

### 4.3.i. Guidelines

## LOCAL/ISLAND ADVISORY TRANSPORTATION COMMITTEES

Trust Council: December 5, 1992

### A: PURPOSE:

1. To provide guidance to local Trust Committees on the terms of reference, establishment options, and operating guidelines for local/island advisory transportation committees.

### B: REFERENCES:

1. Policy Manual: Ministry of Transportation and Highways (MOTH) Road Standards Letter of Agreement (9.2.i.)

### C: TERMS OF REFERENCE:

1. General Terms of Reference

In line with the legislated object of the Islands Trust, with respect for the stated or adopted policies of the Islands Trust Council, and in compliance with the provisions of the island's Official Community Plan, the advisory transportation committee is established by a Local Trust Committee and, at the request of the LTC by resolution, will:

- 1.1. advise the Local Trust Committee on transportation matters in response to referrals from the Local Trust Committee.
- 1.2. assist the Local Trust Committee in local matters pertaining to the implementation of the MOTH/IT Letter of Agreement on Road Standards, Classification and Consultative Processes.
- 1.3. accept input from, and provide information to, the island community on transportation matters, in support of the development of policy recommendations.

## 2. MOTH/IT Agreement Terms of Reference

The advisory transportation committee at the request of the LTC by resolution will assist and advise the Local Trust Committee with respect to the following matters:

- 2.1. the functional classification of the island's rural roadways as Major Rural, Main Rural, Minor Rural and Residential Rural/Local, based on the MOTH/IT Letter of Agreement including, where applicable, the review, re-negotiation and revision of the current road classification map (by September 1993).
- 2.2. the application of the agreed road standards to new roads, including new subdivision roads, and for existing roads when upgrading is required.
- 2.3. the development of proposals for scenic/heritage road designations for unique and valued island roadways, including recommendations on appropriate criteria for the inter-agency evaluation of scenic and heritage values (by September 1993).
- 2.4. the development of proposals for needed cycle route plans and appropriate roadway standards to accommodate safe cycling (by September 1993).
- 2.5. the consultative review of issues of common interest, such as rehabilitation, maintenance programs, and new road site-specifics.
- 2.6. recommendations relating to major reviews of the inter-agency agreement regarding road classification networks and associated road standards.

## **D: ESTABLISHMENT:**

1. The Local Trust Committee may by resolution establish an advisory transportation committee:
  - 1.1. as a free-standing body, with representation as appointed by the LTC;
  - 1.2. as a sub-committee of the Advisory Planning Commission; or
  - 1.3. through agreement, as a component of an existing island-based committee dealing with transportation matters.
2. Appointments to the advisory transportation committee will be made by the Local Trust Committee by resolution based on terms, conditions and criteria established by the LTC.
3. The Local Trust Committee should consider appointing individuals selected because of their special skills or abilities to represent the community-at-large, rather than as advocates of special interests.

4. The Local Trust Committee may identify ex-officio non-voting members of the committee, such as one or both island trustees, the regional district electoral area director, etc.
5. The Local Trust Committee may establish intentions with respect to such matters as:
  - 5.1. terms of office of committee members.
  - 5.2. reappointment provisions, including measures to ensure that no more than 50% of the committee membership changes at any one time.
  - 5.3. considerations relative to alternates, a quorum, and attendance.
  - 5.4. liaison with other island bodies involved in transportation matters.
  - 5.5. allocation of staff or funds for resourcing purposes, subject to the annual budget process.

**E: OPERATING GUIDELINES:**

1. The committee is constituted as an advisory committee to the Local Trust Committee and may only function in this capacity.
2. The advisory committee operates in response to referrals from the Local Trust Committee.
3. The advisory committee is a recommending body only; it may recommend policies for adoption by the Local Trust Committee.
4. The setting of policies, and political overtures to other levels of government, are the responsibility of the Local Trust Committee.
5. Members of the advisory committee are expected to work within the framework of the legislated object of the Trust, relevant Trust Council policies, and the provisions of the Island's Official Community Plan.
6. The advisory committee may, upon request by the LTC, act in liaison with other island bodies involved in transportation matters, and may request information from other government agencies through the Local Trust Committee.
7. The advisory committee may, upon request by the LTC, convene public meetings to gather information in formulating its advice to the Local Trust Committee.
8. Minutes of all meetings must be kept and made available to the public in a timely manner; Advisory Committee recommendations to the LTC should be made in writing.

9. The chairperson and recorder of the Advisory Committee should be decided by a vote of the committee at the first meeting following the annual appointment of committee members.
10. The chairperson should call meetings upon receipt of a referral from the Local Trust Committee, unless the need for a meeting is met by a pre-determined schedule. All committee members, including designated ex-officio members, should be notified at least one week in advance of the time and place of irregular meetings.
11. The LTC should provide its Advisory Transportation Committee with as much relevant background information as possible.