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Item No. 10.1.1

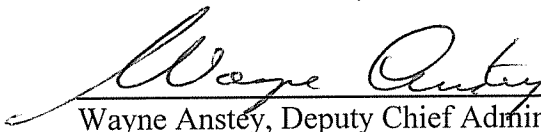
**Halifax Regional Council
January 6, 2009**

TO: Mayor Kelly and Members of Halifax Regional Council

SUBMITTED BY:



Dan English, Chief Administrative Officer



Wayne Anstey, Deputy Chief Administrative Officer - Operations

DATE: November 24, 2008

SUBJECT: **Active Transportation Advisory Committee - Amendment to Terms of Reference**

ORIGIN

The April 30, 2008 meeting of the Bikeways Advisory Committee

RECOMMENDATION

It is recommended that Regional Council amend the Terms of Reference for the Active Transportation Advisory Committee to include a designate from the Halifax Cycling Coalition.

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.

On May 13, 2008, Regional Council approved the formation of an Active Transportation Advisory Committee and its Terms of Reference, to take affect in November 2008.

DISCUSSION

The staff report dated March 4, 2008 included the following paragraph:

The Terms of Reference outline the particulars regarding member ship 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.

However, while the staff report included a designate from the Halifax Cycling Coalition, it was overlooked in the Terms of Reference. Therefore, the terms of reference requires an amendment to include a designate from the Halifax Cycling Coalition.

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.

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 amend the terms of reference to include a designate from the Halifax Cycling Coalition. This is not recommended as this group represents the interests of the cycling community in Halifax and their input is required to move ahead with the implementation of infrastructure and programs related to cycling in HRM

ATTACHMENTS

Revised Terms of Reference for the Active Transportation Advisory Committee.

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

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Report Approved by:



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Report Approved by: Phillip Townsend, Assistant Director, Infrastructure and Asset Management Services



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 the Halifax Cycling Coalition;
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

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

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.

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.