

**ACTIVE TRANSPORTATION ADVISORY COMMITTEE
MINUTES**

March 25, 2010

- PRESENT:** Councillor Linda Mosher, Chair
Councillor Jennifer Watts, Vice Chair
Councillor David Hendsbee
Mr. Tom Boyd
Mr. Ted Scrutton
Mr. Walter Regan
Ms. Lauralee Sim
Mr. Michael Beiswanger
Mr. Ibrahim Orengo
- REGRETS:** Ms. Gai Thomas
Ms. Laena Garrison
Mr. Friedemann Brauer
- STAFF:** Ms. Jessie Debaie, Assistant Regional Trails Coordinator
Mr. Phillip Hammond, Community Developer
Ms. Natalie Perkins, Community Developer
Ms. Roxane MacInnis, Transportation Demand Management
Planner, Regional Planning
Mr. Roddy MacIntyre, Transportation Engineer
Ms. Hanita Koblerts, Transportation Demand Management
Coordinator
Mr. Tylor McDuff, Legislative Support

TABLE OF CONTENTS

1.	CALL TO ORDER	3
2.	COMMITTEE UPDATES AND ANNOUNCEMENTS	3
3.	APPROVAL OF THE MINUTES - December 17, 2009 and Special Minutes of January 21, 2010	4
4.	APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS	4
4.1	Walk 21: International Charter for Walking - Mr. Richard MacLellan, Acting Manager, Sustainable Environment Management Office	4
5.	COMMUNITY DEVELOPMENT WORKSHOP	5
5.1	Review of Past Two Workshops	5
5.1.1	Committee Reflection	5
5.1.2	Facilitator Summary	5
5.2	Large Group Activity	7
5.2.1	Introduction to Work Plan Template	7
5.2.2	Review Examples	7
5.3	Small Group Activity	8
5.3.1	Project Planning with Facilitator	8
5.4	Summary and Group Sharing	9
5.4.1	Feedback of Small Group Activity	9
5.4.2	Suggestions	9
5.4.3	Evaluation	9
6.	DATE OF NEXT MEETING	9
7.	ADJOURNMENT	9

1. CALL TO ORDER

The Chair called the meeting to order at 4:08pm at the Bloomfield Centre, Halifax.

2. COMMITTEE UPDATES AND ANNOUNCEMENTS

The Chair introduced Ms. Jillian Stone, a graduate of Halifax Grammar School (HGS). She explained that Ms. Stone was job shadowing and added that Ms. Stone was a founder of the Green Griffins recycling initiative at HGS.

Ms. DeBaie, Assistant Regional Trails Coordinator, introduced Mr. Graham Burns, who was job shadowing as well.

Mr. Regan reported that the Halifax Regional Trails Association would host their Annual General Meeting on April 12, 2010. He added that the function would begin at 4:30pm with the meeting starting at 7pm.

Ms. Sims informed the Committee that organizing meetings for Bike Week had begun. Ms. Sims also announced that the Halifax Cycling Coalition (HCC) would present the Changing Gears: Increasing Young People Cycling in Nova Scotia workshop on Saturday, March 27, 2010, in the Nantucket Room of the Dartmouth Sportsplex from 10am to 3pm. She added that preregistration was requested and that more information could be found at www.cyclehalifax.ca.

Mr. Scrutton reported that a Provincial Trails Conference would be held from October 1 to 3, 2010 at the Annapolis Basin Convention Centre, just outside of Annapolis Royal.

The Chair asked Ms. Debaie about the possibility of Committee members having access to the Provincial Trails Conference and requested that the item be added to the agenda for the next meeting.

The Chair reported that the Chain of Lakes Trail Association, formerly the CN Chester Spur Rail Line, would host a Community Open House and Information Session on Thursday, April 15th, 2010 at the St. James Church Hall, 2668 Joseph Howe Drive, at the Rotary. She added that sessions were from 2pm to 4pm and 6pm to 9pm and that presentations would be made at 2:30pm and 6:30pm. She explained that the purpose of the workshops was to discuss various options around the interconnectivity of the trails and to garner public input. Councillor Mosher added that community members were invited to join the Association for a ten dollar nominal fee.

