

November 8, 2011

## **GABRIOLA ISLAND TRANSPORTATION ADVISORY COMMISSION TERMS OF REFERENCE**

*Approved by the Gabriola Island Local Trust Committee November 10, 2011*

Section 2(b) of the Gabriola Island Advisory Planning Commission Bylaw No. 209 permits the appointment of Special Advisory Planning Commissions based on a Terms of Reference developed by the Gabriola Island Local Trust Committee. The Transportation Advisory Commission is an appointed Special Advisory Planning Commission pursuant to Bylaw No. 209.

This Terms of Reference guides the scope and role of the Transportation Advisory Commission and its members and provides supplementary terms of appointment specific to the Transportation Advisory Commission and its members. The operations of the Transportation Advisory Commission and its members, as well as general terms of appointment applicable to all planning commissions, are guided by the Gabriola Island Advisory Planning Commission Bylaw No. 209. Both documents should be referred to for guidance.

### **1.0 Role**

- 1.1 The Transportation Advisory Commission shall provide recommendations to the Gabriola Island Local Trust Committee (Local Trust Committee) on matters referred to it by the Local Trust Committee concerning land use, community planning or proposed bylaws and permits relative to the role of transportation in creating sustainable communities.
- 1.2 The Transportation Advisory Commission shall 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 The Transportation Advisory Commission, at the request of the Local Trust Committee, will assist and advise the Local Trust Committee with respect to the following matters as per the MOTH/IT Agreement Terms of Reference:
  - 1.3.1 the functional classification of Gabriola 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.

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- 1.3.2 the application of the agreed road standards to new roads, including new subdivision roads, and for existing roads when upgrading is required.
- 1.3.3 the development of proposals for scenic/heritage road designations for unique and valued roadways on Gabriola Island, including recommendations on appropriate criteria for the inter-agency evaluation of scenic and heritage values.
- 1.3.4 the development of proposals for needed cycle route plans and appropriate roadway standards to accommodate safe cycling.
- 1.3.5 the consultative review of issues of common interest, such as rehabilitation, maintenance programs, and new road site-specifics.
- 1.3.6 recommendations relating to major reviews of the inter-agency agreement regarding road classification networks and associated road standards.

### **2.0 Mandate**

- 2.1 The Transportation Advisory Commission is advisory to the Local Trust Committee and recommendations of the Transportation Advisory Commission are not binding upon the Local Trust Committee.
- 2.2 Transportation Advisory Commission members are to exercise their judgment based on personal expertise, experience and knowledge of the subject matter. The gauging of community opinion on a particular issue or application is more appropriately considered one of the roles of the Local Trust Committee.
- 2.3 The Transportation Advisory Commission shall be guided by the legislated object of the Islands Trust, relevant Trust Council policies, and the general policy intent as set out in the Gabriola Island Official Community Plan and Land Use Bylaw.
- 2.4 Transportation Advisory Commission members shall listen to and acknowledge the views of other Transportation Advisory Commission members and promote a meeting environment where all opinions are respected and all members feel comfortable expressing their views.
- 2.5 The Transportation Advisory Commission may request information from other agencies through Islands Trust Staff. The establishment of policy and liaison with other levels of government, non-government agencies and

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community interest groups is the responsibility of the Local Trust Committee.

## **3.0 Membership**

- 3.1 The total number of members shall be 5.
- 3.2 The members of the Transportation Advisory Commission shall be appointed by resolution of the Gabriola Island Local Trust Committee.
- 3.3 Members shall be appointed for a term not exceeding 2 years.
- 3.4 The Local Trust Committee may reappoint a member for additional terms, but not exceeding three consecutive terms.
- 3.5 One local trustee and the Regional District of Nanaimo electoral area director shall serve as ex-officio, non-voting members of the commission.

