

BIKEWAYS ADVISORY COMMITTEE

TERMS OF REFERENCE

Revised March 2, 2004

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
Four (4) 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.