



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

**Item No. 15.4.1**  
**Halifax Regional Council**  
**June 18, 2019**

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

Original Signed

**SUBMITTED BY:** \_\_\_\_\_  
Councillor Lorelei Nicoll, Chair, Transportation Standing Committee

**DATE:** May 24, 2019

**SUBJECT:** Amendment to Active Transportation Advisory Committee Terms of Reference (Reduction of Councillor Complement)

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**ORIGIN**

May 23, 2019 Transportation Standing Committee, Item No. 12.1.1.

**LEGISLATIVE AUTHORITY**

Administrative Order 1, the *Procedures of the Council Administrative Order*, Schedule 7, Transportation Standing Committee Terms of Reference, as follows:

7. The Transportation Standing Committee shall:

(a) promote and encourage the work of the Active Transportation Advisory Committee and other related bodies that service to promote active transportation throughout the municipality;

14. The following Committees shall be advisory committee or liaison with the Transportation Standing Committee...Active Transportation Advisory Committee

**RECOMMENDATION**

The Transportation Standing Committee recommends that Halifax Regional Council adopt the amendments to the Active Transportation Advisory Committee Terms of Reference as outlined in attachment 2 of the staff report dated March 22, 2019.

## **BACKGROUND**

A staff report dated May 22, 2019 respecting an Amendment to the Active Transportation Advisory Committee's Terms of Reference to reduce the Councillor compliment on the committee was before the Transportation Standing Committee for consideration at its May 23, 2019 meeting.

For further information, please refer to the attached staff report dated March 22, 2019.

## **DISCUSSION**

The Transportation Standing Committee reviewed the March 22, 2019 staff report at its meeting held on May 23, 2019 and forwarded the recommendation to Halifax Regional Council as outlined in this report.

## **FINANCIAL IMPLICATIONS**

None identified.

## **RISK CONSIDERATION**

As outlined in the attached staff report dated March 22, 2019.

## **COMMUNITY ENGAGEMENT**

The Transportation Standing Committee meetings are open to public attendance, a live webcast is provided of the meeting, and members of the public are invited to address the Committee for up to five minutes at the end of each meeting during the Public Participation portion of the meeting. The agenda, reports, video, and minutes of the Transportation Standing Committee are posted on Halifax.ca.

## **ENVIRONMENTAL IMPLICATIONS**

None identified.

## **ALTERNATIVES**

The Transportation Standing Committee did not discuss alternative recommendations.

## **ATTACHMENTS**

1. Staff report dated March 22, 2019.

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A copy of this report can be obtained online at [halifax.ca](http://halifax.ca) or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by:       Liam MacSween, Legislative Assistant, 902.490.6521

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## Attachment 1

# HALIFAX

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

**Item No. 12.1.1**  
**Transportation Standing Committee**  
**May 23, 2019**

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

**Original Signed**

**SUBMITTED BY:**

\_\_\_\_\_  
Jacques Dubé, Chief Administrative Officer

**DATE:** March 22, 2019

**SUBJECT:** **Amendment to Active Transportation Advisory Committee Terms of Reference (Reduction of Councillor Complement)**

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### **ORIGIN**

Motion passed by the Transportation Standing Committee on December 18, 2018:

That the Transportation Standing Committee request a staff report regarding the reduction of the number of Councillors appointed to the Active Transportation Advisory Committee from three to one.

### **LEGISLATIVE AUTHORITY**

Administrative Order 1, the *Procedures of the Council Administrative Order*, Schedule 7, Transportation Standing Committee Terms of Reference, as follows:

7. The Transportation Standing Committee shall:
  - (a) promote and encourage the work of the Active Transportation Advisory Committee and other related bodies that service to promote active transportation throughout the municipality;
  
14. The following Committees shall be advisory committee or liaison with the Transportation Standing Committee...Active Transportation Advisory Committee

### **RECOMMENDATION**

That the Transportation Standing Committee recommend that Halifax Regional Council adopt the amendments to the Active Transportation Standing Committee Terms of Reference as outlined in Attachment 2 of this report.

## **BACKGROUND**

The Bikeways Advisory Committee was established in 2004, as a formal advisory committee to Regional Council, to implement the recommendation of the Blueprint for a Bicycle Friendly HRM (commonly known as the Bike Plan). In November 2006 Regional Council adopted in principle, the Active Transportation Plan (Plan). The purpose of the Plan is to provide the framework for encouraging more origin-destination trips to be made through active modes of transportation.

