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Halifax Regional Council
March 28, 2006

TO: Mayor Kelly and Members of Halifax Regional Council

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

DATE: March 20, 2006

SUBJECT: Bikeways Advisory Committee - Terms of Reference - Composition

ORIGIN

Ongoing efforts to fill the position of an appropriate automobile association representative, as approved by Council on March 2, 2004, and as per the current Terms of Reference included as Attachment "A" to this report.

RECOMMENDATION

It is recommended that Halifax Regional Council approve the following amendment to the Bikeways Advisory Committee Terms of Reference regarding composition of the Committee and approve the revised Terms of Reference included as Attachment "B" to the March 20, 2006 report:

1. **Amendments to Composition of Committee:**
The requirement for One (1) member from an appropriate automobile association be removed and replaced with One (1) additional member-at-large to the Bikeways Advisory Committee.
2. **The revised Terms of Reference, Attachment "B" to the March 20, 2006 report, be approved.**

DISCUSSION:

The Bikeways Advisory Committee is requesting an amendment to their terms of reference to remove the requirement for One (1) member from an appropriate automobile association and be replaced with One (1) additional member-at-large.

Since the position was approved by Regional Council on March 2, 2004, members have been solicited from the following automobile associations, without result:

- Canadian Automobile Association (Maritime Office and Nova Scotia Office)
- Two automobile dealerships (as per expressions of interest by representatives of these dealerships of serving on the Committee in this position)
- Insurance Bureau of Canada

The Committee feels that options for this position have been exhausted, and in an effort to maintain quorum at meetings, wish to have this position removed and replaced with an additional member-at-large.

The Bikeways Advisory Committee's current composition (as per the current Terms of Reference) is as follows:

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;
One (1) member from an appropriate automobile association
Five (5) members of the public at large.

BUDGET IMPLICATIONS:

None

ALTERNATIVES:

Regional Council could choose to maintain the position of One (1) member from an appropriate automobile association. This alternative is not recommended.

ATTACHMENTS:

1. Attachment "A" - current Terms of Reference for the Bikeways Advisory Committee.
2. Attachment "B" - revised 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: Jennifer Weagle, Legislative Assistant, 490-6521

ATTACHMENT “A”



BIKEWAYS ADVISORY COMMITTEE

TERMS OF REFERENCE

Revised June 14, 2005

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;
- One (1) member from an appropriate automobile association
- 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.

ATTACHMENT “B”



BIKEWAYS ADVISORY COMMITTEE

TERMS OF REFERENCE

Revised March 20, 2006

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:

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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;
Six (6) 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

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

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