

Terms of Reference

Active Transportation Advisory Committee (ATAC)

ATAC Vision

Waterloo Region will be a healthy, safe, prosperous, equitable, and sustainable low carbon community, with active transportation choices for people of all ages and abilities in all seasons.

The Region of Waterloo's active transportation policies, programs, and infrastructure will make active and sustainable travel the best choice for everyone in Waterloo Region.

ATAC Focus Areas

1. All forms of human-powered active transportation (e.g., walking, using assistive mobility devices, running, cycling, skateboarding, etc.) for all ages and abilities in all seasons, and;
2. All other new mobility devices, programs, and technologies that may use the Region's active transportation network (e.g., electric-assisted bicycles, e-scooters, bike share and other shared micromobility systems, etc.).

ATAC Mission, Goals, and Objectives

ATAC will advise Regional Council and staff on active transportation policies, programs, and infrastructure that help the Region achieve the following goals and objectives adapted from the Transportation Master Plan and Council-endorsed strategies to address climate change and create a world class low carbon community:

1. Promote Travel Choice and Transportation Equity
 - Help ensure that everyone within the Region has the ability to make active transportation trips that are accessible, integrated, and seamless so they can choose not to drive or own a personal vehicle.
2. Foster a Strong Economy
 - Connect residents, businesses, and employees with high-quality active transportation options to help promote a healthy workforce, improve the choice of travel options, and manage congestion/travel times.
3. Support Sustainable Development
 - Support the sustainable growth and development of urban and rural areas with an integrated active transportation network that builds our energy-efficient and low-carbon transportation system.
4. Optimize the Transportation System

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- Make the most out of our active transportation infrastructure and services that exist today while planning for the future.

ATAC Mandate and Scope

ATAC is an active stakeholder in achieving the active transportation objectives of the Region's Transportation Master Plan, Active Transportation Master Plan, Pedestrian Charter, Corridor Design Guidelines, Community Climate Adaptation Plan, Community Climate Action Strategy (TransformWR), Regional Strategic Plan, and the Regional Official Plan.

1. Upon request of the Regional Municipality of Waterloo or the Commissioner of Transportation, ATAC will:
 - a. Assist the Region in developing new active transportation policies, strategies and programs.
 - b. Advise Regional Council and staff on design measures, programs, and policies required to implement the Region's commitment to integrated, equitable, active transportation.
 - c. Advise Regional Council and staff on active transportation issues, including but not limited to the integration of active transportation with other sustainable transportation modes or technologies, and any conflicts that may arise.
 - d. Advise Regional Council and staff in addressing active transportation issues received from or proposed by other governments, agencies, or community stakeholders (e.g., studies, plans, policies, programs, legislation, significant development proposals identified by staff, etc.).
 - e. Participate in the review of new infrastructure and programs focused on active transportation improvements and/or integration with other sustainable transportation modes or technologies.
2. ATAC will serve as a forum for the public and/or agencies to raise their viewpoints on particular active transportation issues and/or findings.
3. ATAC will endeavour to increase public awareness and understanding of issues taken up by the Committee.
4. ATAC is not intended to serve as the advisory committee or forum for specific issues that fall under the mandate of other Regional or Area Municipal advisory committees, or ad hoc staff and Council committees or working groups, (e.g., Accessibility, Equity, Transit Services, Ecology and Environment). However, ATAC may collaborate with such groups on joint issues when requested.

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Reporting

ATAC reports to Regional Council through the Commissioner of Transportation to the Planning and Works Committee.

Memberships

1. The Regional Municipality of Waterloo will appoint fifteen (15) members to the committee. The fifteen members will be composed of two (2) Regional Councillors and thirteen (13) members at large appointed on a four-year cycle.
2. Membership should be drawn from residents with demonstrated work, life, educational or traditional experience, and/or general interest in active transportation (e.g., walking, using assistive mobility devices, running, cycling, skateboarding, etc.). Members should not act as representatives of any agencies, organizations or interest groups.
3. If possible, 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 active transportation issues.
4. Membership should reflect the diversity of the Region to encourage broad community participation and ensure that all citizens have an equitable opportunity for democratic engagement. Membership shall, as much as possible, reflect the Region of Waterloo's diversity and demographics in such areas as age, gender, language, race, and abilities.
5. Members will be appointed on the basis of experience, interest and their availability to attend meetings and serve on the occasional sub-committee
6. Committee members may serve up to eight (8) years (two consecutive four year terms) in accordance with Regional Council Policy.
7. The Commissioner of Transportation or their designate shall be in attendance at all meetings.

