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## Active Transportation and Safe Roads Advisory Committee Terms of Reference

### A. Background

Through various surveys and consultations with the public, Clarington residents have indicated a need to increase the number of recreational trails and cycling facilities in the municipality. The Strategic Plan for 2015 - 2018 includes as its fourth strategic priority the statement "Enable safe, efficient traffic flow and active transportation". An advisory committee comprised of Clarington residents, staff and a Council liaison will provide advice on Active Transportation and Safe Roads issues.

### B. Mandate of Committee

The Clarington Active Transportation and Safe Roads Advisory Committee ("the committee") will advise Council on matters related to active transportation, trails, cycling networks, pedestrian connectivity and transportation safety. The committee will also provide input into the implementation of The Clarington Transportation Master Plan and encourage, promote and participate in the planning of active transportation policies, programs and facilities.

### C. Scope of Activities of Committee

1. Serve as a liaison between the community and the Municipality on matters pertaining to active transportation and safe roads;
2. Provide input into the implementation of active transportation components of the Transportation Master Plan and to take action to influence the progress, as necessary;
3. Advise staff in the development of transportation plans, policies, and programs to promote and encourage safety for all road and trail users;
4. Advise on the development, delivery and maintenance of active transportation policies, programs and facilities;
5. Educate residents and businesses regarding the environmental, social, economic and health benefits of active transportation;

6. Encourage citizens to use forms of active transportation through public outreach, education programs and events (e.g. monthly walks, etc.);
7. Educate the public on the benefits, necessities and safety aspects of active transportation and Safe Roads;
8. Support active transportation as an economic driver;
9. Collaborate with adjacent municipalities and the Region of Durham to support and coordinate active transportation initiatives;
10. Promote and enhance continuous and integrated cycling and leisure trails (i.e. trails, sidewalks, bicycle lanes) within Clarington and with its neighbouring municipalities;
11. Encourage legislation and policy changes that support and strengthen active transportation;
12. Provide an increased understanding of active transportation and Safe Roads issues and concerns within Clarington;
13. Advise on new or improved transportation initiatives for all road users including pedestrians and cyclists; and
14. Assist in monitoring the effectiveness of all transportation and safety initiatives.

## D. Membership and Representation

The committee shall be comprised of a minimum of eight voting members to a maximum of ten voting members who must be Clarington residents, and one voting member of Council, with quorum being five members.

Appointments will run concurrent with the term of Council or until their successors are appointed. Clarington's appointee on the Durham Active Transportation Committee be appointed to the Clarington Active Transportation and Safe Roads Advisory Committee as a voting member in addition to the resident appointees and the Member of Council.

Appointments may be revoked at any time at the discretion of Council. The citizen appointments should represent a broad diversity of the community including, cyclists, hikers, runners, seniors, etc.

Given the complexity of the potential concerns and solutions, stakeholder groups could attend meetings as needed to provide expertise related to a specific topic, or provide additional information regarding a topic of discussion.

## E. Staff Resources

The Public Works Department shall provide clerical, administrative and technical assistance to the Committee, as deemed appropriate by the Department Head, to ensure the proper functioning of the Committee. Specifically, Staff will provide the following resources to the Committee:

- preparing and forwarding meeting materials to members;
- preparation of summary meeting minutes and Committee correspondence (including assistance in drafting);
- professional advice on matters within the mandate of the Committee; and
- assist the Committee in participating in events and activities related to its mandate.

Generally, Committee members are selected to be able to carry out the mandate of the Committee. Staff resources are provided only to assist the Committee in undertaking its mandate. Additional requests of resource staff, such as original research or organization of events shall be at the discretion of the Director of Public Works and within staff, time and budget constraints.

Public Works will be the lead department as most of the issues will relate to the responsibilities of Public Works. Representatives from the Public Works Department, and Planning and Development Services shall serve as staff liaisons to the Active Transportation and Safe Roads Advisory Committee. Staff from other departments and/or members of agencies that are not on the committee may attend meetings to provide expertise, as required.

The committee may form sub-committees as necessary to investigate or report on specific issues and then report back to the Active Transportation and Safe Roads Advisory Committee. The members of the sub-committees would schedule their meeting(s) as needed, at a time and location that is convenient for all members.

## F. Committee Chair and Vice Chair

The Chair shall be elected by a majority of committee members for a two-year term at the first meeting of every second calendar year. The Chair's role is to provide guidance and leadership to the committee in the completion of its mandate and conduct of meetings. The Chair shall set the agenda for each meeting in consultation with the staff liaison.

The Vice-Chair shall be elected by a majority of committee members for a two-year term at the first meeting of every second calendar year. The Vice-Chair acts in the Chair's absence and assumes the role and responsibilities of the Chair. If the position of Chair becomes vacant, the Vice-Chair shall assume the responsibilities of the Chair until a new Chair can be elected. If the position of Vice-chair becomes vacant, the Chair may appoint a member of the committee as Interim Vice-chair

until a new Vice-chair can be elected. Elections, when required, shall be held at the next meeting of the Committee.

