

ITAC WORK PLAN CONSIDERATIONS – DISCUSSION DOCUMENT

1.0 Introduction/Background

On an annual basis, ITAC must:

- “Develop an annual workplan and communication plan and related budget that meet the mandate of the committee
- Report through the Community Planning, Regulation & Mobility Committee to Council of an annual report”ⁱ

Its work plan should reflect the advancement of ITAC’s mandate, as per its Terms of Reference. The key components of ITAC’s mandate are summarized below.

2.0 ITAC’s Mandate and Work Plan Considerations

2.1 PROVIDE INPUT ON CITY POLICY

- “Provide comprehensive and coordinated input to Council and staff on policies, initiatives and strategies affecting transportation including but not limited to: road safety, cycling and transit services
 - Keep current on Council-approved policies that may impact the Committee
 - Provide comments on City of Burlington Master Plans pertaining to transportation/transit issues”ⁱ

Discussion Questions

- Upcoming city policies this year? E.g. IMP, Cycling policy, others?

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2.2 PROVIDE INPUT ON CITY OF BURLINGTON PROJECTS

“ Provide strategic input and alignment to staff and Council on key projects including:

- Official Plan Review
- Transportation Master Plan
- Community Trails Strategy
- Niagara to GTA Transportation Corridor
- Regional Active Transportation Master Plan
- Regional Transportation Master Plan
- Community Energy Plan
- Other transportation focused initiatives
- Mobility Hubs Master Plans”ⁱ

Discussion Questions

- Does the list above need to be updated? what is missing? What no longer should be on the list?
- Does the city have work plans for each of the above?
- Can the city provide key milestones /decision points / points of consultation to help plan ITAC meeting agendas for the coming year?

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2.3 COORDINATE/PARTNER WITH OTHER ADVISORY COMMITTEES AND EXTERNAL GROUPS, WHERE APPROPRIATE

“Liaise on an as required basis with the following groups:

- Seniors Advisory Committee
- Downtown Parking Committee
- Burlington Youth Transit Ambassadors
- Halton District School Board
- Halton Catholic District School Board”ⁱ

Discussion Questions

- Who is missing from the list above? What organizations may not need to be on this list?
- Best approach to outreach to these groups?

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2.4 COMMENT ON INFORMATION/POLICY FROM TRANSPORTATION AUTHORITIES / ORGANIZATIONS

“Review and comment on information provided by the following transportation organizations:

- Metrolinx
- Canadian Urban Transit Association
- Ministry of Transportation
- Ontario Public Transit Association”ⁱ

Discussion Questions

- Who is missing from the list above?
- What organizations may not need to be on the list?

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ⁱ ITAC Terms of Reference: [https://www.burlington.ca/en/your-city/resources/Citizen Committees and Boards/Integrated-Transit-Advisory-Committee/ITAC-Terms-of-Reference.pdf](https://www.burlington.ca/en/your-city/resources/Citizen_Committees_and_Boards/Integrated-Transit-Advisory-Committee/ITAC-Terms-of-Reference.pdf)