



PARKING ADVISORY COMMITTEE TERMS OF REFERENCE

ESTABLISHMENT AND AUTHORITY

Select Committees of Council are established under the authority of Section 142 of the *Community Charter*. Membership must include at least one individual from Council. It is the general purpose of select committees to inquire into any matter and to report its findings and recommendations to the Council for determination. Select Committee terms are typically finite, and their purposes focused and task oriented.

MANDATE

The Parking Advisory Committee exists to:

Provide Council with advice and recommendations on short and long term parking strategies for parking in downtown Duncan.

ROLE AND FUNCTIONS

The Committee is responsible to review all matters referred to the Committee by Council including but not limited to reviewing current parking capacity, distribution, and usage in Downtown Duncan and making recommendations to Council while being conscious of the City's Customer Friendly Parking philosophy, and considerate of alternate modes of transportation (transit, bicycling, walking).

More particularly, the Committee will provide advice and recommendations in the following areas:

- Reviewing Customer Parking Capacity Downtown
- Reviewing Employee Parking Capacity Downtown
- Reviewing Tour Bus Parking Capacity near Downtown
- Reviewing current parking management approaches
- Confirming desired pedestrian walkway lanes for future right of way acquisition
- Reviewing options for increased Customer Parking Capacity
- Reviewing options for increased Employee Parking Capacity
- Reviewing concept plans and costs for a parking structure
- Reviewing concept plans for one way streets on Kenneth and Station Street

The Committee should carry out its duties in close cooperation and coordination with the downtown businesses, and the Downtown Duncan Business Improvement Association.

DUTIES AND RESPONSIBILITIES OF THE CHAIR

City Council shall appoint a member of Council to be the Chair of the Committee. An Alternate Chair will be selected by the members of the committee in the event of an absence.

The Chair shall preside at all meetings of the committee, preserve order and decide all points of order.

TERM

The term of the Committee shall commence upon approval of the Terms of Reference document and terminate upon the sooner of:

- September 30, 2019
- A resolution of the City of Duncan

MEMBERSHIP

The Advisory Committee shall consist of seven (7) voting members appointed by City Council as follows:

- One City Councillor
- One Duncan BIA member from the Retail Industry
- One Duncan BIA member from the Food Service Industry
- One Duncan BIA representative at large
- One Downtown Duncan Resident
- One Chamber of Commerce representative
- One Member from the City's Advisory Committee on Disabilities

Appointments to the Committee must be made by Council and shall be effective until its disbandment. Should a Committee member resign, replacement members must also be appointed by Council.

A City of Duncan staff person will be appointed to be a recording secretary for the Committee.

The Director of Public Works & Development Services is appointed as the staff liaison will attend all Committee meetings.

REMUNERATION

Advisory Committee members serve as volunteers and shall serve without remuneration. Committee meeting expenses shall be undertaken by the City of Duncan, as deemed acceptable.

ACCOUNTABILITY

Advisory Committee members are expected to attend meetings regularly. If a member is continuously absent from committee meetings for a period of three consecutive regularly scheduled meetings, unless the absence is because of illness, the member is deemed removed and Council may proceed to replace that member. If an Advisory Committee member finds it necessary to resign from the Committee, a letter to that effect should be sent to the Chair of the Advisory Committee and copied to the Recording Secretary.

City Council shall have the power to remove any member of the Committee from office at any time.

CONFLICT OF INTEREST GUIDELINES

Advisory Committee members shall absent themselves from discussions or decision-making at Committee meetings if there is a potential conflict of interest, and this shall be recorded in the Minutes of Committee meetings.

Advisory Committee members shall not knowingly take advantage of, or benefit from, information that is obtained through their Committee duties and responsibilities and which is not generally available to the public.

Any member whose personal or financial interest could conflict with the subject matter discussed should immediately disclose this information.

As soon as a potential conflict of interest arises, the member will declare it for discussion and recording, after which the member will vacate the meeting for the discussion and vote.

SUB-COMMITTEES/TASK FORCES

Sub-committees may only be formed with Council approval and must have a terms of reference developed to define its purpose.

WORKING GROUPS

There may be merit in establishing smaller working groups with a very specific mandate to work on special projects if the need arises. If this approach is adopted, then the Committee, via resolution, would identify select members of the Committee to work on the Committee's directive and report back its findings or work to the Parking Advisory Committee.

The difference between a Sub Committee vs. a Working Group is in the focused nature of the group's directive and its temporary status.

CONFIDENTIALITY

Advisory Committee members may be privy to confidential material and as such are expected to sign a ~~Conflict of Interest/Confidentiality Form.~~

Should a closed meeting be held by the Committee, members must keep in confidence, any information considered in any part of said meeting until such time as the information is released to the public as lawfully authorized or required. Should the City suffer loss or damage due to contravention of confidentiality, the City may recover damages from the person(s) for the loss or damage.

MEETING PROCEDURES:

The Parking Advisory Committee meetings will be held at the call of the Chair.

The location of meetings will be at the City of Duncan Committee Room.

All Committee meetings will be conducted in an orderly and business-like manner abiding consistent with the City of Duncan Procedure Bylaw, as amended or replaced from time to time.

Meetings are open to the public unless otherwise posted as a closed meeting per S 90 of the *Community Charter*.

Quorum shall consist of four (4) members.

All Committee meetings shall commence at the stated time.

The conduct of meetings shall enable members of the committee to consider information presented, weigh evidence related thereto, and make informed decisions in a democratic, consensually driven environment. Each member shall have one vote and will respect the following rules of meeting conduct:

- Group discussion is important; everyone participates;
- Provide honest, open opinions;
- Agree to disagree; consensus may not always be achieved;
- Promise to stay on track and on topic; and
- Promise of anonymity; names are not associated with comments.

Discussions/deliberations related to any matter requiring a decision by the committee must not be discussed via email. The information must be submitted to the Chair and staff liaison for inclusion on the agenda.

Informal information exchanges between Committee members via email is permitted.

AGENDAS

The Chairperson in collaboration with the staff liaison and recording secretary shall prepare an Agenda for each meeting. Agenda items, and supporting material must be submitted to the Chair with a copy to the recording secretary prior to the agenda cut-off in order to be placed on the Committee agenda, as per Council's Procedure Bylaw. Late items (after the agenda has been circulated) will only be considered if the item is emergent in nature and cannot wait until the next meeting. Acceptance of late items must be approved by the majority of the Committee members. Agendas will be circulated to each Committee member via email.

MINUTES

Minutes for the Advisory Committee meetings will be prepared by a City of Duncan staff member in accordance with Council's Procedure Bylaw. Resolutions from the Committee will be forwarded to Council for consideration.

COMMUNICATIONS

The Mayor is the official spokesperson on Council business or matters before Council. The Committee Chair may be asked by the Mayor to be the spokesperson on matters within the Committee's purview.

On technical matters, or where the status is still at the staff proposal level, the Chief Administrative Officer or senior staff may be the appropriate spokesperson.