



P.O. Box 1749  
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**Item No. 12.3.2**  
**Transportation Standing Committee**  
**November 26, 2015**

**TO:** Chair and Members of Transportation Standing Committee

Original Signed

**SUBMITTED BY:**

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Richard Butts, Chief Administrative Officer

**DATE:** November 26, 2015

**SUBJECT:** ATAC-Amendment to Terms of Reference

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**Supplementary Report**

**ORIGIN**

Item 11.3.3, June 16, 2015. Motion by Halifax Regional Council to defer a motion on the floor pending a staff report regarding the composition of the Active Transportation Advisory Committee including the addition of members from the walking/pedestrian community.

**LEGISLATIVE AUTHORITY**

Section 21(2), Halifax Regional Municipality Charter states that "Each [standing] committee shall perform the duties conferred on it by this Act, any other Act of the legislature or the by-laws or policies of the Municipality."

Section 14, Transportation Standing Committee Terms of Reference outlines its role regarding liaison to the Active Transportation Advisory Committee.

Section 8.5 of the Public Appointment Policy adopted by Regional Council in August 2011.

***8.5 Assessment Process***

Boards (ABCs) as a whole may undergo an evaluation process during the term.

The evaluation will be coordinated through the Office of the Municipal Clerk and may include an evaluation where members are assessed by Councillors on the Board and/or Senior Staff that interact with the board or other relevant contacts.

As part of the assessment attendance, level of participation, board work plan and outcomes against the Terms of Reference should be considered.

## **RECOMMENDATION**

Staff recommends the Transportation Standing Committee request Halifax Regional Council amend the Active Transportation Advisory Committee's Terms of Reference, as outlined in Attachment A of this report, to:

1. Alter the Committee's mandate to broaden its role beyond Bike Week to more broadly "provide support to HRM staff regarding education and promotion of active transportation"
2. Alter the Committee's mandate to provide a means for the Committee to provide advice, feedback and guidance on matters related to active transportation to HRM staff when requested to do so by HRM staff.
3. Alter the Committee's mandate to require the Committee to provide an annual report to the Transportation Standing Committee, outlining the Committee's activities and achievements that year.
4. Alter the Committee's Terms of Reference to include a representative that promotes walkability in HRM, which would be filled through an expression of interest and appointed as outlined under the Public Appointment Policy adopted by Regional Council.
5. Alter reference in 4.2 of the Active Transportation Advisory Committee's Terms of Reference from "Traffic and Right-of-Way Services, Regional Transportation Planning, Construction and Design and Regional Trails" to "Traffic Management, and Project Planning & Design" to reflect current departmental names.
6. Alter 2.1 of the Active Transportation Advisory Committee's Terms of Reference to clarify and correct original document.
7. Alter 5.2 of the Active Transportation Advisory Committee's Terms of Reference to remove reference to Bike Week Sub-Committee's Terms of Reference (Appendix A) as this document does not exist.

## **BACKGROUND**

At the meeting of June 16, 2015 Regional Council deferred consideration regarding amendments to the Terms of Reference and members of the Active Transportation Committee, and requested a staff report in regard to the composition of the Active Transportation Advisory Committee.

In order to provide appropriate recommendations on the composition of the Committee, the Office of the Municipal Clerk undertook a joint evaluation process as provided for under the Public Appointment Policy adopted by Regional Council. The evaluation process was a collaborative effort with staff and the Committee to identify any issues, areas for improvement and discuss more broadly the ongoing mandate of the Active Transportation Advisory Committee.

## **DISCUSSION**

The consensus of staff, elected officials and the Committee members was that the Active Transportation Advisory Committee has played a very important role in the development of the Active Transportation Priorities Plan which was approved by Regional Council in September 2014.

In regard to public education, both staff and Committee members felt that the current mandate in regards to the Committee's role in Bike Week (2.2), did not accurately reflect the Committee's role. The general consensus was to broaden its role beyond Bike Week to more broadly "provide support to HRM staff

regarding education and promotion of active transportation”, which would better reflect the role of the Committee and allow great flexibility for staff to seek advice and support from the Committee in this area. This would require a change to the terms of reference as provided for in recommendation 1 of this report.

There was general recognition that the contributions provided by the Committee have been less focused since the adoption of the Active Transportation Priorities Plan. Staff and the Committee agree that it would be beneficial to include in the terms of reference a formal means by which staff could bring key active transportation projects and initiatives to the Committee to seek advice and feedback as part of the broader consultation process. This would require a change to the terms of reference as provided for in recommendation 2 of this report.

The Committee identified that they would like to provide an annual Activity Report to the Transportation Standing Committee. This report would outline the work and achievements of the Committee, particularly in regards to the Active Transportation Plan, which staff support and is reflected in recommendation 3 of this report.