Mr. Roddy MacIntyre, Transportation Engineer, introduced Ms. Hanita Koblerts,

Transportation Demand Management Coordinator, who would be replacing him as a staff member on the Committee.

3. APPROVAL OF THE MINUTES - December 17, 2009 and Special Minutes of January 21, 2010

MOVED BY Mr. Regan, seconded by Mr. Orengo, that the minutes of December 17, 2009 and the Special Minutes of January 21, 2010 be approved as presented. MOTION PUT AND PASSED.

4. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

Additions:

4.1 Walk 21: International Charter for Walking - Mr. Richard MacLellan, Acting Manager, Sustainable Environment Management Office

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- A report dated March 9, 2010 was submitted.
- A "Get Out ... Check it out" Walk/Hike/Bike through the HRM package was submitted.

The Chair introduced Mr. Richard MacLellan, Acting Manager, Sustainable Environment Management Office. She explained that the report dated March 9, 2010 would go before Council on Tuesday, March 30, 2010 for review.

Mr. MacLellan explained that he learned about the International Charter for Walking through a Federation of Municipalities meeting in Ottawa in February, 2010. He described the linkages between the Charter and various initiatives within HRM, adding that there was definite synergy with the AT Plan.

Mr. MacLellan indicated that he was meeting with other organizations, such as the Nova Scotia Environment Network and the Ecology Action Centre, regarding promotion of the Charter and how to tie it in to Earth Day celebrations.

Mr. MacLellan explained that he hoped to get Council's endorsement in order to make a symbolic announcement on Earth Day, noting that other activities would complement the announcement, such as bike rides and trail walks.

Ms. Debaie noted that, though there was no mention of the HRM trail system in the

Charter, other municipalities have taken the document and made changes to suit their own communities.

Mr. MacLellan indicated that he could make changes to sections in order to reflect the uniqueness of the HRM trail system and reference the compact size of the downtown.

A discussion ensued regarding the merits of the Charter.

Mr. MacLellan reported that the Downtown Strategy and AT Plan already committed to a number of the initiatives included in the Charter.

**MOVED BY Mr. Scrutton, seconded by Mr. Regan, that the Active Transportation Advisory Committee request Regional Council's consideration to approve the Walk21 Initiative and to mention the uniqueness of the Trail System in HRM.
MOTION PUT AND PASSED.**

5. COMMUNITY DEVELOPMENT WORKSHOP

5.1 Review of Past Two Workshops

5.1.1 Committee Reflection

Ms. Perkins led Committee members through a review of the past two workshops. She requested that Committee:

- Think about the last two training sessions and what they learned
- Make a list of three things they found interesting about the training and share that list
- Identify one item on another member's list that was surprising

Feedback from the Committee included:

- The need to develop sub-committees
- Further understanding of the role of staff
- The issue of funding for initiatives

5.1.2 Facilitator Summary

Ms. Perkins reviewed a suggested vision and goal for the Committee as follows:

Vision: To participate as a team, by using mutual respect, keeping an open mind, and constantly working toward a common ground.

Goal: To establish a complete integrated and readily accessible region wide active transportation network for rural, suburban and urban areas.

Discussion ensued around the merit of the suggestions.

Ms. Perkins explained that a goal should be very broad in order to encompass all the activities of the Committee as different goals and objectives could be included under that broader goal.

Ms. Perkins explained the potential 'coordinating function' of the Committee. She described the activities of this type of committee as follows:

- Providing and requesting information
- Providing advice and support as needed
- Communication between groups
- Providing recommendations
- Identifying priorities

Ms. Perkins indicated that sub-committees could be created to coordinate initiatives such as Bike Week and that representatives from the sub-committees could provide progress reports to the Committee.

Ms. Perkins noted that four possible areas of focus were highlighted during the January 21, 2010 workshop. She listed them as follows:

- Increased communication between the Active Transportation Advisory Committee, Council, and committees
- Coordination of Bike Week activities from May 28 to June 6, 2010 via a sub-committee
- Coordination and promotion of education and safety campaign via a sub-committee
- Improvement of the effectiveness of the AT committee

Ms. Sims suggested the Share the Road campaign be included as an initiative of the committee.

