

CITY of WELLAND
Active Transportation Advisory Committee
Terms of Reference

1. Purpose

- 1.1 To serve in an advisory capacity to City Council and staff on issues specific to programs, planning, development and policy reviews.

2. Objectives

- 2.1 To advance issues and infrastructure specific to active transportation (ie: connectivity, bike lanes and safe and active routes to school).
- 2.2 To educate the public on the benefits, necessities and safety considerations of active transportation.
- 2.3 To promote active transportation as a feasible mode of transportation in Welland and encourage citizens to use forms of active transportation through public outreach, education programs and events.
- 2.4 To raise public awareness of healthy lifestyle options for commuter travel and recreation.
- 2.5 To enhance connectivity for people and goods movement through a reduced reliance on automobiles and liaise with neighbouring municipalities for inter-municipal links.
- 2.6 To explore and promote best practices for a safe, accessible system.

3. Membership

- 3.1 The Committee shall consist of nine (9) voting members:
- One (1) representative from the Accessibility Advisory Committee
 - One (1) representative from the Mayor's Youth Advisory Committee
 - One (1) representative from the Welland Downtown BIA
 - Five (5) members-at-large
 - One (1) City Councillor (City Councillor or Welland Representative on Region of Niagara Council)

- 3.2 Members shall be recruited in accordance with corporate procedures using an Application Form and Selection Matrix tailored to assist in the screening of applicants to achieve community representation and qualified volunteers.
- 3.3 The Committee may establish sub-committees to undertake specific projects and conduct research as required. The Committee will establish a Terms of Reference for all sub-committees.
- 3.4 Any advisory support required by the Committee will be determined on an ad-hoc basis dependent on the need and availability of resources. In addition, the Committee will engage non-voting resources that will serve in an advisory capacity:
 - I. Community Development and Volunteer Coordinator or designate.
 - II. Staff support from various City departments as required.
 - III. Representatives from various community organizations and agencies as required.
- 3.5 Committee members shall be appointed by City Council.
- 3.6 The Committee is required to elect a Chair and Vice-Chair.
- 3.7 Any resignation from the Committee shall be tendered in writing to the Chair who will advise Council through City Staff. Council shall approve a replacement member.
- 3.8 Members will be appointed for a period to coincide with the term of the appointing City Council.

4. Reporting

- 4.1 The Committee will report to City Council in the Agencies, Boards, Commissions and Committees section of the Council meeting agenda.

5. Meetings

- 5.1 Quorum shall consist of a simple majority of the membership holding office at the time of the meeting.
- 5.2 The Chair will establish a regular Committee meeting schedule. A meeting agenda will be prepared and distributed at least one week prior to the meeting. Minutes will be recorded and submitted for approval at a following meeting.
- 5.3 In order to maintain a high level of commitment, members may be asked to resign if they have been absent for three (3) consecutive meetings without good cause.

6. Member Responsibilities

- 6.1 Committee members shall become familiar with the Parks, Recreation and Culture Master Plan, City Policies and Procedures and other relevant documents.
- 6.2 Each Committee member will serve as an independent community volunteer and will not represent the concerns of any particular community organization. Committee members shall work together as a team for the purpose achieving positive outcomes that will benefit the entire community.
- 6.3 Committee members are selected based upon their experience and knowledge and are expected to actively participate in committee meetings.
- 6.4 Committee members shall declare any situation that is, or has the potential to be a conflict of interest.