In regard to the composition of the Active Transportation Advisory Committee, the purpose of the Committee is to provide advice on matters related to Active Transportation, using the Active Transportation Plan adopted by Regional Council as a guide. Active Transportation is defined by the Committee’s Terms of Reference as “any form of self-propelled mode of transportation that relies upon the use of human energy”. There is currently no member of the Committee specifically appointed to represent the interest of walkability as a component of active transportation in the municipality.

Both staff and the Committee agree that the addition of a member representing the interest of walkability in the municipality would be in keeping with the mandate of the Committee and would complement the composition of the Committee, and assist in the aim of promoting all modes of active transportation in the municipality. The initial recommendation in regard to membership specifically cited one organization for appointment to the Committee. Amendment to the composition of the Committee to add a walkability representative must be consistent with HRM’s Public Appointment Policy. While designation of a specific organization is allowed for under the Public Appointments Policy, the general purpose of the public appointments is to provide for an open, competitive and equitable process to encourage a broad range of participation of residents of the Region.

Staff recommend that a) a representative of the interests of walkability be added to the composition of the Active Transportation Advisory Committee and b) that the appointment be through an expression of interest to ensure for the broadest opportunity for any interested parties to apply and be considered for appointment as reflected in recommendation 4 of this report.

### **FINANCIAL IMPLICATIONS**

None

### **COMMUNITY ENGAGEMENT**

The Active Transportation Advisory Committee is comprised of four members at large, and one representative from the following organizations: Advisory Committee on Accessibility in HRM, Halifax Regional Trails Association, Halifax Cycling Coalition, Province of Nova Scotia, Bicycle Nova Scotia, Ecology Action Centre Trax program; three elected members of Regional Council. Active Transportation Advisory Committee meetings are open to the public and agendas and minutes can be viewed online at [www.Halifax.ca](http://www.Halifax.ca).

### **ENVIRONMENTAL IMPLICATIONS**

None.

**ALTERNATIVES**

None.

**ATTACHMENTS**

Attachment A - Active Transportation Advisory Committee proposed amendments to Terms of Reference.  
Attachment B- Active Transportation Advisory Committee incorporating proposed amendments to Terms of Reference.

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A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Katie Barnstead, Public Appointments Analyst, Municipal Clerk's Office, 902.490.6483

Original Signed

Report Approved by:

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Report Approved by:

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# HALIFAX

## 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 the Transportation Standing Committee on all matters relating to active transportation in Halifax Regional Municipality, using the Active Transportation Plan as a guide.

2.1 The committee will provide timely advice to the **Transportation Standing Committee** on matters relating to budget, infrastructure, education, policy and public awareness.

~~2.2 The Committee will assist HRM staff in planning and implementation of an annual Bike Week.~~

2.3 The Committee will provide support to HRM staff on education, and promotion related to active transportation, and any assistance required of an annual Bike Week.

2.4 The Committee will provide advice, feedback and guidance to HRM staff on matters related to active transportation submitted to the Committee by HRM staff.

2.5 The Committee will prepare and submit annually to the Transportation Standing Committee, an annual Activity Report outlining the work and achievements of the Committee, particularly in regards to the Active Transportation Plan.

2.6 The Committee will perform such other duties as directed by the Transportation Standing Committee.

### 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.<sup>1</sup>

#### 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 the Halifax Cycling Coalition;

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

One (1) designate appointed to represent a group that promotes walkability in the region.

Four (4) members of the public at large, including one (1) Youth representative and one (1) Senior representative.

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<sup>1</sup> From HRM Active Transportation Plan, page 1-4.

- 4.2 Staff members **advisors** shall include representatives from ~~Traffic and Right-of-Way Services, Regional Transportation Planning, Construction and Design and Regional Trails.~~ **Traffic Management, and Project Planning & Design.** ~~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
- 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.

11.2 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 STANDING COMMITTEE

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

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

15. AMENDMENTS

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

16. REIMBURSEMENT FOR EXPENSES

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

Amended October 18, 2011

Correction February 20, 2014

## Attachment B



### 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.

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2.1 The committee will provide timely advice to the Transportation Standing Committee on matters relating to budget, infrastructure, education, policy and public awareness.

2.2 The Committee will provide support to HRM staff on education, and promotion related to active transportation, and any assistance required of an annual Bike Week.

- 2.3 The Committee will provide advice, feedback and guidance to HRM staff on matters related to active transportation submitted to the Committee by HRM staff.
- 2.4 The Committee will prepare and submit annually to the Transportation Standing Committee, an annual Activity Report outlining the work and achievements of the Committee, particularly in regards to the Active Transportation Plan.
- 2.5 The Committee will perform such other duties as directed by the Transportation Standing Committee.

### 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.
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- 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:

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<sup>1</sup> From HRM Active Transportation Plan, page 1-4.

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