



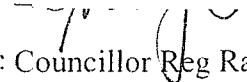
P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 11.3.1**  
**Halifax Regional Council**  
**October 18, 2011**

**TO:** Mayor Kelly and Members of Halifax Regional Council

Original Signed

**SUBMITTED BY:**

  
for: Councillor Reg Rankin, Chair, Transportation Standing Committee

**DATE:** September 26, 2011

**SUBJECT:** **Amendments to the Active Transportation Advisory Committee  
Terms of Reference**

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### ORIGIN

Motion approved at the Transportation Standing Committee meeting of August 10, 2011.

### RECOMMENDATION

The Transportation Standing Committee recommends that Halifax Regional Council approve amendments to the Active Transportation Advisory Committee Terms of Reference by:

1. Deleting the requirements to include "one (1) designate appointed by the Halifax Dartmouth Bridge Commission" and "one (1) designate appointed by the Youth Advisory Committee" in section 4.1 and;
2. Amending the last line of section 4.1 by adding the words 'one (1) youth' so as to read "Four (4) members of the public at large, which would include one (1) youth representative and one (1) senior representative"; and
3. Amending the document to state that the Committee reports to the *Transportation Standing Committee* rather than *Council*.

## **BACKGROUND**

Pursuant to a staff report dated May 19, 2011, the Active Transportation Advisory Committee considered amendments to their Terms of Reference at their meetings of June 16 and August 18, 2011. The Committee's recommendations stemming from these meetings are outlined in the 'Recommendation' section on the first page of this report.

## **DISCUSSION**

On September 22, 2011 the Transportation Standing Committee approved forwarding the recommendations of the Active Transportation Advisory Committee to Regional Council for consideration.

## **BUDGET IMPLICATIONS**

There are no budget implications associated with this report.

## **FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

## **COMMUNITY ENGAGEMENT**

The Transportation Standing Committee is comprised of eight duly elected members of Council. Composition is made up of a member from each of HRM's six Community Councils, along with two members-at-large. Transportation Standing Committee meetings are held once a month and are open to the public, unless otherwise stated. Agendas, reports, and minutes from these meetings are posted online.

## **ALTERNATIVES**

Regional Council may choose to leave the ATAC Terms of Reference unchanged. This is not recommended.

## **ATTACHMENT**

1. Active Transportation Advisory Committee report dated August 24, 2011.
2. Staff report dated May 19, 2011 with draft amended Terms of Reference.

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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.

Report Prepared by: Jennifer Weagle, Legislative Assistant, 490-6517

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**Transportation Standing Committee**  
**September 22, 2011**

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

**SUBMITTED BY:** Original Signed

Councillor Jennifer Watts, Chair, Active Transportation Advisory  
Committee

**DATE:** August 24, 2011

**SUBJECT:** Amendments to the Active Transportation Advisory Committee Terms of  
Reference

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**ORIGIN**

Active Transportation Advisory Committee meetings held on June 16 and August 18, 2011.

**RECOMMENDATION**

That the Transportation Standing Committee amend the Active Transportation Advisory Committee Terms of Reference by:

1. Deleting the requirement to include “one (1) designate appointed by the Halifax Dartmouth Bridge Commission” and “one (1) designate appointed by the Youth Advisory Committee” in section 4.1 and;
2. Amending the last line of section 4.1 by adding the words ‘one (1) youth’ so as to read “Four (4) members of the public at large, which would include one (1) youth representative and one (1) senior representative”; and
3. Amending the document to state that the Committee reports to the *Transportation Standing Committee* rather than *Council*.

## **BACKGROUND**

The Active Transportation Advisory Committee received the staff report dated May 19, 2011 at their meeting on June 16, 2011. They approved the staff recommendation to amend their Terms of Reference with a slight revision to item 2 to state *which would include one (1) youth representative and one (1) senior representative* rather than *including a representative for seniors and youth*. This amendment was for the purpose of clarity only.

As requested at the June 16, 2011 meeting, the Committee was advised by the Municipal Clerk's Office at their August 18, 2011 meeting that the Terms of Reference should be further amended to state that the Committee reports to the Transportation Standing Committee rather than Council as per the new Standing Committee Structure.

## **DISCUSSION**

As outlined in the staff report dated May 19, 2011 (Attachment A) the Committee would like to amend its terms of reference to remove the membership requirement to include "one (1) designate appointed by the Halifax Dartmouth Bridge Commission" and "one (1) designate appointed by the Youth Advisory Committee".

On September 13, 2011 the representative from the Halifax Dartmouth Bridge Commission (now known as the Halifax Harbour Bridges) advised that they would no longer send a member to sit on the Committee; however, they would be pleased to serve as a resource in a non-voting capacity and attend meetings to address active transportation-related topics as needed.

