

TERMS OF REFERENCE
REGIONAL NIAGARA ACTIVE TRANSPORTATION
SUB-COMMITTEE
OF THE
TRANSPORTATION STEERING COMMITTEE

**Recommended for Approval by the Transportation Steering Committee on
September 17, 2019**

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1. GENERAL

Niagara Region is committed to developing a balanced and sustainable transportation system for moving people and goods while considering the mobility needs of all vulnerable road users including pedestrian and cyclists. The Regional Transportation Master Plan will serve as a blue print for a sustainable transportation system. In addition, Niagara Region is committed to implementing the various transportation programs, policies and guidelines in collaboration and cooperation with the community at large and in keeping with the regulatory requirements and industry best practices.

These terms of reference establish the mandate and the mechanism for communication and collaboration with representatives from Niagara’s broader community for Active Transportation (Walking and Cycling) as part of sustainable transportation.

2. MANDATE

The mandate of the Active Transportation Sub-Committee (ATSC) shall be to provide advice and recommendations to the Transportation Steering Committee (TSC), an advisory arm of the Public Works Committee on Active Transportation (Walking and Cycling) matters.

2.1 Area of Strategic Focus (Active Transportation)

The strategic focus of the ATSC shall be on the Active Transportation component of the TSC mandate. The focus area on Active Transportation from the TSC terms of reference brought out below for reference:

**2019 Active Transportation Steering Committee
Proposed Work Plan**

<u>Strategic Focus</u>	<u>Transportation Steering Committee Role</u>
Strategic focus of this group	<ul style="list-style-type: none"> • Providing equity for vulnerable road users (eg: pedestrians and cyclists) as a means of transportation, (eg. cycling, walking), healthy living, recreation, the environmental and economic development and tourism • Advocacy and Advisory Body to TSC
Multi-Modal Connections	<ul style="list-style-type: none"> • “First mile, last mile” connections related to transit, support facilities and transportation infrastructure • Transportation Quality (eg. Students on the Move) – Inter-Municipal Accessibility • Advocacy and Advisory Body
Innovation Technologies Navigation	<ul style="list-style-type: none"> • TMP – related initiatives

<u>Strategic Focus</u>	<u>Transportation Steering Committee Role</u>
	<ul style="list-style-type: none"> • Advocacy and Advisory body for the development and implementation of consistent plans for all vulnerable road users related to TMP initiatives • Complete streets, Wayfinding, Signage, Environmental Assessments (EA's) Regional Bikeways Network, Data, Metrics, Measurements • Current and future technologies • Regional Active Transportation Map <ul style="list-style-type: none"> ○ <i>Developing and implementing an updated regional active transportation map (electronic/paper)</i>
<p>Develop and maintain partnerships that enable residents and visitors of all ages and abilities to make everyday travel choices that support healthy living, recreation, economic development and tourism.</p>	<ul style="list-style-type: none"> • Advocacy and Advisory Body. • Partnerships with communities, local, provincial and bi-national groups as approved by Regional Council
<p>Safety Initiatives</p>	<ul style="list-style-type: none"> • Vision Zero Initiatives • Education Campaigns / Communication Platform

The area of strategic focus is subject to amendment with the evolving need to modify the TSC terms of reference.

3. ROLES AND RESPONSIBILITIES

The primary roles and responsibilities of the ATSC within the mandate of the TSC are to:

- Serve as the focal point for the collection, review and exchange of information to facilitate Niagara Region's efforts related to its Active Transportation planning and policy, education and encouragement, and network development;
- Examine and advise on issues and comments related to Active Transportation referred by the Regional Council, and its standing committees, the TSC, or from senior staff;
- Advocate for walking and cycling as means of Active Transportation; support municipalities in their application for walk-friendly and bicycle-friendly awards;
- Develop partnerships for promoting Active Transportation and complete streets;
- Upon request, assist Staff in promoting public interest and involvement in the implementation of Active Transportation programs, and in the evaluation of opportunities for partnerships;

- The Chair of the ATSC, so designated, shall be an ex-officio member of the TSC.

