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PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Halifax Regional Council
March 2, 2004

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:  _____
Councillor Sheila Fougere, Chair of the Bikeways Advisory Committee

DATE: Wednesday, February 25, 2004

SUBJECT: Bikeways Advisory Committee Amendments to Terms of Reference

ORIGIN

At the first meeting of the Bikeways Advisory Committee, held on Wednesday, February 25, 2004, discussion ensued regarding amendments to the Terms of Reference on issues of membership and format of the Terms of Reference.

RECOMMENDATION

It is recommended that:

Regional Council approve the following amendments to the Bikeways Advisory Committee Terms of Reference regarding composition of the Committee and approve the revised Terms of Reference attached as Attachment "B" to this report.

1. Amendments to Composition of Committee:

The requirement for one member appointed by the Metro Halifax Chamber of Commerce Transportation Committee be omitted and replaced with One (1) additional member at large.

One (1) additional HRM Staff person (Maria Jacobs) to be appointed as a representative of the Regional Trails Advisory Committee.

2. The revised Terms of Reference, Attachment "B" to this report, be approved.

BACKGROUND:

Membership:

The Metro Halifax Chamber of Commerce Transportation Committee has opted not to appoint a representative to this Committee, as per their e-mail dated February 12, 2003 attached as Attachment "A" to this report. It is therefore recommended this appointment be deleted from the composition of the Committee and an additional member at large be appointed to fill this vacancy.

Further, it was requested a representative from the Regional Trails Advisory Committee, Ms. Maria Jacobs, be appointed. The Bikeways Advisory Committee advised input from the Regional Trails Advisory Committee would be an asset.

Revised Terms of Reference:

The Terms of Reference for the Bikeways Advisory Committee was reformatted from its original version which was attached to the staff report dated November 27, 2003 and presented to Regional Council on December 9, 2003. The reformatting involved numbering the sections and adding categories such as:

- Section 5. Administrative Support,
- Section 6. Quorum,
- Section 8. Resignations,
- Section 9. Absenteeism,
- Section 10. Procedure,
- Section 11. Report to Council,
- Section 12. Amendments,
- Section 13. Reimbursement for Expenses.

These additional sections are currently used in other HRM Board and Committee Terms of References.

BUDGET IMPLICATIONS:

None

ALTERNATIVES:

No alternatives recommended at this time.

ATTACHMENTS:

Attachment "A" - E-mail from Nancy Conrad, Metro Halifax Chamber of Commerce dated February 12, 2004, to Jan Gibson, Acting Municipal Clerk.

Attachment "B" - Revised Terms of Reference for the Bikeways Advisory Committee.

Attachment "C" - Staff report dated November 27, 2003 to Regional Council on December 9, 2003 which includes the original Terms of Reference for the Bikeways Advisory Committee.

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: Chris Newson, Legislative Assistant, 490-6732.

Report Approved by:



Jan Gibson, Acting Municipal Clerk, 490-6483.

From: Jan Gibson
To: "Nancy@HALIFAXCHAMBER.com".smtpgate.HRMHALIFAX
Date: 2/12/04 3:13PM
Subject: Re: Letter to Mike DiPenta, Chair of Chamber Transportation Committee

Ms. Conrad:

Thank you for your telephone call and your subsequent email regarding the Chamber's representative to the HRM Bicycle Advisory Committee.

We are happy to have Roxanne MacInnis continue to provide the Chamber with representation on this initiative as you requested.

Please contact me if you require further assistance.

Jan.

Jan Gibson
Acting Municipal Clerk
Halifax Regional Municipality
P.O Box 1749, Halifax, NS B3J 3A5
Tel: (902) 490 - 6483
Fax: (902) 490 - 4208
E-mail: gibsonja@halifax.ca

>>> "Nancy Conrad" <Nancy@HALIFAXCHAMBER.com> 02/12/04 10:39am >>>

Ms. Gibson:

Thank you for the kind offer to have a Chamber representative on the HRM Bicycle Advisory Committee.

Currently Roxanne MacInnis from HRM is active on our committee and keeps our group up to date on activities in this area. In discussions with our Transportation Committee Chair, Mike DiPenta, we feel rather than providing specific Chamber representation, Roxanne's involvement will keep us very well informed on this initiative.

Thank you, again, and if you have any questions, do not hesitate to contact me.

Regards,
Nancy Conrad

Nancy M. Conrad
Vice President, Policy
Metropolitan Halifax Chamber of Commerce
Phone - 902-468-7111
Fax - 902-468-7333

Annual Spring Dinner 2004: Lt.-General Romeo Dallaire (Ret.) speaking on "Leadership: The Human Dimension" (April 28 - World Trade Centre - to register visit www.halifaxchamber.com.)

CC: "mwliinc@accesswave.com".smtpgate.HRMHALIFAX; Chris Newson; Lee Syms



Attachment "B"

BIKEWAYS ADVISORY COMMITTEE

REVISED TERMS OF REFERENCE

1. MANDATE

The mandate of the Bikeways Advisory 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.

- 1.1 The Committee will provide relevant and timely advice to Council on matters relating to bicycle transportation in the Halifax Regional Municipality.
- 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.

2. COMPOSITION

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

Three (3) members of Regional Council;
Three (3) staff members from HRM (Traffic and Transportation, Regional Planning and Regional Trails);
One (1) member to be appointed by Bicycle Nova Scotia;
One (1) member to be appointed by Ecology Action Centre's TRAX Program;
One (1) member to be appointed by the Halifax Dartmouth Bridge Commission;
Five (5) members of the public at large.

