

# Transportation Advisory Group (TAG)

## UPDATED - Terms of Reference

June 21, 2016

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### 1 DEFINITION

#### 1.1 TAG – Transportation Advisory Group

- a) The TAG<sup>1</sup> is comprised of appointed local stakeholder organizations and community representatives – each in a unique position to contribute to the planning of Whistler’s transportation future.
- b) The Group will be advising on transportation matters within Whistler’s boundaries while considering the implications of transportation infrastructure within the Sea to Sky corridor and how it affects Whistler.

### 2 PURPOSE OF THE TRANSPORTATION ADVISORY GROUP (TAG)

The purpose of the Transportation Advisory Group (TAG) is to identify transportation related issues to, from, and within Whistler, and to then provide Whistler Council with advice and recommendations regarding the assessment of, planning for, and implementation of strategic options to resolve these transportation related issues affecting the Resort Community from a social, environmental and economic point of view.

### 3 RESPONSIBILITIES

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

- a) Consider municipal policies with respect to transportation planning, facilities, regional services, parking, movement of goods, high occupancy vehicle priority options, guest arrival and in-resort experience, taxis, innovative funding sources and partnership especially for preferred modes of transport to, from and within the Resort, new services such as ride sourcing, etc.
- b) Assist the municipality with the development of policies and programs that reduce the number of vehicles using the road network, enhance transportation demand management (TDM) initiatives, and reduce greenhouse gas (GHG) emission and improving the Resort’s environmental performance.
- c) Monitor, discuss and assess transportation operational issues with a focus on reducing peak time traffic congestion, reducing GHG emissions and moving towards Whistler’s environmental targets.

### 4 GUIDING PRINCIPLES

- a) Transportation system plans, designs and facilities should be integrated with land use and recreation facility planning to accommodate growth.
- b) The transportation system should reflect and enhance the natural and urban design features that make Whistler unique.
- c) The transportation system should consider all user types and contribute to the quality of life within the Whistler resort community.

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<sup>1</sup> Originally established by Council resolution February 1996 for the purposes of developing a Whistler Comprehensive Transportation Strategy which was completed in 1999.

- d) The transportation system should provide efficient, multi-modal access for inter- and intra-municipal travel. Attractive alternative modes to the single occupant vehicle should be provided and encouraged.
- e) The transportation system should be cost-effective and safe for all users and all modes of travel.
- f) The transportation system should be designed to minimize its environmental impact and reduce greenhouse gases (GHGs).
- g) The Transportation Advisory Group (TAG) will dialogue with the Economic Partnership Initiative (EPI) Committee and/or EPI Working Group to ensure that recommendations from the TAG align with the objectives, goals and actions of EPI report.

## **5 COMPOSITION OF THE TRANSPORTATION ADVISORY GROUP (TAG)**

Participation on the Transportation Advisory Group is as follows:

### **5.1 TAG Members**

- a) Voting
  - i. Two (2) representatives from Whistler Council
  - ii. The Mayor of Whistler
  - iii. Resort Municipality of Whistler's Chief Administrative Officer (CAO)
  - iv. One (1) representative from the Whistler Chamber of Commerce
  - v. One (1) representative from Tourism Whistler
  - vi. One (1) representative from Whistler Blackcomb
  - vii. Four (4) Citizens-at-Large
- b) Non-Voting
  - vi. One (1) representative from the Ministry of Transportation and Infrastructure (MoTI)
  - vii. One (1) representative from the BC Transit (BCT)
  - viii. Resort Municipality of Whistler's General Manager of Infrastructure Services
  - ix. Resort Municipality of Whistler's General Manager of Resort Experience
  - x. Resort Municipality of Whistler's Transportation Demand Management Coordinator
- c) The Chair shall be selected by the Group members on an annual basis.
- d) The General Manager of Infrastructure Services is the primary staff liaison for TAG and shall ensure there are adequate resources for meetings and that meeting minutes are properly recorded and submitted to Council.
- e) Changes to the participation in the TAG will need to be approved by RMOW Council.

### **5.2 Corridor Partners**

- a) District of Squamish (DOS)
- b) Lil'Wat Nation
- c) Squamish Lillooet Regional District (SLRD)
- d) Squamish Nation
- e) Village of Pemberton (VOP)

### **5.3 Other Stakeholders**

- a) Local Not-For-Profits
  - i. Association of Whistler Area Residents for the Environment (AWARE)
  - ii. Mature Action Committee (MAC)
  - iii. Whistler Cycling Club
  - iv. WORCA
- b) Private carrier companies (scheduled and non-scheduled providers)
- c) Other Provincial ministries
- d) Measuring Up Select Committee of Council
- e) Royal Canadian Mounted Police (RCMP)
- f) Whistler Transit System operating company

- g) Vancouver Airport Authority (YVR)
- h) Whistler Housing Authority (WHA)
- i) Hotel Association of Whistler (HAW)
- j) Restaurant Association of Whistler
- k) Whistler Fire and Rescue Services
- l) Whistler Ambulance Services
- m) School District 48
- n) Local taxi companies
- o) BC Ferries
- p) TransLink

## **6 TERM**

### **6.1 Council Members**

- a) TAG members representing Council has shall be appointed by the Mayor and will serve a two-year term running concurrently with their election to Council, or until determined otherwise by the Mayor. One Councillor shall be the Whistler appointee to the Squamish Lillooet Regional District (SLRD) Board so as to provide a direct link to regional issues.