Selection of Members

1. Citizen membership will be advertised and determined in alignment with the Region's Recruitment, Selection, and Appointments of Citizen Members to Regional Advisory Committees Policy. A nominating panel will be responsible for reviewing all of the applications for ATAC and then recommending advisory committee appointments to Regional Council.
2. The representative Regional Councillors will be appointed by Regional Council.

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Terms of Office

Appointments of thirteen (13) persons appointed by Regional Council, in addition to the Regional Councillors. Terms are two to four (2-4) years in order to coincide with the existing Term of Council. A person who is appointed to fill a partially completed term will be appointed to the end of Council's Term of Office.

Members of Advisory Committees may reapply to serve on the same Advisory Committee at the end of their term. Unless otherwise provided for by legislation or by a specific Council resolution, the limit on length of service for any resident is eight (8) consecutive years.

Meetings

1. 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.
2. The Committee will elect annually a Chair and Vice-Chair from among its members at the first meeting of each calendar year.
3. The ATAC Chair should be able to devote some time between meetings to work with Regional staff. Direct staff support for the committee will be provided by the Transportation Department.
4. The ATAC Chair should be able to attend the occasional meeting of the Regional Planning and Works Committee, Regional Council, and/or another Advisory Committee (e.g., Grand River Accessibility Advisory Committee or Area Municipality Active Transportation Advisory Committees) when requested and circumstances warrant an ATAC representative.
5. Committee members will from time to time be expected to serve on sub-committees reviewing particular issues.
6. Committee members are expected to attend all meetings in accordance with the Region's Electronic Meeting Participation Guideline and the Procedural By-law, as amended. All in-person participation will require reasonable notice to Staff.
7. At least once per term, the Committee will host Grand River Accessibility Advisory Committee representative(s) that will orient ATAC members to accessibility issues.
8. ATAC will from time to time invite other persons or groups, such as Area Municipality Advisory Committees, Grand River Accessibility Advisory Committee, and other active and sustainable transportation 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.

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9. An annual budget for the Committee's operation will be included in the budget of the Transportation Planning Division.

Committee Procedures

1. 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.
2. Committee decisions will be made by majority vote.

Agenda Preparation for the Meeting

1. Meeting agenda will be provided by the Transportation Department in consultation with Committee members.
2. Agendas will be circulated to the chairs and/or staff liaisons of the Grand River Accessibility Advisory Committee and each Area Municipality Active Transportation Advisory Committee.

Minutes of the Meeting

1. Staff support to prepare minutes for the Active Transportation Advisory Committee will be provided by Council and Administrative Services.
2. Minutes will be circulated to the chairs and/or staff liaisons of the Grand River Accessibility Advisory Committee and each Area Municipality Active Transportation Advisory Committee.

Remuneration

1. Committee members will be reimbursed if a submission is made for mileage and incidentals for in-person meetings (parking, long distance telephone, transit fare, meals and snacks) as required.
2. Upon request and pending availability, members will have access to secure bicycle parking during committee meetings.

Conflict of Interest

As per the 2019 Code of Conduct for Citizen Appointments to Local Boards, Foundations and Advisory Committees Policy, a Member shall immediately disclose a real or perceived conflict of interest as prohibited by the policy.

Where a Member believes or has been advised that he/she has or may have a conflict of interest in a particular matter he/she shall:

- a) prior to any consideration of the matter, disclose his or her interest and the general nature thereof;
- b) leave the room for the duration of time that the matter is being considered;

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- c) not take part in the discussion of, or vote on any question or recommendation in respect to the matter; and,
- d) not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.

Members may seek advice with the Region of Waterloo Integrity Commissioner.