



## Terms of Reference

### Town of Halton Hills Advisory Committees of Council

#### Active Transportation Advisory Committee

#### 1. Mandate of Committee

To provide advice and input to the Town of Halton Hills on matters relating to the design, construction and funding of Active Transportation Systems, which include multi-use pathways, inter-connecting trail systems, sidewalks and on-road cycling systems. The Committee promotes the use of Active Transportation modes of transportation throughout Halton Hills and supports the Active Transportation Master Plan vision.

#### 2. Goals & Objectives

In addition to fulfilling its mandate as an advisory committee to Council, the Active Transportation Committee will work with staff to

- Identify issues that impact walking and cycling trail development in Halton Hills.
- Strive for streets and trails that provide for safe, convenient, efficient and accessible use by all users – pedestrians of all ages and abilities, persons with disabilities, cyclists.
- Educate and promote the environmental, social, economic and health benefits of all modes of active transportation.
- Advocate for the development of a built environment that supports an active transportation network.
- Provides advice to Council on Active Transportation initiatives and designations (ex. Bicycle Friendly Community).
- Provides feedback to be incorporating in Town projects related to Active Transportation initiatives when possible.

### 3. Guiding Principles

The mandate of the Active Transportation Advisory Committee is directly linked to the Town of Halton Hills Strategic Plan to:

- Foster a Healthy Community
- Foster a Prosperous Economy
- Achieve Sustainable Growth
- Provide for Sustainable Infrastructure & Services
- Provide for Responsive, Effective Municipal Government

### 4. Membership

The Committee will be composed of a maximum 10 representatives.

- 2 Council representatives (appointed by the Mayor)
- 8 Community representatives

Staff members may be present at meetings on an as needed basis but will not count towards quorum.

### 5. Recruitment, Selection of Committee Members & Member Qualifications

The recruitment process will be followed as outlined in the Town's Public Appointment Policy. Recruitment information & member qualifications may vary based on the committee's necessity of membership experience.

A cross-section of the community will be represented with particular emphasis on sectors identified by Town staff as being significant to the growth and development of multi-use and inter-connecting trails and cycling systems within Halton Hills. Community representatives will be appointed by Council based on the following criteria;

- Representative of a locally based business, industry, recreation or education sector
- Ability to commit necessary time to the committee and events
- Demonstrates a strong interest in the development of active transportation policies, programs and facilities
- Strong team work ethics and ability to problem solve
- Will conduct themselves as a representative of the Town and Town Council

## 6. Remuneration

There is no remuneration relating to this Committee. The community representatives are volunteers.

## 7. Responsibilities of Committee Members

Committee members shall:

- attend meetings as required
- provide adequate notice if unable to attend a scheduled meeting
- conduct themselves in a respectful manner to staff and other committee members
- actively participate in meetings providing support and insight to agenda topics
- adhere to the Town's Procedure By-Law

## 8. Chair

The Chair shall be appointed by the Mayor from the Council Members appointed to the Committee.

In the case of absence of the Chair, another appointed Council member shall act in their place and stead.

## 9. Meeting Dates & Proceedings

The Committee shall meet bi-monthly. Additional meetings may be called as required. Meeting dates and times will be determined and provided to the Committee at the beginning of each calendar year. Meetings may be held electronically or in-person as determined by the Chair. Times and dates may be altered or cancelled by the Committee or the Chair.

Meetings shall be conducted in accordance with the Town of Halton Hills Procedure By-law unless otherwise specified in these Terms of Reference.

## 10. Quorum

A quorum means fifty percent (50%) of the membership plus one.

Staff members shall not be included in the calculation of quorum and Committee meetings shall not proceed if quorum is not met.

#### 11. Vacancy

The position of a member of a committee becomes vacant if the member is absent for a certain period of time as outlined in the Town's Advisory Committee of Council - Public Appointment Policy.

#### 12. Call to Order

The Chair shall call the meeting to order as soon after the hour fixed for the holding of the meeting provided quorum is present. If no quorum is present, the meeting shall not process and the meeting shall stand adjourned until the date of the next regular meeting.

In the absence of the Chair, the Vice-Chair shall assume the Chair position and call the meeting to order.

#### 13. Voting – Motions

Members of the Committee shall declare any pecuniary interest that they may have in any matter under consideration by the Committee. Committee members shall abstain from any discussion or voting on a matter in which they have declared a pecuniary interest.

In the event of a tie vote, the motion is lost.

#### 14. Agenda & Minutes

Committee meeting agendas and minutes will be prepared and distributed as outlined in the Town's Advisory Committee of Council - Administration Policy.

#### 15. Town Policies, Guidelines and Procedures

Committee members shall adhere to all Town policies, guidelines and administrative procedures.

- Code of Conduct
- ACOC - Public Appointment Policy
- ACOC - Administrative Policy
- Procedure By-Law

## 16. Sunset Clause

The terms of Committee members shall end every four (4) years concurrent with the term of Council.

Committee Terms of Reference and Advisory Committees of Council policies will be reviewed every four (4) years.

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