



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 11.4.1

Halifax Regional Council
May 13, 2008

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY: Sheila Fougere
Councillor Sheila Fougere, Chair, Bikeways Advisory Committee

DATE: May 5, 2008

SUBJECT: **Bikeways Advisory Committee - Active Transportation Advisory Committee**

ORIGIN

The April 30, 2008 meeting of the Bikeways Advisory Committee

RECOMMENDATION

It is recommended that:

1. **Regional Council approve the Terms of Reference for the Active Transportation Advisory Committee, attached as Attachment "A" to this report.**
2. **Regional Council establish the Active Transportation Advisory Committee, to be effective in November 2008, and**
3. **Regional Council dissolve the Bikeways Advisory Committee.**

BACKGROUND/DISCUSSION

At the April 23, 2007 Bikeways Advisory Committee meeting a draft terms of reference for the Active Transportation Advisory Committee was brought forward by staff. At their April 30, 2008 meeting the Bikeways Advisory Committee moved that these terms of reference be forwarded on to Regional Council in keeping with the Active Transportation Plan.

BUDGET IMPLICATIONS

None associated with this report. Please see Attachment A.

FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES

None associated with this report. Please see Attachment A.

ATTACHMENTS

Staff report dated March 4, 2008
Terms of Reference for Active Transportation Advisory Committee

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/agenda.html> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

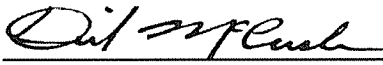
Report Prepared by: _____
Shawnee Gregory, 490-6732



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Bikeways Advisory Committee
April 30, 2008

TO: Councillor Sheila Fougere and members of the Bikeways Advisory Committee

SUBMITTED BY: 
David McCusker, P.Eng., Manager, Strategic Transportation Planning

DATE: March 4, 2008

SUBJECT: Active Transportation Advisory Committee Terms of Reference

ORIGIN

Staff.

RECOMMENDATION

It is recommended that:

1. **The Bikeways Advisory Committee endorse the Terms of Reference for the Active Transportation Advisory Committee, attached as Attachment "A" to this report.**
2. **The Bikeways Advisory Committee endorse the establishment of an Active Transportation Advisory Committee, to be effective in November 2008, and**
3. **The Bikeways Advisory Committee endorse their own dissolution, and**
4. **The Bikeways Advisory Committee forward a recommendation to Halifax Regional Council to approve the above steps.**

BACKGROUND:

The Bikeways Advisory Committee was established as a formal committee of Regional Council in 2004 to implement the recommendations of the Blueprint for a Bicycle Friendly HRM (commonly known as the Bike Plan). The mandate of the committee is to advise staff on priorities for allocation of the Capital Budget as it relates to bicycle infrastructure using the Blueprint for a Bicycle Friendly HRM as a guide and to provide advice to Council relating to bicycle transportation in HRM, assist in implementing Bike Week and other duties as directed by Council.

In November 2006, Halifax Regional Council, adopted in principle, the Active Transportation Plan. This plan was developed to integrate all active transportation infrastructure and to ensure that the needs of all active transportation users were being met.

DISCUSSION:

With the approval of the Active Transportation Plan, a committee with a broader mandate is required. The Bikeways Advisory Committee is focussed solely on the needs and wants of the cycling community. One of the major recommendations within the Active Transportation Plan is to expand the mandate of the Bikeways Advisory Committee to include all modes of active transportation. This is required for the effective implementation of active transportation infrastructure, programs and facilities within HRM. There is no representative body within HRM advising Council on the needs of pedestrians, inline skaters, skateboarders and other users. A single body to cover all of these needs is recommended since their requirements for infrastructure overlap substantially.

The proposed terms of reference for the Active Transportation Advisory Committee will allow for recommendations to be made that will best meet the needs of the residents of HRM based upon the experience of those who will serve on the committee.

