



Engineering Services Report

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Report To: General Government Committee
Date of Meeting: January 2, 2018
Report Number: EGD-001-18 **Resolution:** GG-014-18, GG-015-18 & GG-016-18
File Number: **By-law Number:**
Report Subject: **Clarington Active Transportation and Safe Roads Advisory Committee**

Recommendations:

1. That Report EGD-001-18 be received;
2. That Council endorse the Terms of Reference for the Active Transportation and Safe Roads Advisory Committee;
3. That the Clerk be authorized to commence the recruitment and selection process to establish the Active Transportation and Safe Roads Advisory Committee; and
4. That the Mayor appoint the Council representative for the Active Transportation and Safe Roads Advisory Committee.

Report Overview

The purpose of this report is to present to Council the draft Terms of Reference for the Clarington Active Transportation and Safe Roads Advisory Committee of Council. If approved by Council the recruitment and selection process is expected to begin early in the new year and the Committee would commence operation in 2018.

1. Background

Through various surveys and consultations with the public over the past few years Clarington residents have indicated a need to increase the number of recreational trails and cycling facilities in the municipality. The Strategic Plan for 2015 – 2018 includes as its fourth strategic priority the statement “Enable safe, efficient traffic flow and active transportation”. Previously Council had requested through Strategic Plan item 6.6 that staff investigate the feasibility of establishing a Trails Committee. Additionally section 5.1.3, Active Transportation Policy Alternatives and Recommendations of the Clarington Transportation Master Plan recommends the implementation of an Active Transportation Advisory Committee. Finally this report is consistent with action items presented in Attachment 1 of the CAO’s report, CAO-006-17. While trails are a significant component of an active transportation system they should not be considered in isolation from other active transportation initiatives such as cycling lanes. It is also sensible to consider road safety with the implementation of new active transportation facilities located on roads or connecting to roads. Many Ontario municipalities have established Active Transportation and Safe Roads Committees to address these issues.

The Public Health Agency of Canada defines Active Transportation as any form of human powered transportation – walking, cycling, using a wheelchair, in-line skating or skateboarding. There are many ways to engage in active transportation, whether it is walking to the bus stop, jogging on a trail or cycling to school or work.

There are numerous benefits associated with active transportation:

Health	Active transportation provides an opportunity to be physically active on a regular basis.
Social	Active transportation is accessible and increases social interactions.
Transportation	Active transportation is environmentally friendly and can contribute to reductions in greenhouse gas emissions.
Economic	Active transportation saves money on gas and parking.

2. Proposal

The proposed Active Transportation and Safe Roads Advisory Committee will focus on matters related to active transportation, safe roads for active transportation users and drivers as well as improving the livability of neighbourhoods.

The goal of the Active Transportation and Safe Roads Advisory Committee is to help identify issues, facilitate solutions and strategies, encourage, promote and participate in the planning of active transportation and safe roads policies, programs, and facilities as well as identify concerns related to on-street parking, speeding and safety for drivers and active transportation users. The Terms of Reference for the Committee is provided as Attachment 1. It is anticipated that the Active Transportation and Safe Roads Advisory Committee would also assist in the development of a public engagement strategy to better inform residents of new initiatives and promote ways that residents themselves can contribute to a safer well connected environment.

Engineering Services will be the lead department as most of the issues will relate to the responsibilities of Engineering Services Department. Staff representatives from Engineering, Operations and Planning shall serve as staff liaisons to the Active Transportation and Safe Roads Advisory Committee. Staff from other departments may attend meetings to provide expertise as required.

Stakeholders would be invited to participate with the Committee on an as needed basis to provide advice or discuss specific issues. Stakeholders could include the Region of Durham, Conservation Authorities, Ministry of Transportation, School Boards, Durham Regional Police Services, the Accessibility Advisory Committee and neighbouring municipalities.

The Active Transportation and Safe Roads Advisory Committee would meet quarterly but sub-committees may also be formed. Sub-committees may meet more frequently as agreed upon by the sub-committee members. The Clerk would coordinate and supervise the recruitment process. Considering that the initial formation of the Committee will occur in 2018 and only two or three meetings might be held in advance of the 2018 municipal election, it is recommended that the initial term of the Committee extend until the end of 2020. Subsequent appointments to the Committee will run concurrent with the term of Council.

3. Financial Implications

The Committee is expected to require a small budget for educational and promotional materials. Engineering Services has included \$2,500 for Council's consideration in the 2018 Operating Budget. Once the Committee is established it would be necessary to review the annual operating budget to support the Committee activities. Major studies and projects proposed by the Committee would be identified in future Engineering Services Department budgets.

4. Concurrence

This report has been reviewed by the Director of Planning Services, the Director of Operations and the Municipal Clerk who all concur with the recommendations.

5. Conclusion

It is respectfully recommended that Council approve the Terms of Reference for the Active Transportation and Safe Roads Advisory Committee and that the Municipal Clerk proceed with the recruitment process. It is expected that the Committee would commence in early 2018.

