



## 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 the Transportation Standing Committee on all matters relating to active transportation in Halifax Regional Municipality, using the Active Transportation Plan as a guide.

- 2.1 The committee will provide timely advice to on matters relating to budget, infrastructure, education, policy and public awareness.
- 2.2 The Committee will assist HRM staff in the planning and implementation of an annual Bike Week.
- 2.3 The Committee will perform such other duties as directed by the Transportation Standing Committee.

### 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 Ecology Action Centre's TRAX program;

Four (4) members of the public at large, including one (1) Youth representative and one (1) Senior representative.

- 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 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

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<sup>1</sup>From HRM Active Transportation Plan, page 1-4.

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.

11.2 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 STANDING COMMITTEE**

- 14.1 The Committee shall submit a report of activities to the Transportation Standing Committee during the first quarter of each year.
- 14.2 The Chairperson of the Committee, or a designate, may make reports to the Transportation Standing Committee on the activities of the Committee as necessary, or as requested by the Transportation Standing Committee, together with such other presentations that the Committee may deem advisable.

**15. AMENDMENTS**

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

**16. REIMBURSEMENT FOR EXPENSES**

- 16.1 Each member of the Committee shall serve without remuneration, but may be reimbursed by the Transportation Standing Committee for any necessary expenses incurred while engaged in official duties, provided that such expenses are approved by the Transportation Standing Committee in advance.

Amended October 18, 2011