4. MEMBERSHIP

4.1 Composition

Membership for the ATSC shall not exceed a maximum of 15 members.

Membership for the ATSC shall include:

- 11 representatives from the public at large representing residents, institutions or businesses from across Niagara
- One (1) representative from the tourism sector
- At least one (1) representative of the TSC

Members of the community at large shall, to the extent possible, be selected to reflect a broad cross-section of Regional residents and interests. Experience in Active Transportation or related activities would be considered beneficial.

All attempts will be made to stay within the guideline composition; however, if the applications received or the qualifications of applicants do not fully address the guideline composition criteria, the most capable and qualified applicants will be recommended for appointment to fulfill the membership composition.

Each member shall be:

- A resident of the Regional Municipality of Niagara;
- At least 18 years old;
- A volunteer

Applications for membership on the ATSC shall be reviewed by an ATSC selection committee comprised of the Chair and Vice Chair of the TSC and the senior Transportation Services staff or designate and the ATSC Coordinator. The selection committee shall forward the recommended members for approval to the Regional Council through the TSC.

Vacancies shall be filled in accordance with the composition requirements as set out in these terms of reference and in following the established practices.

The ATSC may form task forces and ad-hoc working groups to review specific issues or projects assigned. The task force and ad-hoc working groups must be comprised of at least two (2) members of the ATSC and may include community members and other individuals (outside of the ATSC) with relevant knowledge and expertise with endorsement from the TSC. The number of such work group or task force members outside of the ATSC should not exceed three (3) unless permitted by the TSC.

4.2 Absenteeism

Members who miss three unauthorized consecutive meetings, shall be deemed to have resigned from the Committee and will be notified of this in writing by the Committee Chair.

5. TERM

The term of the ATSC shall be concurrent with Regional Council's elected term of office.

Niagara Region shall advertise for volunteers to serve on the ATSC for the new term.

At the end of the term of Council, members of the outgoing ATSC who are interested in continuing to serve shall submit a written request to the ATSC Coordinator for consideration by the selection committee through the process identified in Section 4. Continuation of membership on the ATSC is not guaranteed and shall be at the sole discretion of Niagara Region Council following a review of applications received.

6. ELECTION OF CHAIR

The Chair and Vice-Chair shall be elected annually from and by the members of the ATSC at the first meeting of each year. The term of the Chair shall be for one (1) year.

7. ROLE OF THE CHAIR

The role of the Chair is as follows:

- To preside over meetings of the ATSC;
- Encourage balanced and professional discussions;
- Enforce on all occasions the observance of order and decorum among members;
- Adjourn the meeting when business is concluded;
- Be the primary contact for the ATSC Coordinator for ongoing liaison, correspondence and solicitation of input from the ATSC membership;
- The Chair of the ATSC, so designated, shall sit on the TSC
- Establish and maintain partnerships formed only after endorsement / approval from Regional Council.

In the absence of the Chair, the Vice-Chair shall assume the role and rights of the Chair.

8. ROLE OF THE ATSC COORDINATOR

Niagara Region staff (the ATSC Coordinator) will coordinate the activities and business of the ATSC including meetings and be the primary resource to the ATSC. The primary roles of the ATSC Coordinator shall be to:

- Provide administrative and procedural direction, and/or technical assistance to the ATSC;
- Coordinate requests for items to be included on the meeting agendas;
- Prepare and distribute the meeting agendas and related background information to the ATSC membership;

- Coordinate the involvement of outside agencies, as necessary;
- Prepare and forward any ATSC meeting notes to the TSC;
- Act as the primary contact between the ATSC and Niagara Region and between the ATSC and other agencies;
- Inform ATSC members of latest initiatives and regulatory developments;
- Coordinate and follow-up on matters arising from meeting discussions.

9. WORK PLAN AND RESOURCES

The ATSC will develop an annual work plan, including resource requests, to accomplish the projects and initiatives assigned in coordination with the ATSC coordinator. This work plan will further guide decision-making and resource management for the TSC.