Councillor Mosher noted that the presentation from Mr. MacLellan was an example of improved communication between Council and the Committee.

Mr. Phillip Hammond presented to the Committee on the role and relationship wheel and outlined the relationship between an advisory committee and council.

Mr. Hammond explained that staff could provide information to a committee and did not necessarily require a specific request. He commented that staff could highlight and inform the Committee about current initiatives and activities. He suggested that recommendations and reports to Council become a larger part of the Committee's role.

5.2 Large Group Activity

5.2.1 Introduction to Work Plan Template

- A Program Management Matrix was submitted.
- A Sample Matrix: Increase the Communication between ATAC, Council and Sub-groups was submitted.
- A Sample Program Management Matrix: Improve the Effectiveness of the AT Committee was submitted.

Ms. Perkins described the Program Management Matrix. She explained that the Matrix was used to organize and plan the activities of the Committee.

5.2.2 Review Examples

Ms. Perkins demonstrated how the Program Management Matrix broke down each initiative into specific activities and measurable goals.

Ms. Perkins noted that the Matrix always included the Vision and Goal of the Committee and also included the project name.

Ms. Perkins explained that the Matrix also outlined the following components to the project:

- Results - what do you want to see
- Milestones - how will the project be measured and assessed
- Activities to be completed
- Contact - project leader
- Time line

Ms. Perkins added that when listing milestones, a number should always be included in order to provide for a measurable outcome. She also noted that all project activities should be included in the time line with required staff input and due dates for reports.

Ms. Perkins explained that by using the Matrix, projects could be planned and outlined using the SMART principles.

Councillor Mosher asked that the templates be sent to the Legislative Assistant so future changes could be made to fit the activities of the Committee.

5.3 Small Group Activity

5.3.1 Project Planning with Facilitator

The Committee divided into two groups to draft a Program Management Matrix for a) Coordination of Bike week activities from May 28 to June 6 2010, and b) Coordination and promotion of education and safety campaign.

The two groups reported on the results of the project planning, as follows:

A) Coordination of Bike Week Activities

Result 1: Bike Week to take place and to be successful

Measurement: Bike Week occurs during specified time: May 28 to June 6, 2010

Activity: Establish a sub-committee

Result 2: Make sure there is a Bike Week budget

Measurement: Funding

Activity: Request funding and create a work plan

Result 3: Secure staff resources

Measurement: Recruit two staff for the Bike Week sub-committee

Activity: Identify staff by November of the year prior

Result 4: Increase awareness of and participation in Bike Week activities

Measurement: Head counts at events

Activity: Invite community organizations to participate and promote Bike Week events

Result 5: Identify benchmarks for success

Measurement: Annual report by sub-committee to ATAC

Activity: Request annual report from sub-committee and provide feedback

Result 6: Increase Council's awareness of and involvement in Bike Week

Measurement: Mention of Bike Week in each Councillor's newsletter or web-site

Activity: Invite Council to participate

B) Coordination and Promotion of Education and Safety Campaign

Result 1: Coordination of public safety programs for AT

Measurement: At least one annual joint meeting

Activity: Inventory of all groups providing safety programming

Result 2: Improved driver and pedestrian education surrounding unmarked crosswalks

Measurement: Sub-committee reports on success

Activity: Establish a sub-committee

Result 3: Budget line item for safety education

Measurement: Report to Council and funding

Activity: Report to council and request funding

5.4 Summary and Group Sharing

5.4.1 Feedback of Small Group Activity

Ms. Perkins noted the difficulty of working through the Matrix and commended the Committee on their work.

Ms. Perkins submitted to the Committee a checklist for preparing work plans.

Mr. Hammond reminded the Committee that work plans were always a work in progress. He added that a rough work plan was already finished as a result of the Committee's work over the past few meetings.

5.4.2 Suggestions - None

5.4.3 Evaluation

- An Evaluation Form was submitted.

6. DATE OF NEXT MEETING

The next meeting was scheduled for April 15, 2010.

7. ADJOURNMENT

The meeting was adjourned at 6:01 p.m.

Legislative Support