



Active Transportation Advisory Committee (ATAC)

Terms of Reference

As part of the action plans set out in the City of Stratford Bike and Pedestrian Master Plan – 2014, the City of Stratford is currently taking steps to create an Active Transportation Advisory Committee (ATAC) to address the need for active transportation systems for residents, businesses, and visitors.

MANDATE

ATAC will serve as a forum for the public to raise their viewpoints on particular active transportation issues and/or findings, and to bring these interests to the attention of the appropriate staff, departments or standing committees. The ATAC would also act to educate, promote and enhance active transportation in the City of Stratford.

RESPONSIBILITIES AND SCOPE

The Active Transportation Advisory Committee, upon request of the City of Stratford or the Director of Infrastructure and Development Services will:

- a) Advise on measures and policies required to implement the City's commitment to active transportation as referenced in the Transportation Master Plan, Bike and Pedestrian Master Plan, Official Plan, and any other related plans or reports;
- b) Monitor the implementation of said plans, and evaluate their effectiveness;
- c) Provide, as part of an annual report, the ATAC list of recommended on and off-road bikeway, walkway and trails network implementation priorities for the subsequent year;
- d) Advise on by-laws, legislations and regulations that have an impact on the pedestrian, trails and cycling network, and its applicable users;
- e) Advise on matters pertaining to education of pedestrian, cycling and trails safety, and the development of policies and programs in accordance with its mandate;
- f) Liaise with outside agencies on matters of common interest (i.e.: local school boards, health units, special interest groups, government ministries, etc);
- g) Advise in addressing active transportation issues received from other governments and agencies (i.e., studies, policies, programs, legislation, etc.);
- h) Make recommendations regarding financial and policy programs that help to increase utilitarian active transportation participation as alternatives to the private automobile;
- i) Endeavour to increase public awareness and understanding of active transportation matters, and assist in developing new active transportation policies, strategies and programs.

COMPOSITION

Membership on the ATAC includes, or as otherwise established by City Council:

- Two (2) City Councillors
- Two (2) representatives from the Energy and Environment Committee
- Four (4) citizens-at-large
- One (1) Avon Trail representative
- One (1) Cycle Stratford representative

TOTAL VOTING MEMBERS: 10

The members shall be appointed by City Council and in accordance with the "Policy on Council Appointed Advisory Committees" and any other policies or practices of the City of Stratford. Staff representatives shall be non-voting members.

Membership nominations from the Energy and Environment Committee, citizens-at-large and Avon Trail may be asked to provide profile information on their areas of expertise, walking, cycling, active transportation experience, and other special project interests. ATAC members will be appointed on the basis of experience, how their knowledge and skills complement the expertise of the ATAC, diversity of age and gender, and their availability to attend ATAC meetings. This will help to ensure that membership is balanced and that members can focus on all active transportation issues.

STAFF RESOURCES

- One (1) staff from the Community Services Department, in a non-voting role
- One (1) staff from the Infrastructure and Development Services Department, in a non-voting role.
- One (1) recording secretary

QUORUM

Quorum for the conduct of business at ATAC meetings shall be as determined by the 'Policy on Council Appointed Advisory Committees'. Non-voting positions on the Advisory Committee shall not be counted when determining quorum.

Quorum is the number of people required to be present at a meeting to validate the transaction of the ATAC's business. Quorum is a majority of the whole number of members of the Committee (more than 50%) and is required whenever a vote, recommendation or other decision is taken by the committee. Official business of the ATAC cannot be conducted when there is a lack of quorum.

MEETINGS

The ATAC will hold regular meetings or as deemed necessary at the call of the Chair or Vice-Chair in the absence of the Chair. Meetings shall be open to the public.

The ATAC will liaise and report to Council through the Infrastructure, Transportation and Safety Sub-committee of Council and by forwarding the minutes and relevant documents to the City Clerk for distribution to Council.

ELECTION OF OFFICERS

At the first meeting of the ATAC, the members shall elect from among their voting members, a Chair and Vice-Chair and such other officers as deemed appropriate by the ATAC.

Except for the First Term of ATAC, the Chair shall have served at least 1 year on the ATAC before being elected Chair.