On May 13, 2008, Regional Council approved a recommendation from the Bikeways Advisory Committee which included the Terms of Reference for the Active Transportation Advisory Committee (ATAC). In addition, Council approved a motion to dissolve the Bikeways Advisory Committee, with the understanding that a new committee with a broader mandate to include all modes of active transportation was required to support the Plan.

The current composition includes three members of Regional Council. During the annual councillor appointments at the Transportation Standing Committee (TSC), members requested a staff report on the feasibility of amending the composition of the committee, to reduce the members of Council serving, from three to one. At the meeting, concern was expressed that there has been challenges to ensure that all members of Council appointed to ATAC, were able to regularly attend meetings.

## **DISCUSSION**

In response to the request from TSC, staff have done a review of the request in relation to ATAC's current Terms of Reference. Staff have no concerns with reducing the current Council complement from three members of Council to one and is recommending that the required amendments be adopted to make this change, providing that the one member appointed to ATAC is also a member of TSC.

Staff is making this recommendation for two reasons. All recommendations from ATAC must be ratified by TSC, and therefore Council oversight is achieved through the committee reporting process. In addition, by requiring the member of Council appointed to ATAC to also be a member of TSC will ensure a direct connection between the TSC and ATAC which has a direct reporting relationship to it. This direct relationship will assist TSC as the member on both committees can provide TSC with both verbal updates on ATAC, and additional context or background during debate on motions or requests arising from ATAC.

In review of advisory committees, those with a financial responsibility such as Grants, or the Special Events Advisory Committee require a member of Council present to achieve quorum. For all other advisory committees, there are no minimum Council member stipulations for the purposes of quorum. As ATAC does not have a financial component, staff are not recommending changes to quorum. The existing requirement for quorum of not less than 50% + 1 of the voting members be present will remain unchanged. Should the quorum requirements be amended in the future to require a Councillor be present, staff would be recommending the membership be adjusted to require two members of Council to ensure that quorum is achieved.

### **Next Steps**

Should Regional Council approve the amendments to the ATAC terms of reference, the amendments will be in force on July 16, 2019 to allow the Municipal Clerk's Office time to poll the existing members of Council serving on ATAC to determine interest and to prepare a report and recommendation for Regional Council consideration through TSC. The recommendation will be to rescind the Councillor appointments to ATAC to either (1) rescind two or three of the current appointments to ATAC, or (2) rescind all three appointments and make one new appointment from the TSC membership to ATAC.

## **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

### **COMMUNITY ENGAGEMENT**

In completion of this report, there has been no community engagement completed.

### **ALTERNATIVES**

Council could determine to remove the requirement that the Council representative on ATAC also be a member of TSC. This is not recommended as there will not be a direct connection between TSC and ATAC.

### **ATTACHMENTS**

Attachment 1 - Active Transportation Advisory Committee Terms of Reference Extract As Amended  
Attachment 2 - Amendments to ATAC Terms of Reference

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A copy of this report can be obtained online at <http://www.halifax.ca> then choose the appropriate Standing Committee and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Kevin Arjoon, Municipal Clerk, 902.490.6456

# HALIFAX

## ACTIVE TRANSPORTATION ADVISORY COMMITTEE TERMS OF REFERENCE

### 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) member of Regional Council who is a member of the Transportation Standing Committee;

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 the Ecology Action Centre=s TRAX program;

One (1) designate appointed to represent a group that promotes walkability in the region.

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

4.2 Staff advisors shall include representatives from Traffic Management, and Project Planning & Design.

### 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 the Active Transportation Advisory Committee to carry out the duties of planning

**ATTACHMENT 2**

(Amendments to ATAC Terms of Reference)



ACTIVE TRANSPORTATION ADVISORY COMMITTEE  
TERMS OF REFERENCE

**BE IT RESOLVED** that the Terms of Reference for the Active Transportation Advisory Committee is further amended as follows:

1. Subsection 4.1 is amended by:
  - (a) striking out the words, number, and brackets “Three (3) member of Regional Council” after the word and comma “of:” and before the word “One”; and
  - (b) adding the words, number, and brackets “One (1) member of Regional Council who is a member of the Transportation Standing Committee;” after the word and comma “of:” and before the word “One”.
2. These amendments come into force on July 16, 2019.

Done and passed this     day of     , 2019.

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Mayor

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Municipal Clerk