basis in order to:

- Stay informed about transportation trends, forecasts and emerging issues that could have a significant impact on the resort community,
- Consider municipal policies with respect to transportation planning, facilities, future road rights-of-way, land use, etc.
- Assist the municipality with the development of policies and programs that reduce the number of vehicles using the road network and enhance transportation demand management (TDM) initiatives.
- Discuss and assess transportation operational issues with a focus on reducing peak time traffic congestion, improving neighborhood livability, etc.
- Provide Council with recommendations regarding transportation policies, planning, and operations to ensure the goals described in the *Whistler Comprehensive Transportation Strategy* are being achieved.

Composition of Committee

- One member of Council;
- One representative from the Chamber of Commerce;
- One representative from Tourism Whistler;
- One representative from Whistler-Blackcomb;
- Three citizens-at-large;
- General Manager of Environmental Services;
- General Manager of Community Planning, and
- Transportation Demand Management Coordinator

Invited stakeholders:

The Committee shall invite other stakeholders to meetings as required for discussions from time to time. Additional stakeholders may include:

- Association of Whistler Area Residents for the Environment (AWARE)
- Private carrier companies
- Local taxi companies
- Provincial ministries
- Royal Canadian Mounted Police
- Whistler Ambulance Services
- Whistler Fire and Rescue Services
- Transit operating company
- BC Transit

Term

Council Member

- The Committee member representing Council has shall be appointed by the Mayor and will serve a three-year term running concurrently with their election to Council, or until determined otherwise by the Mayor.

Representatives of External Organizations

- Committee members representing external organizations shall be appointed by their respective organizations. There is no minimum or maximum time period for a representative from an external organization on the Committee.

Citizens-at-Large

- Committee members that have been appointed as a “Citizen-at-Large” will serve a three year term. These members shall reapply to Council at the end of their term if they wish to remain on the Committee. There is no maximum time period for a Citizen-at-Large on the Committee, subject to reappointment by Council.

Any Citizen-at-Large vacancies will be advertised by the Municipality. Council will review the applications and select the required new members. Citizens-at-Large shall be selected based on their qualifications and experience pertaining to the matters which will be addressed by the Committee. Also, Council shall consider the applicant’s ability to provide knowledgeable and professional advice and recommendations to Council on the matters that will be considered by the Committee. The candidates shall be selected by Council resolution.

Committee Chair

The Committee shall be selected by the Committee members on an annual basis.

Meetings

The Committee shall meet quarterly or as required by the Committee Chair.

Governance

- The Committee is appointed by Council and its primary purpose is to provide advice and recommendations to Council in the matters pertaining to Whistler's overall transportation strategies.
- Recommendations are made to Council through resolutions contained in the Committee minutes. Minutes are submitted to Council and will be included in the Regular Meeting Council Package.
- Subject to Council's approval, the Committee Chair may make presentations to Council, from time to time, as required to ensure the Committee's recommendations are clearly and effectively delivered.

Sub-Committees

The Committee may convene Sub-Committees to deal with specific transportation related issues. The Chair may invite representatives that are not part of the Committee to participate on a Sub-Committee. Sub-Committees report to Council through the Committee.

Staff Liaison

The General Manager of Environmental Services is the primary staff liaison for the Committee and shall ensure there are adequate resources for meetings and meeting minutes are properly recorded and submitted to Council.