REMUNERATION

ATAC members shall serve without remuneration.

BUDGET

The Advisory Committee shall submit their annual budget request to the City as directed by the Director of Corporate Services.

CONDUCT OF BUSINESS

The ATAC and its members are governed by all applicable City By-laws and Policies for the conduct of meetings and activities, including but not limited to:

1. Council Code of Conduct
2. Purchasing Policy for procuring goods and services
3. Procedural By-law for meetings
4. Municipal Act
5. Municipal Conflict of Interest Act

All persons appointed to Boards and Committees shall complete mandatory training required by the City from time to time, including but not limited to accessibility, respect in the work place and, health and safety.

ROLE OF ATAC MEMBERS

Chair

- is the official spokesperson for the ATAC and speaks on behalf of the ATAC to the media, as necessary;
- understands the objectives of the meeting;
- ensures that the agenda is prepared and circulated prior to the meeting;
- is knowledgeable about parliamentary procedures;
- starts the meeting on time;
- introduces and welcomes all newcomers and guests;
- makes a clear statement of the issues to be discussed;
- assigns the floor to whomever wishes to speak in an appropriate manner;
- ensures that each side of an issue is fully and fairly stated;
- sees that no one dominates the discussion;
- interrupts a Committee member who is speaking out of order or inappropriately;
- makes frequent verbal summaries of the conclusions reached;
- restates all motions, amendments and the outcome of the voting;
- names the movers and seconders of motions;
- conducts the meeting in accordance with Procedural By-law 140-2007.

Vice-Chair

- in the absence of the Chair, assumes the role of the Chair;
- at the request of the Chair, provides assistance in the conduct of the meeting;

ATAC Members

- arrive on time;
- are prepared by reading the agenda and supporting documents beforehand and bringing them to the meeting;
- read the minutes of the previous meeting to ensure that they reflect the general discussion and the motions made;
- listen to all ideas;
- address all remarks through the Chair;
- ask questions if a statement is unclear;
- participate fully in discussions but not to dominate the discussion or allow others to dominate;
- look for the positive aspect of another's ideas;
- avoid personal comments and comments that are not related to the business of the committee;
- refrain from criticizing decisions of the ATAC
- maintain and enhance the image of Council and not act so as to adversely reflect on Council through their respective Board or Committee;
- remain impartial in deliberating decisions, and accept the responsibility associated with each decision as adopted;
- abide by the provisions contained in Terms of Reference in the performance and discharge of official functions and duties, and arrange their private affairs in a manner that promotes public confidence and will bear close public scrutiny;
- avoid the improper use of the influence of their appointed office and declare conflicts of interest, both apparent and real;
- seek to serve the public interest by upholding both the letter and the spirit of the laws and policies established by the Federal Parliament, Ontario Legislature and Council.
- advise the Chair in advance of the meeting if bringing up a new or controversial topic;
- inform the Chair in advance if leaving the meeting early;
- inform the Recording Secretary in advance if unable to attend the committee meeting;

Resource Staff

- attend ATAC meetings as necessary;
- respond to specific questions at meetings;
- participate in the discussion at the ATAC meeting, but not the voting;
- are not entitled to vote on motions or recommendations made at the meeting;
- where the preparation of a report or the undertaking of research will require a considerable amount of time, the approval of the CAO or the Director of the appropriate department is required before the work proceeds;
- updates the CAO and Director of the appropriate department on issues before the ATAC, as deemed appropriate.

Recording Secretary

- consults with the Chair in the preparation of the Agenda for the next meeting;
- sends out the Agenda, previous Minutes and background material prior to the meeting, unless time does not permit;
- summarizes the discussion at the meeting for inclusion in the Minutes;
- records the motions made at the meeting and whether or not the motion was carried or defeated for inclusion in the Minutes;

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- forwards the approved Minutes to the City Clerk for distribution to Council and for posting to the City's web site;
- consults with Resource Staff to follow up on action required following the ATAC meeting.

REPORTING EXPECTATIONS

The ATAC will provide at minimum, an annual report to the Infrastructure, Transportation and Safety Sub-committee, listing recommended on- and off-road bikeway, walkway and trails network implementation priorities for the subsequent year.