Similarly, the HRM Youth Advisory Committee is no longer a Committee of Council and is not able to appoint a voting member to the Active Transportation Advisory Committee.

As a result, these two vacancies will not be filled by either group and continue to create quorum issues for the Committee as they are still included in the membership under the current Terms of Reference. As a resolution, the Committee and staff agree that the Terms of Reference should be amended to remove the Halifax Dartmouth Bridge Commission and that the Youth Advisory Committee position be amended to simply refer to a position for a youth representative.

## **BUDGET IMPLICATIONS**

None associated with this report.

## **FINANCIAL MANAGEMENT POLICIES/BUSINESS PLAN**

This report complies with the Municipality's Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

**COMMUNITY ENGAGEMENT**

Active Transportation Advisory Committee meetings are open to the public and agendas and minutes are posted online.

**ALTERNATIVES**

No alternative was provided.

**ATTACHMENTS**

Attachment A: Staff report dated May 19, 2011

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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

Report Prepared by: Shawnee Gregory, Legislative Assistant, 490-6521

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P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

Active Transportation Advisory Committee  
June 16, 2011

**TO:** Chair and Members of Active Transportation Advisory Committee

Original Signed

**SUBMITTED BY:**

Ken Reashor, P.Eng., Transportation and Public Works

**DATE:** May 19, 2010

**SUBJECT:** Amend Terms of Reference for AT Committee

**ORIGIN**

Staff

**RECOMMENDATION**

It is recommended that the Active Transportation Advisory Committee (ATAC) recommend that Regional Council amend section 4.1 of the ATAC Terms of Reference by:

1. deleting the requirement to include "one (1) designate appointed by the Halifax Dartmouth Bridge Commission" and "one (1) designate appointed by the Youth Advisory Committee" and;
2. amending the last line of section 4.1 by adding the words 'and youth' so as to read "Four (4) members of the public at large, including a representative for seniors and youth".

## **BACKGROUND**

The terms of reference for the Active Transportation Advisory Committee state that the composition of the committee shall include a total of 14 members including: “one (1) designate appointed by the Halifax Dartmouth Bridge Commission” and “one (1) designate appointed by the Youth Advisory Committee”.

## **DISCUSSION**

On September 13, 2010, the representative from the Halifax Dartmouth Bridge Commission (now known as Halifax Harbour Bridges or HHB) advised that they would no longer send a member to sit on the ATAC.

The HRM Youth Advisory Committee is no longer a committee of Council, though an ad hoc committee made up primarily of high school students meets twice monthly during the school year with support from HRM Community Development staff. According to discussions with these HRM staff, it is unlikely this ad hoc committee could send a representative to the ATAC for several reasons:

1. ATAC does not normally take the summer off;
2. this would be a third monthly meeting for the youth representative, which may be too large of a commitment, and;
3. the ATAC meeting time (4-6 pm) is a challenging time for youth committee members due to conflicts with after school activities (the youth committee itself meets at 6:30 pm for this reason).

The youth perspective is still valuable for the ATAC to have and there are alternative ways to achieve this:

1. the ATAC may direct issues to the Youth Committee for which specific youth input is desired;
2. the ATAC terms of reference may be amended to require that one of the members at large include a ‘youth’.

## **BUDGET IMPLICATIONS**

There are no budget implications.

## **FINANCIAL MANAGEMENT POLICIES / BUSINESS PLAN**

This report complies with the Municipality’s Multi-Year Financial Strategy, the approved Operating, Project and Reserve budgets, policies and procedures regarding withdrawals from the utilization of Project and Operating reserves, as well as any relevant legislation.

**COMMUNITY ENGAGEMENT**

A Community Engagement process was not deemed necessary as it is only an amendment to the Terms of Reference.

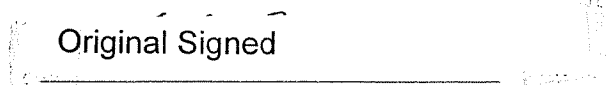
**ALTERNATIVES**

ATAC may recommend that Halifax Regional Council leave the ATAC terms of reference unchanged. This is not recommended as the committee sometimes has difficulty achieving quorum due to vacancies in the above noted positions.


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

Report Prepared by: Hanita Koblents, HRM Active Transportation Coordinator, 490-8474

  
Original Signed

Report Approved by: Mike Connors, Acting Manager, Strategic Transportation Planning, 490-1038

  
Original Signed

Financial Approval by: For Bruce Fisher, MPA, CMA, A/Director of Finance/CFO, 490-6308

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## 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.<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 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

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<sup>1</sup>From 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.