### **6.2 Representatives of External Organizations**

- b) External organizations shall appoint their respective TAG representative. There is no minimum or maximum time period for representation from an external organization.

### **6.3 Citizens-At-Large**

- c) Members that have been appointed as a “Citizen-at-Large” will serve a two year term. These members shall reapply to Council at the end of their term if they wish to remain on the TAG. There is no maximum time period for a Citizen-at-Large on the Committee, subject to reappointment by Council.
- d) 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 Group. 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 Transportation Advisory Group. The candidates shall be selected by Council resolution.

## **7 SUB-COMMITTEES**

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

## **8 MEETING PROCEDURES**

### **8.1 Transportation Advisory Group**

- a) The proceedings of the Transportation Advisory Group will be of a working session format and will follow the agreed upon meeting agenda
- b) Corridor Partners and other stakeholders may be invited to participate in a portion, or all of a TAG meeting as determined by the Transportation Advisory Group members.

## 8.2 TAG Sub-Committee

- a) The proceedings of a TAG Sub-Committee will be of a working session format and will follow the agreed upon meeting agenda
- b) In addition to regular meetings, substantial Sub-Committee activity will be completed independently and shared digitally with other Sub members-Committee members.

## 9 MEETINGS

Transportation Advisory Group shall meet quarterly or as required by the Chair.

## 10 QUORUM

- a) Six voting members of TAG shall constitute quorum.
- b) Recommendations of the TAG shall be made by consensus of members in attendance at a meeting, provided a quorum is present at the meeting.
- c) If consensus cannot be reached, a majority opinion will form the recommendation of the Transportation Advisory Group. Dissenting views will be noted and presented alongside the recommendation.

## 11 CONFLICT OF INTEREST

- a) TAG members, partners and stakeholders are expected to adhere to standard conflict of interest policies.
- b) Council members must adhere to the RMOW's conflict of interest polices consistent with Council Policy A-21.

## 12 CODE OF CONDUCT

- a) Each participant of the Transportation Advisory Group and any TAG Sub-Committee must at all times fully comply with applicable federal, provincial and municipal laws and should avoid any situation, which could be perceived as improper or unethical.
- b) All participants are expected to be sufficiently familiar with any legislation and bylaws that apply to their position on TAG.
- c) All participants will ensure that the confidentiality of confidential information is maintained.
- d) All participants must not engage in any financial transactions, contracts, or private arrangements for personal profit, which accrue from or are based upon confidential or non-public information, which the member gains by reason of his/her position as a participant on TAG.
- e) Confidential information that members receive through their position on the TAG and/or a TAG Sub-Committee must not be divulged to anyone other than persons who are authorized by Council to receive the information. A member of TAG or a TAG Sub-Committee must not use information that is gained due to his or her position or authority, which is not available to the general public, in order to further the participant's private interest. Participants must not offer such information to spouses, associates, immediate family, friends, or persons with whom the member is connected by frequent or close association.

## 13 ADMINISTRATIVE DUTIES AND RESPONSIBILITIES

### 13.1 Transportation Advisory Group

- a) The RMOW will be primarily responsible to provide administrative support to the Transportation Advisory Group including:
  - i. Prepare the agenda for each meeting
  - ii. Keep the minutes of all meetings and proceedings. Minutes will list meeting attendees, a general summary of discussions, resolutions of TAG and next steps
  - iii. Provide each participant with notice of meetings and the agenda for the meeting
  - iv. Provide each participant with a copy of the minutes

- v. On behalf of the Transportation Advisory Group, receive all correspondence, write all letters and communiques, and carry out duties typically performed by a secretary

### 13.2 TAG Sub-Committees

- a) The RMOW will be responsible to provide simple administrative support to the TAG Sub-Committees including:
  - i. Prepare the agenda for each meeting
  - ii. Keep the minutes of all meetings and proceedings. Minutes will list meeting attendees, a general summary of discussions, resolutions of TAG Sub-Committee and next steps
  - iii. Provide each participant with notice of meetings and the agenda for the meeting
  - iv. Provide each participant with a copy of the minutes

### Committee Terms of Reference

#### Authorized by:

Council resolution on February 19, 1996.

Revised by Council resolution on April 21, 2009.

Revised by Council resolution on October 6, 2015.

Revised by Council resolution on June 21, 2016.