

## **CRANBROOK IN MOTION**

### **TERMS OF REFERENCE**

#### **MANDATE**

The Cranbrook in Motion Committee is a select committee of Council established under section 142 of the *Community Charter*. It was formed to examine transportation planning and policy issues facing the City. There is a significant relationship between transportation, land use, social needs, traffic safety, parking and the environment. The Committee will examine these connections, in the context of both short term and long term planning, and provide recommendations to City Council for all modes of local mobility.

#### **SCOPE OF WORK**

The Cranbrook in Motion Committee shall provide advice and recommendations to Council in the following areas:

- Traffic operations;
- Traffic safety;
- Traffic calming;
- Accommodation of cyclists and pedestrians;
- Accommodation of people with disabilities and seniors;
- Transportation management within the City and City's interest in regional transportation issues;
- Long range transportation plans and major transportation projects, initiatives and programs;
- Transit operations;
- Downtown Parking, including recommendations related to disbursement of Downtown Parking Reserve Fund.

#### **MEMBERSHIP**

The Committee shall consist of eight (8) voting members as follows:

- Two members from City of Cranbrook Council
- One representative from each of the following:
  - School District No. 5;
  - Cranbrook Transit (the operator or designate);
- One representative from each of the following public agencies:
  - Ministry of Transportation;
  - RCMP;
- Two member from citizens selected "at large" to provide balance in the committee.

All voting members must be residents of the City of Cranbrook

The Committee shall have a non-voting representative from ICBC to act as a resource person to the Committee. The residency requirement does not apply to the ICBC representative.

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Approved by Council resolution on February 4, 2013

Approved by Council resolution 041-09 on January 26, 2009

Amended by Council resolution on October 25, 2010

**APPOINTMENT AND TERM**

Members representing the public-at-large shall be appointed by Council for a term of up to three years and for no more than two terms. Members representing an agency or organization shall be appointed by Council for one year, renewable at Council's discretion upon written confirmation by the agency or organization of the member's status of employment with the agency/organization and the agency/organization recommendation to appoint the representative.

Council may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to Council.

Committee members who are absent for three consecutive meetings shall forfeit their appointment unless such absence is authorized by resolution of Council.

Committee members shall serve without remuneration.

**CHAIR**

The Chair shall be appointed by Council for 2009 and shall be elected by majority vote of Committee members thereafter at the first meeting of the calendar year.

**QUORUM**

Quorum of the committee is 5 voting members.

**MAYOR'S ATTENDANCE**

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, the Mayor is an ex-officio member of the Committee and as such has the same rights as other committee members, but is not obligated to attend meetings. The ex-officio member shall not be counted in determining quorum of the Committee, but is included in determining if a Committee has quorum.

**COUNCILLOR'S ATTENDANCE**

As per City of Cranbrook Council Procedure Bylaw No. 3644, 2009, any member of council not appointed to the select committee may attend the committee meetings, speak if recognized by the Chair, but is not entitled to vote.

**MEETINGS**

The Committee shall meet as required in order to adequately address Scope of Work in a timely manner. Meetings shall generally be held once per month.

The Committee shall be responsible for minutes and a copy of approved minutes shall be provided to the Municipal Clerk within 5 days of approval.

### **RULES OF PROCEDURE**

The Committee must follow the City of Cranbrook Council Procedure Bylaw, No. 3644, 2009.

### **VOTING**

All members of the Committee, including the chair, have a vote. If the votes of the members present at the time of the vote are equal for and against a motion, the motion is defeated. For the purposes of counting the vote, any member who abstains from voting (except for a stated conflict of interest) has their vote counted in the affirmative.

### **REPORTING TO COUNCIL**

The Chair or designate shall report to Council on behalf of the Committee once every six months, and shall provide other reports to Council, as needed from time to time.

Recommendations of the Committee must be adopted by the Committee prior to presentation to Council.

### **AUTHORITY**

The Committee does not have the authority to communicate with other levels of government on behalf of the City of Cranbrook, to pledge the credit of the City, or to authorize any expenditures to be charged against the City.

Members (other than Council Members) do not have the authority to speak publicly (e.g. to the media) on behalf of the Committee unless so directed by City Council.

### **STAFF SUPPORT**

The Committee Administration Liaison will be appointed as non-voting member by the Chief Administrative Officer.

Other City staff shall be available from time to time and upon request through the Chief Administrative Officer to provide technical and periodic administrative support.