



MISSION TRAFFIC AND TRANSIT COMMITTEE

TERMS OF REFERENCE

Adopted: April 7, 2015

Amended: March 18, 2019

Amended: January 20, 2020

BACKGROUND:

The societal impacts of traffic safety, transportation mobility, accessibility and transit, and the desire to consider input from a wide range of users on these issues, are the basis for a local traffic and transit advisory committee. While there is a Joint Shared Services Committee (JSSC) to discuss shared services of water, wastewater, recycling, and transit between Mission and Abbotsford, a local advisory committee would discuss traffic safety, active transportation, accessibility, and transit issues that are specific to Mission, and where appropriate ensure that these issues are forwarded to Council and the JSSC for information or action.

MANDATE:

The mandate of the Mission Traffic and Transit Committee (MTTC) is to represent the interests of Mission residents as they relate to traffic safety and transit within Mission. The MTTC was established to engage the community, to receive its concerns and suggestions, and to make recommendations to Mission Council regarding traffic safety, active transportation, accessibility, and transit issues.

AUTHORITY:

The MTTC is an advisory committee established under Council resolution RC15/174, April 7, 2015. As an advisory committee, issues are discussed, and recommendations forwarded to Council for consideration.

SCOPE:

The MTTC provides advice and recommendations to Council on concerns and requests as it relates to traffic safety, active transportation, accessible transportation and transit within Mission. Concerns and requests may be identified by MTTC members, staff, or the general public, and will be discussed at the MTTC meetings. Council will also use the MTTC as a resource on traffic safety, active transportation, accessible transportation and transit as required.

With respect to transit, MTTC will report on initiatives such as, but not limited to:

- Master and Annual Operating Agreements with BC Transit;
- The Transit Future Plan; and
- The West Coast Express Mission Service and Funding Agreement.

Broader issues that affect the provision of transit services in both Abbotsford and Mission, such as financial planning, contractual arrangements and infrastructure investments are not within the mandate of the MTTC and shall be addressed at the JSSC.

With respect to traffic safety, the MTTC will report on initiatives such as, but not limited to:

- Improvements for safety of motorists, pedestrians, and cyclists;
- Improvements in driving behaviors;
- Facilitating and raising awareness for cycling, walking, and other alternative modes of transportation;
- Awareness of physical accessibility issues for pedestrians and transit users; and
- Assisting with infrastructure planning.

RESPONSIBILITIES:

The MTTC is responsible for the following:

- Receiving concerns and suggestions from the general public regarding traffic safety and transit in Mission;
- Receiving and discussing requests for action and referrals from Council;
- Receiving and addressing information and requests from BC Transit, TransLink, City of Abbotsford, School District 75, ICBC, and other partners; and
- Recommending appropriate actions to Council relating to the above.

MEMBERSHIP:

Appointments to and removal of members from the MTTC will be made in accordance with Select Committees Policy COU.20b.

1. There will be twelve voting members as follows:

- Chairperson (member of Council);
- Vice-Chairperson (member of Council);
- Mission Community Services representative;
- Mission Public Schools representative;
- Mission Association for Community Living representative;
- Mission Association for Seniors Housing representative;
- Mission Seniors Activity Centre representative;
- Fraser Health Authority representative; and
- Four members at large from the general public with expertise or experience in:
 - Cycling mobility;
 - Pedestrian mobility;
 - Accessible transportation (i.e. member of Canadian Council of the Blind); and
 - Transit.

The Chairperson and Vice-Chairperson shall be appointed by Council for the duration of the current Council term.

The organizations identified above will each be asked to designate one representative to the Committee. The members at large will each be appointed to a two-year term by resolution of Council. At the discretion of Council, members at large may serve an unlimited number of terms on the Committee.

2. Representatives from other agencies may be requested to attend specific meetings, as non-voting members, which may include, but are not limited to:

- BC Transit;
- First Bus Canada Ltd.;
- Insurance Corporation of British Columbia (ICBC);

- Ministry of Transportation and Infrastructure (MOTI); and
- Royal Canadian Mounted Police (RCMP).

3. District staff liaisons (or their designate) will consist of, but are not limited to:

- The Director of Engineering & Public Works;
- The Director of Development Services; and
- An administrative staff person from Engineering & Public Works, who will take minutes and forward them to Mission Council.

SUBCOMMITTEES:

The MTTC may establish subcommittees as required either on an ongoing basis, or for a single initiative, and the Chairperson of the MTTC shall appoint subcommittee members.

MEETING SCHEDULE:

The Mission Traffic and Transit Committee will meet the first Thursday of every second month, with the exception of August.

RELATED BYLAWS, POLICIES AND PROCEDURES

- Select Committees Policy COU.20b

END OF TERMS OF REFERENCE