The goal of the Active Transportation Plan is to create a well-connected, safe and functional network to enhance opportunities to choose active modes of transportation. These modes include walking, jogging, inline skating, cross country skiing, cycling, among others. It is designed to ensure accessibility for all, including those in wheelchairs and using walkers or pushing strollers. It is therefore important to have a committee that can represent the needs of all the groups identified within the plan since their infrastructure needs overlap substantially.

A key element of the terms of reference for the new committee, as with the Bikeways Advisory Committee, is to establish project priorities for funding under HRM's capital budget. Staff are confident that the direction received from the committee will provide a valuable resource in bringing to council a program for annual expansion of the active transportation network and programming. Participation by Traffic and Right of Way Service, Strategic Transportation Planning, Design and Construction Services and Real Property Planning will ensure that the goals and objectives are the municipality are being met.

Active Transportation Advisory
Committee Terms of Reference

The Terms of Reference outline the particulars regarding membership for the Active Transportation Advisory Committee. Committee membership, as stated in the Terms of Reference, will include the following individuals and interest groups. The committee is proposed to consist of three members of Regional Council; one designate from each of the following: the Advisory Committee for Persons with Disabilities; the Halifax Regional Trails Association; the Province of Nova Scotia; Bicycle Nova Scotia; the Halifax Cycling Coalition; the Ecology Action Centre's TRAX program; the Halifax Dartmouth Bridge Commission; the Youth Advisory Committee and four members of the public at large, including a representative for seniors. Staff members shall include representatives from Traffic and Right-of-Way Services, Strategic Transportation Planning, Construction and Design and Regional Trails. These representatives are non-voting members.

BUDGET IMPLICATIONS:

There are no budget implications at this time. The staff resources allocated to committee support have already been included in approved operating budgets in anticipation of formation of the committee.

Prioritised implementation recommendations from the committee that require capital funding will come before Council through the Strategic Transportation Projects budget during the normal budgeting process.

FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Capital and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Capital and Operating reserves, as well as any relevant legislation.

ALTERNATIVES:

Regional Council may choose not to form An Active Transportation Advisory Committee and leave evaluation and development of infrastructure and programming related to active transportation to staff. This is not recommended as staff resources will inevitably result in output that is lighter in volume and narrower in perspective than what a committee can deliver.

ATTACHMENTS:

Terms of Reference for Active Transportation Advisory Committee

Active Transportation Advisory
Committee Terms of Reference

Additional copies of this report, and information on its status, can be obtained by contacting the Office of the Municipal Clerk at 490-4210, or Fax 490-4208.

Report Prepared by: Roxane MacInnis, TDM Planner, 490-4160

Report Approved by: _____
Acting Municipal Clerk, 490-6483.



ACTIVE TRANSPORTATION ADVISORY COMMITTEE

TERMS OF REFERENCE

1. **BACKGROUND**

On November 14, 2006, Halifax Regional Council, adopted in principle, the Active Transportation Plan. This plan is intended to encourage more travel by non-motorized modes of transportation through an integrated network of on- and off-road facilities. The purpose of the active transportation plan is to provide the framework for encouraging more origin-destination trips to be made through active modes of transportation as defined below.

2. **MANDATE**

The mandate of the Active Transportation Advisory Committee is to advise Regional Council on all matters relating to active transportation in Halifax Regional Municipality, using the Active Transportation Plan as a guide.

- 1.1 The committee will provide timely advice to Council on matters relating to budget, infrastructure, education, policy and public awareness.
- 1.2 The Committee will assist HRM staff in the planning and implementation of an annual Bike Week.
- 1.3 The Committee will perform such other duties as directed by Council.

3. **DEFINITIONS**

- 3.1 **Active Transportation** is defined as any form of self-propelled mode of transportation that relies upon the use of human energy. The modes may utilize on-road and off-road facilities such as sidewalks, bike lanes and multi-use trails.
- 3.2 **On-road facilities** are any facility such as designated bike routes (bike lanes, wide curb lanes) and sidewalks/walkways that are located within the designated road right-of-way.