Niagara Region Public Works Department (Transportation Services Division) is the designated lead department providing resource support for the ATSC; however, the Committee also has access to the technical expertise of staff from other Regional departments as may be required. It is recognized that staff time and the level of participation will be dependent on other departmental priorities as determined by senior management and/or Regional Council. As required, additional resources may be sought. Additional resourcing may be required for projects with senior levels of government.

Resource support may also be provided, by invitation, from staff of the Provincial Ministries, in particular the Ministry of Transportation (MTO), the Niagara Parks Commission, the local municipal councils and other local agencies, to offer expertise and assistance on matters under consideration by the Committee and/or for information-sharing purposes.

10. MEETING SCHEDULE, TIME & LOCATION

The ATSC shall meet two weeks prior to any TSC meeting; however, additional meetings may be scheduled at the call of the Chair and the ATSC coordinator with approval from senior Regional staff, to deal with any urgent matters.

The meeting schedule will be established by the ATSC Coordinator in collaboration with the ATSC members and adopted by the ATSC each year.

The ATSC meetings will be held at Regional Headquarters at a time as determined by the members.

Meetings may be cancelled at the direction of the Chair.

11. QUORUM

Quorum shall be the majority of the ATSC members (i.e. 50% plus one).

As soon as there is quorum after the time set for the meeting, the Chair shall call the meeting to order;

If a quorum is still not present within thirty (30) minutes after the time set for the meeting, then the names of the members present shall be recorded and the meeting shall be adjourned until the date of the next meeting;

If a quorum is lost during a meeting and is not regained within fifteen (15) minutes, the meeting shall be adjourned until the date of the next meeting.

12. CONDUCT OF ATSC BUSINESS

Niagara Region staff will prepare committee meeting agendas with input from the ATSC members. Agendas will be forwarded to each member at least three (3) business days prior to the meeting.

Discussion of agenda items shall recognize the two-hour duration set for ATSC meetings.

Consultants may be asked to attend ATSC meetings at the discretion of Niagara Region's Director of Transportation and/or the ATSC Coordinator as designate.

The ATSC may also choose to retain a consultant through the regional staff subject to budget availability to assist with its review of information provided by Niagara Region. All correspondence to any agency prepared by the consultant or an ATSC member shall be prepared in consultation with Niagara Region staff and shall include Niagara Region on the distribution.

Members shall disclose to the ATSC any conflicts of interest related to agenda items prior to discussion of such items.

Discussions will be based on the principle that everyone has a right to express his or her opinion.

Media/Public Relations: The Chair and/or the ATSC Coordinator are authorized to speak on behalf of the Committee. ATSC members may identify themselves as such but are not authorized to represent the Committee unless designated to do so.

All follow-up required as a result of the discussions at ATSC meetings shall be undertaken through the ATSC Coordinator who shall respond to the ATSC members within fourteen (14) days of the meeting.

Meeting notes shall be recorded by a person designated by the ATSC Coordinator or by a staff member present. Meeting notes shall not be verbatim and may not necessarily reference the names of the individual members who participated in discussion of specific agenda items. The meeting notes shall be submitted by the ATSC Coordinator to the ATSC members for information no later than two (2) weeks following the meeting.

Once approved, meeting notes resulting from all ATSC meetings will be forwarded to the TSC to be received for information.

Any recommendations of the ATSC will be the subject of a staff report prepared for the consideration of the TSC.

Any member of the general public can request to be included on a mailing list for distribution of notices, agendas and meeting notes for the ATSC meetings.

Updates by the Chair on significant matters not yet documented in the meeting notes may be provided to the TSC at its next meeting.

The ATSC Coordinator shall continue to liaise with members of the ATSC between regular meetings, as necessary, to facilitate the timely progress of Niagara Region's initiatives.

13. AMENDMENTS TO THE TERMS OF REFERENCE

Amendments to the Terms of Reference shall be at the sole discretion and approval of Regional Council.

These Terms of Reference do not give the Active Transportation Sub-Committee (ATSC) the power to commit Niagara Region to any particular action or to give specific direction to any Niagara Region staff member.