6. Strategic Plan Application

The recommendations contained in this report conform to Item 4 of the 2015 - 2018 Strategic Plan initiatives to "Enable safe, efficient traffic flow and active transportation", Item 5 "Promotes residents' engagement in our community", and Item 6.6 "Investigate putting in place a Trails Council or similar body as a means of community engagement on promotion, location and maintenance of trails".

Submitted by:



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Reviewed by:



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ASC/pw/jb

Interested Parties

Jim Boate - Clarington Cycling Club

Attachments

Attachment 1 – Draft Terms of Reference for Committee

Clarington Active Transportation and Safe Roads Advisory Committee Terms of Reference

A. Background

Through various surveys and consultations with the public, Clarington residents have indicated a need to increase the number of recreational trails and cycling facilities in the municipality. The Strategic Plan for 2015 – 2018 includes as its fourth strategic priority the statement “Enable safe, efficient traffic flow and active transportation”. An advisory committee comprised of Clarington residents, staff and a Council liaison will provide advice on Active Transportation and Safe Roads issues.

B. Mandate of Committee

The Clarington Active Transportation and Safe Roads Advisory Committee (“the committee”) will advise Council on matters related to active transportation, trails, cycling networks, pedestrian connectivity and transportation safety. The committee will also provide input into the implementation of *The Clarington Transportation Master Plan* and encourage, promote and participate in the planning of active transportation policies, programs and facilities.

C. Scope of Activities of Committee

1. Serve as a liaison between the community and the Municipality on matters pertaining to active transportation and safe roads;
2. Provide input into the implementation of active transportation components of the Transportation Master Plan and to take action to influence the progress, as necessary;
3. Advise staff in the development of transportation plans, policies, and programs to promote and encourage safety for all road and trail users;
4. Advise on the development, delivery and maintenance of active transportation policies, programs and facilities;
5. Educate residents and businesses regarding the environmental, social, economic and health benefits of active transportation;
6. Encourage citizens to use forms of active transportation through public outreach, education programs and events (e.g. monthly walks, etc.);
7. Educate the public on the benefits, necessities and safety aspects of active transportation and Safe Roads;
8. Support active transportation as an economic driver;

9. Collaborate with adjacent municipalities and the Region of Durham to support and coordinate active transportation initiatives;
10. Promote and enhance continuous and integrated cycling and leisure trails (i.e. trails, sidewalks, bicycle lanes) within Clarington and with its neighbouring municipalities;
11. Encourage legislation and policy changes that support and strengthen active transportation;
12. Provide an increased understanding of active transportation and Safe Roads issues and concerns within Clarington;
13. Advise on new or improved transportation initiatives for all road users including pedestrians and cyclists; and
14. Assist in monitoring the effectiveness of all transportation and safety initiatives.

D. Membership and Representation

The committee shall be comprised of up to 10 voting members who must be Clarington residents, and one (1) voting member of Council. Appointments will run concurrent with the term of Council or until their successors are appointed. Appointments may be revoked at any time at the discretion of Council. The citizen appointments should represent a broad diversity of the community including, cyclists, hikers, runners, seniors, etc.

Given the complexity of the potential concerns and solutions, stakeholder groups could attend meetings as needed to provide expertise related to a specific topic, or provide additional information regarding a topic of discussion.

E. Staff Resources

Engineering Services shall provide clerical, administrative and technical assistance to the Committee, as deemed appropriate by the Department Head, to ensure the proper functioning of the Committee. Specifically, Staff will provide the following resources to the Committee:

- preparing and forwarding meeting materials to members;
- preparation of summary meeting minutes and Committee correspondence (including assistance in drafting);
- professional advice on matters within the mandate of the Committee; and
- assist the Committee in participating in events and activities related to its mandate.

Generally, Committee members are selected to be able to carry out the mandate of the Committee. Staff resources are provided only to assist the Committee in undertaking its mandate. Additional requests of resource staff, such as original research or organization of events shall be at the discretion of the Director of Engineering Services and within staff, time and budget constraints.

Engineering Services will be the lead department as most of the issues will relate to the responsibilities of Engineering Services. Representatives from the Engineering Services Department, Operations Department, and Planning Services Department shall serve as staff liaisons to the Active Transportation and Safe Roads Advisory Committee. Staff from other departments and/or members of agencies that are not on the committee may attend meetings to provide expertise, as required.

The committee may form sub-committees as necessary to investigate or report on specific issues and then report back to the Active Transportation and Safe Roads Advisory Committee. The members of the sub-committees would schedule their meeting(s) as needed, at a time and location that is convenient for all members.

F. Committee Chair and Vice Chair

The Chair shall be elected by a majority of committee members for a two-year term at the first meeting of every second calendar year. The Chair's role is to provide guidance and leadership to the committee in the completion of its mandate and conduct of meetings. The Chair shall set the agenda for each meeting in consultation with the staff liaison.