- 3.3 **Off-road facilities** are any facility located outside of the road right-of-way designed to be used as a corridor for active transportation purposes.
- 3.4 The following **Four Categories of Active Transportation** indicate how both transportation and recreational activity are interconnected. The plan, while primarily focused upon transportation, is also supportive of recreational activities and the promotion of healthy lifestyles:
1. **Active commuting** - which involves journeys to and from work.
 2. **Active workplace travel** - which includes trips during working hours such as the delivery of materials or attending meetings.
 3. **Active Destination-oriented trips** - which includes trips to and from school, shops, visiting friends and running errands.
 4. **Active recreation** - which involves the use of an AT mode for fitness or recreation pursuits.¹

4. **COMPOSITION**

- 4.1 Members of the Committee shall be appointed by Council and shall be comprised of:

Three (3) members of Regional Council

One (1) designate appointed by the Advisory Committee for Persons with Disabilities;

One (1)) designate appointed by the Halifax Regional Trails Association;

One (1)) designate appointed by the Province of Nova Scotia;

One (1)) designate appointed by Bicycle Nova Scotia;

One (1)) designate appointed by Ecology Action Centre's TRAX program;

One (1)) designate appointed by the Halifax Dartmouth Bridge Commission;

One (1)) designate appointed by the Youth Advisory Committee; and

Four (4) members of the public at large, including a representative for seniors.

- 4.2 Staff members shall include representatives from Traffic and Right-of-Way Services, Regional Transportation Planning, Construction and Design and Regional Trails. These are non-voting members.

5. **SUB-COMMITTEES**

- 5.1 The Active Transportation Advisory Committee may appoint sub-committees as required with the exception of the Bike Week Sub-committee

¹From HRM Active Transportation Plan, page 1-4.

- 5.2 The Bike Week Sub-committee will become a permanent sub-committee of the Active Transportation Advisory Committee to carry out the duties of planning and implementing the annual Bike Week, held in HRM during the first week of June each year. This subcommittee will have its own terms of reference (see Appendix A)

6. APPOINTMENTS

- 6.1 The terms shall be for two (2) years, commencing in November of each year, renewable on expiry for one additional term.
- 6.2 Additional appointments may be made as necessary to fill vacancies.

7. OFFICERS

- 7.1 The Committee shall annually elect a Chair and Vice Chair from its membership.

8. ADMINISTRATIVE SUPPORT

- 8.1 The Municipal Clerk's Office shall provide clerical support and keep the records of the Active Transportation Advisory Committee on file.

9. QUORUM

- 9.1 Quorum shall consist of not less than 50% + 1 of the voting members
- 9.2 Meetings can be held without a quorum present, however a quorum will be required for voting purposes.

10. MEETINGS

- 10.1 The Committee shall meet quarterly at a minimum.
- 10.2 Additional meetings shall be called as deemed necessary by Staff and the Chair.

11. RESIGNATIONS

- 11.1 Any resignations from the Committee shall be tendered in writing to the Chairperson, who will advise Council through the Municipal Clerk.

10.2 The name of a replacement member shall be obtained through the most recent public appointment process from the list maintained by the Municipal Clerk.

11.3 When approved by Council, the new appointee shall serve the remainder of the vacant term.

12. ABSENTEEISM

12.1 In the case of any member missing three consecutive meetings without the consent of the Committee, the member shall be deemed to have resigned. (as per Administrative Order 1, section 62 approved by Council, as amended from time to time)

13. PROCEDURE

13.1 The meeting shall follow the rules of order (Administrative Order 1), approved by Council, as amended from time to time.

14. REPORT TO COUNCIL

14.1 The Committee shall submit a report of activities to Council during the first quarter of each year.

14.2 The Chairperson of the Committee, or a designate, may make reports to Council on the activities of the Committee as necessary, or as requested by Council, together with such other presentations that the Committee may deem advisable.

15. AMENDMENTS

15.1 The Committee may from time to time recommend to Council the amendment of these Terms of Reference following an appropriately voted resolution.

15 REIMBURSEMENT FOR EXPENSES

15.1 Each member of the Committee shall serve without remuneration, but may be reimbursed by Council for any necessary expenses incurred while engaged in official duties, provided that such expenses are approved by Council in advance.

