The following terms of reference for the Active Transportation Advisory Committee is proposed to Regional Council within Section 75 (1) of the Procedural By-law 00-031, as amended. “Subject to the provision of any general or special Act, the Council, in establishing any Advisory Committee, will set forth Terms of Reference of the Committee and such other provisions as the Council deems proper.”

Terms of Reference

Active Transportation Advisory Committee (ATAC)

1. Purpose, Mandate and Scope

A. The Active Transportation Advisory Committee, upon request of the Regional Municipality of Waterloo or the Commissioner of Transportation and Environmental Services, will:

   a) Assist the Region in developing new active transportation policies, strategies and programs.

   b) Advise Regional Council and staff on measures and policies required to implement the Region’s commitment to active transportation in the Transportation Master Plan, Context-Sensitive Regional Transportation Corridor Design Guidelines, Active Transportation Master Plan and the Regional Official Plan.

   c) Advise Regional Council and staff on cycling and pedestrian (active transportation) issues in accordance with the Regional Transportation Master Plan, Context-Sensitive Regional Transportation Corridor Design Guidelines, the Region of Waterloo Pedestrian Charter, Active Transportation Master Plan and the Regional Official Plan.

   d) Advise Regional Council and staff in addressing active transportation issues received from other governments and agencies (i.e., studies, policies, programs, legislation, etc.).

   e) Assist in monitoring the extent and effectiveness of active transportation facility construction and support programming (encouragement, education and enforcement) on an ongoing basis.

B. The Active Transportation Advisory Committee will serve as a forum for the public and/or agencies to raise their viewpoints on particular cycling and pedestrian issues and/or findings.

C. The Active Transportation Advisory Committee will endeavour to increase public awareness and understanding of issues taken up by the Committee.
2. Reporting

The Active Transportation Advisory Committee reports to Regional Council through the Commissioner of Transportation and Environmental Services to the Planning and Works Committee.

3. Memberships

A. The Regional Municipality of Waterloo will appoint fifteen members to the committee. The fifteen members will be composed of 2 Regional Councillors and thirteen members at large appointed on a four year staggered cycle. If possible, one (1) representative from the Grand River Accessibility Advisory Committee (GRAAC) with experience and expertise in active transportation, three (3) representatives from each of the three (3) urban Area Municipalities and three (3) representatives from the four (4) rural Area Municipalities should be chosen to provide a balanced regional perspective on cycling and pedestrian issues.

B. Committee members may serve up to eight years (two consecutive four year terms) in accordance with Regional Council Policy.

C. Membership should be drawn from residents with skills and demonstrated expertise in cycling and pedestrian areas of concern and not as representatives of particular agencies, organizations or interest groups, with the exception of the GRAAC member.

D. Members will be appointed on the basis of experience, interest and availability to attend meetings and serve on the occasional sub-committee.

E. The Transportation and Environmental Services or his/her designate shall be in attendance at all meetings.

4. Selection of Members

A. Individuals will become members of the committee through citizen appointment by advertisement.

B. The representative Regional Councillors will be appointed by Regional Council.

5. Terms of Office

A. Appointments of thirteen (13) persons appointed by Regional Council, in addition to the Regional Councillors, for up to four (4) years, in such a way that at least three (3) members will be reappointed or replaced every year; terms are as follows:

   a) One (1) year term, maximum of eight (8) years;
   b) Two (2) year term, maximum of eight (8) years;
   c) Three (3) year term, maximum of nine (9) years;
   d) Four (4) year term, maximum of eight (8) years; and
   e) Two (2) members of Regional Council, appointed for the term of each Council.
6. Meetings

A. The Committee will elect annually a Chair and Vice-Chair from among its members at the first meeting of each calendar year. The Chair should be able to devote some time between meetings to work with Regional staff or attend the occasional meeting of the Regional Planning and Works Committee or Council when circumstances warrant.

B. It is expected that there will be approximately one (1) meeting per month. These meetings will be open to the public. Closed Sessions will only be held in strict compliance with the Regional Procedural By-law.

C. Members will from time to time be expected to serve on sub-committees reviewing particular issues.

D. The Committee will from time to time invite other persons or groups, such as Area Municipality Trails Advisory Committees and other cycling or pedestrian organizations, to participate in Committee deliberations in order to benefit from additional expertise pertaining to subjects being discussed or to be briefed on the policies and activities of government bodies or other organizations dealing with matters relating to these subjects.

E. Direct staff support to the committee will be provided by the Transportation Planning Division of the Planning, Housing & Community Services Department. An annual budget for the Committee’s operation will be, as required, included in the budget of the Transportation Planning Division.

7. Committee Procedures

A. The quorum for a meeting shall be eight (8) members. A reduced quorum may be considered when a member has formally resigned from the Committee or when fewer than fifteen (15) members have been appointed by Regional Council.

B. Committee decisions will be made by majority vote.

8. Agenda Preparation for the Meeting

Meeting agenda will be provided by the Transportation Planning Division of the Planning, Housing & Community Services Department in consultation with Committee members.

9. Minutes of the Meeting

Staff support to the Active Transportation Advisory Committee will be provided by the Clerks Department.

10. Remuneration

Members will be reimbursed if a submission is made for mileage and incidentals (parking, long distance telephone, bus tokens, meals and snacks) as required.

11. Conflict of Interest
All members shall adhere to the Conflict of Interest Policy for Advisory Committees, approved by Council on May 28, 2003. All members shall annually review and complete the agreement and signature form attached to the policy. Signature forms are to be returned to the Committee Clerk for safe keeping.

Members are expected to undertake their responsibilities on an impartial and objective basis. Any member whose financial interests could be in conflict with the interests of the Region is obliged to disclose same at the meeting. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest except in common with residents of the municipality.

If a conflict of pecuniary interest arises the member is required to declare the conflict including the reason for declaration.