3. APPOINTMENTS

- 3.1 The terms shall be for two years, commencing in November of each year, and renewable on expiry for one additional term.
- 3.2 Additional appointments may be made as necessary to fill vacancies.

4. OFFICERS

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

5. ADMINISTRATIVE SUPPORT

5.1 The Municipal Clerk's Office shall provide clerical support and keep the records of the Bikeways Advisory Committee on file.

6. QUORUM

6.1 Quorum shall consist of not less than 50% + 1 of the voting members.

7. MEETINGS

7.1 The Committee shall meet quarterly at a minimum.

7.2 Additional meetings shall be called as deemed necessary by Staff and the Chair.

8. RESIGNATIONS

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

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

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

9. ABSENTEEISM

9.1 In the case of any member missing three meetings without the consent of the Committee, the member shall be deemed to have resigned.

10. PROCEDURE

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

11. REPORT TO COUNCIL

- 11.1 The Committee shall submit a report of activities to Council during the first quarter of each year.
- 11.2 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.

12. AMENDMENTS

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

13. REIMBURSEMENT FOR EXPENSES

- 13.1 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.



PO Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Halifax Regional Council
December 9, 2003

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:

A handwritten signature in black ink, appearing to read "Dan English", written over a horizontal line.

Dan English, Acting Chief Administrative Officer

DATE: November 27, 2003

SUBJECT: Bicycle Advisory Committee

ORIGIN

Staff recommendation.

RECOMMENDATION

It is recommended that:

1. Council approve the establishment of the Bicycle Advisory Committee based on the attached Terms of Reference.
2. Council appoint three (3) Members of Council to the Bicycle Advisory Committee for a term to be selected by Council.

BACKGROUND

On August 17, 1999, Dr. Renne Lyons, Director of the Atlantic Health Promotion Research Centre at Dalhousie University gave a presentation to Council on a report entitled "Active Transportation 2000, A Bikeway Strategy for the Halifax Regional Municipality." Many recommendations were made, including the formation of a Bikeways Task Force. After the presentation and subsequent discussion, Council passed a motion recommending the establishment of a Bikeways Task Force.

The following February 15th (2000), the terms of reference and the appointment of the Task Force members were passed unanimously by Council.

On April 17, 2001, Council unanimously passed a motion that the mandate of the Bikeways Task Force be extended indefinitely, until a new body was created to replace it.

A significant component of the Task Force's mandate was to develop a bicycle master plan for the Halifax Regional Municipality. The Blueprint for a Bicycle Friendly HRM was unanimously adopted in principle, by Council on December 10, 2002. With the Bike Plan complete, the mandate of the Task Force was essentially fulfilled and a more permanent mandate built around the stewardship of the Bike Plan was now required.

At a meeting of the Bikeways Task Force on September 17, 2003, a motion to recommend the attached terms of reference to Council was passed unanimously by the Bikeways Task Force to create the Bikeways Advisory Committee.

DISCUSSION

The task force has achieved its main goal of creating a bike plan to guide the development of bike routes, end of journey facilities and policies over the next 15 years. The next phase is to implement the recommendations of the Bike Plan. The terms of reference will allow for the advisory committee to make recommendations that will best meet the needs of the residents of HRM based upon the experience of those who will form the committee.

A key element of the terms of reference is the mandate of the committee to establish project priorities for funding under HRM's capital budget. Public Works and Transportation and Regional Planning staff have considered this, and are confident that direction from the committee will provide valuable resource in bringing to council a program for annual expansion of the bikeway network. Participation by Public Works and Transportation and Regional Planning, and liaison with the Regional Trails Advisory Committee will ensure proper integration with other regional programs.

The Terms of Reference outline the particulars regarding membership for the Bicycle Advisory Committee. Committee membership, as stated in the Terms of Reference, will include the following individuals and interest groups. There are to be two (2) members of staff appointed to the committee. At this time, Roxane MacInnis, TDM Coordinator, will represent Public Works and Transportation and Dave McCusker, Manger of Transportation, Regional Planning will represent Regional Planning. Four members of the public will be selected from the applications received, taking into account their interests, experience and knowledge of bicycle issues and concerns in

HRM. Other groups that will be represented include TRAX, HDBC, Bicycle Nova Scotia and the Chamber of Commerce Transportation Committee.

REGIONAL PLANNING

Regional Planning staff will actively participate in the committee to ensure coordination with regional transportation objectives.

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 a Bikeways Advisory Committee and leave evaluation of bicycle needs and development 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.

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 Coordinator

Report Approved by: _____
Rick Paynter, P.Eng., Director, Public Works and Transportation

Report Approved by: _____
Betty MacDonald, Director, Governance & Strategic Initiatives

Origin: May 14, 2003

Revised: November 27, 2003

Bikeways Task Force Mandate and Terms of Reference

Rename: Bikeways Advisory Committee

The mandate of the Bikeways Advisory 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. The Committee will provide relevant and timely advice to Council on matters relating to bicycle transportation in the Halifax Regional Municipality. The Committee will assist HRM staff in the planning and implementation of an annual Bike Week. The Committee will perform such other duties as directed by Council.

The committee shall be comprised of:

Three (3) members of Regional Council

Two (2) staff members from HRM (Traffic and Transportation and Regional Planning)

One (1) member to be appointed by the Chamber of Commerce Transportation Committee

One (1) member to be appointed by Ecology Action Centre's TRAX Program

One (1) member to be appointed by the Halifax-Dartmouth Bridge Commission

One (1) member to be appointed by Bicycle Nova Scotia

Four (4) members of the public at large

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

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

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

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