The Vice-Chair shall be elected by a majority of committee members for a two-year term at the first meeting of every second calendar year. The Vice-Chair acts in the Chair's absence and assumes the role and responsibilities of the Chair. If the position of Chair becomes vacant, the Vice-Chair shall assume the responsibilities of the Chair until a new Chair can be elected. If the position of Vice-chair becomes vacant, the Chair may appoint a member of the committee as Interim Vice-chair until a new Vice-chair can be elected. Elections, when required, shall be held at the next meeting of the Committee.

If the Chair and Vice Chair is not present, members will select an acting Chair to serve in the same capacity for the duration of the meeting.

Members of Council and municipal staff sitting on the committee shall not be eligible to serve as Chair or Vice Chair.

G. Councillors

A member of Council shall be appointed to the Active Transportation and Safe Roads Advisory Committee to fulfill the responsibility of acting as the liaison between Council and the Committee; respond to Committee members' questions; interpret Council's direction to the Committee; and to provide updates on Council activities to the Committee.

H. Responsibilities and Obligations of Members

All Committee members shall abide by the Terms of Reference for the committee as approved by Council. The Active Transportation and Safe Roads Advisory Committee members shall contribute time, knowledge skill and expertise to the fulfillment of the Committee's mandate; research issues relevant to their Committee's mandate as required; work with staff to implement Council's decisions relevant to the Committee's mandate and commit to attending regular meetings during the year.

The Chair or a spokesperson appointed by the Committee may speak on behalf of the Committee to Council or the public. Other members shall not act or speak on behalf of the Committee without prior approval of the Committee.

The Committee or its members shall not issue petitions, resolutions or position papers on behalf of the Committee, unless specifically authorized by Council resolution.

The Committee and its members shall also not act outside of the mandate and advisory capacity of the Committee. Should the Committee wish to comment on an issue that is within the mandate of another Council committee, the Chair shall consult with the responsible liaisons and the Chair of the other committee.

The Chair may eject any Committee member from a meeting if, in the opinion of the Chair, that person is being disruptive or disrespectful. The Committee shall also have the right to censure members that, in the Committee's opinion, are misrepresenting the Committee and may request Council to remove that person from the Committee.

Members unable to attend a Committee meeting shall notify the staff liaison at least 24 hours in advance. Members unable to attend a meeting cannot send an alternate. The Chair shall advise the Municipal Clerk in writing of any member who is absent from the meeting for three successive months without being authorized to do so by a resolution of the Committee, and may request that the member be removed from the Committee.

Members who wish to resign shall notify the Chair in writing of their decision who, in turn shall notify the Municipal Clerk in writing of the resignation. Council shall appoint new members to the Committee to fill any vacancies as required.

I. Decision Making and Voting

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed by Council.

J. Quorum

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). In the event that a quorum is not achieved, the meeting may proceed but members shall not vote or make decisions.

Recommendations and decisions reach by the committee shall be based on consensus, wherever possible. In the event that a consensus cannot be reached and there are divergent opinions on an issue, the Chair may call for a formal vote by a show of hands. Decisions shall be carried by a simple majority of the voting members present. Each member of the Committee has a vote.

K. Conflict of Interest

Members of the Committee must abide by the Municipal Conflict of Interest Act.

L. Public Participation

All Committee meetings are open to the public. Members of the public are not permitted to participate in Committee discussions, but may appear as a delegation before the Committee. Delegations shall be for a maximum of 10 minutes. Those wishing to appear as a delegation at a Committee meeting must so advise the staff liaison a minimum of five working days before the meeting.

The Chair may eject any member of the public from a meeting if, in the opinion of the Chair, that person is being disruptive or disrespectful.

M. Reporting and Communications

The Committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must be first considered by staff and/or Council.

Reports regarding matters related to the mandate of the committee will be made to the General Government Committee.

The draft minutes of all Committee meetings shall be reviewed by the staff liaison and forwarded by memorandum to the Municipal Clerk for inclusion on the next Council Agenda and, at the discretion of the Department Head may be posted on the Municipal website.

The minutes of Committee meetings shall generally not attribute comments to a specific member of the Committee.

N. Meetings

The Active Transportation and Safe Roads Advisory Committee shall establish the regular meeting time and location at the first meeting of each term. It is expected that the Active Transportation and Safe Roads Advisory Committee will meet quarterly. Sub-committees may be formed with meetings scheduled as necessary.

O. Budget

The Engineering Services Department shall be responsible for the Active Transportation and Safe Roads Advisory Committee budget and will present a draft budget for review by the committee on an annual basis, prior to submission to Council for approval.

The citizen members of the Active Transportation and Safe Roads Advisory Committee are strictly voluntary and remuneration would not be provided.

P. Term of Committee

The term of the Committee shall coincide with the term of Council or as otherwise indicated in the specific Terms of Reference for the Committee. In general, a Committee shall not meet between the time of the municipal Council elections and the appointment of a new Committee by Council, unless considered necessary by the relevant liaison.