If the Chair and Vice Chair is not present, members will select an acting Chair to serve in the same capacity for the duration of the meeting.

Members of Council and municipal staff sitting on the committee shall not be eligible to serve as Chair or Vice Chair.

## G. Councillors

A member of Council shall be appointed to the Active Transportation and Safe Roads Advisory Committee to fulfill the responsibility of acting as the liaison between Council and the Committee; respond to Committee members' questions; interpret Council's direction to the Committee; and to provide updates on Council activities to the Committee.

## H. Responsibilities and Obligations of Members

All Committee members shall abide by the Terms of Reference for the committee as approved by Council. The Active Transportation and Safe Roads Advisory Committee members shall contribute time, knowledge skill and expertise to the fulfillment of the Committee's mandate; research issues relevant to their Committee's mandate as required; work with staff to implement Council's decisions relevant to the Committee's mandate and commit to attending regular meetings during the year.

The Chair or a spokesperson appointed by the Committee may speak on behalf of the Committee to Council or the public. Other members shall not act or speak on behalf of the Committee without prior approval of the Committee.

The Committee or its members shall not issue petitions, resolutions or position papers on behalf of the Committee, unless specifically authorized by Council resolution.

The Committee and its members shall also not act outside of the mandate and advisory capacity of the Committee. Should the Committee wish to comment on an issue that is within the mandate of another Council committee, the Chair shall consult with the responsible liaisons and the Chair of the other committee.

The Chair may eject any Committee member from a meeting if, in the opinion of the Chair, that person is being disruptive or disrespectful. The Committee shall also have the right to censure members that, in the Committee's opinion, are misrepresenting the Committee and may request Council to remove that person from the Committee.

Members unable to attend a Committee meeting shall notify the staff liaison at least 24 hours in advance. Members unable to attend a meeting cannot send an alternate. The Chair shall advise the Municipal Clerk in writing of any member who is absent from the meeting for three successive meetings without being authorized to do so by a resolution of the Committee, and may request that the member be removed from the Committee.

Members who wish to resign shall notify the Chair in writing of their decision who, in turn shall notify the Municipal Clerk in writing of the resignation. Council shall appoint new members to the Committee to fill any vacancies as required.

## I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative.

Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed by Council.

## J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). In the event that a quorum is not achieved, the meeting may proceed but members shall not vote or make decisions.

Recommendations and decisions reached by the committee shall be based on consensus, wherever possible. In the event that a consensus cannot be reached and there are divergent opinions on an issue, the Chair may call for a formal vote by a show of hands. Decisions shall be carried by a simple majority of the voting members present. Each member of the Committee has a vote.

A member of the Board is permitted to participate electronically in a meeting and may be counted in determining whether, or not, a quorum of members is present at any point in time. All, or some, members may participate electronically in meetings. Meetings can be held in person when Public Health restrictions permit; and

For clarity, a Member of the Board may also participate electronically in a meeting that is closed to the public, if the meeting is properly held in closed session ( i.e. the deliberations are permitted to be conducted in closed session, moving from open session to closed session, and then rising and reporting, and maintaining minutes of both the closed and open portions of the meeting).

## K. Conflict of Interest

Members of the Committee must abide by the Municipal Conflict of Interest Act.

## L. Public Participation

All Committee meetings are open to the public. Members of the public are not permitted to participate in Committee discussions but may appear as a delegation before the Committee. Delegations shall be for a maximum of 10 minutes. Those wishing to appear as a delegation at a Committee meeting must so advise the staff liaison a minimum of five working days before the meeting.

The Chair may eject any member of the public from a meeting if, in the opinion of the Chair, that person is being disruptive or disrespectful.

## M. Reporting and Communications

The Committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must be first considered by staff and/or Council.

Reports regarding matters related to the mandate of the committee will be made to the General Government Committee.

The draft minutes of all Committee meetings shall be reviewed by the staff liaison and forwarded by memorandum to the Municipal Clerk for inclusion on the next Council Agenda and, at the discretion of the Department Head may be posted on the Municipal website.

The minutes of Committee meetings shall generally not attribute comments to a specific member of the Committee.

## N. Meetings

The Active Transportation and Safe Roads Advisory Committee shall establish the regular meeting time and location at the first meeting of each term. It is expected that the Active Transportation and Safe Roads Advisory Committee will meet quarterly. Sub-committees may be formed with meetings scheduled as necessary.

## O. Budget

The Engineering Services Department shall be responsible for the Active Transportation and Safe Roads Advisory Committee budget and will present a draft budget for review by the committee on an annual basis, prior to submission to Council for approval.

The citizen members of the Active Transportation and Safe Roads Advisory Committee are strictly voluntary and remuneration would not be provided.

## P. Term of Committee

The term of the Committee shall coincide with the term of Council or as otherwise indicated in the specific Terms of Reference for the Committee. In general, a Committee shall not meet between the time of the municipal Council elections and the appointment of a new Committee by Council, unless considered necessary by the relevant liaison.