



Active Transportation Advisory Committee Terms of Reference

Definition of Active Transportation

Active Transportation is any form of human-powered transportation, including moving with mobility devices (including power wheelchairs and mobility scooters), walking, cycling, roller-blading, skateboarding and scootering.

Mandate/Purpose:

The purpose of the Active Transportation Advisory Committee (ATAC) is to provide advice and recommendations to Salmon Arm Council. Agenda items will focus on implementing the City's Active Transportation Network Plan (ATNP) and achieving the goals of increasing active transportation mode share, working towards zero traffic related fatalities and serious injury and reducing green house gas emissions.

Discussion topics will include those related to policy, pedestrian and cycling networks, access to transit, environmental and health considerations, regional connectivity, safety and suggesting amenities and design principals to deliver a successful Active Transportation program in Salmon Arm. The Committee will also help identify initiatives that influence individual decisions to promote Active Transportation.

Scope and Activities

The Active Transportation Advisory Committee will, consistent with the mandate/purpose described above undertake the following:

- Identify and review strategies that work towards quantifiable goals for:
 - Implementing the Active Transportation Network Plan (ATNP),
 - Increasing Active Transportation mode share
 - Working towards zero traffic related fatalities or serious injuries on city roads
- Support awareness of Active Transportation through promotion, education and community outreach
- Provide advice to and respond to requests from Council on projects, policies or bylaws under consideration by staff or Council, and on additional topics of interest to committee members that fall within the subject area of the committee.

- Provide input on Active Transportation initiatives for the city's annual budget process
- Provide advice and leadership on citizen and stakeholder engagement related to Active Transportation
- Support awareness of Active Transportation as a healthy and environmentally sustainable activity
- Improve the quality of Active Transportation with recommendations and support of safe, innovative, and cost effective design principles
- Encourage land use patterns that support active modes of transportation
- Promote integrated and connected regional Active Transportation policies and networks
- Periodically report to Council on the progress and success of Active Transportation in Salmon Arm

Any initiatives proposed by the Committee that have resource implications, including staff time, are to be approved by Council.

Procedural Matters

Meetings - The Committee will meet a minimum of three times per year. A regular schedule of meetings will be established annually at the first meeting of the year. Meetings will not be held during the summer (July and August), unless there is a time sensitive reason for convening the Committee. Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Working Groups - Working Groups may be created by the ATAC to research specific initiatives. Such Working Groups will report back to the full ATAC table for discussion and further direction. All recommendations made by a Working Group must be endorsed by the Committee through Resolution before they are presented to Council.

Membership - To the extent possible, the ATAC will have a diverse membership with respect to gender, age and cultural-ethnic background.

The Committee will consist of 11 ongoing members with experience and interest in Active Transportation as follows:

- One (1) members of council as chair – as appointed by council
- One (1) member from Shuswap Trails Alliance
- One (1) member from Salmon Arm Economic Development Society
- One (1) member from Downtown Salmon Arm
- One (1) member from School District #83
- One (1) member from Interior Health
- One (1) member from Shuswap Cycle Club

- Four (4) Citizens-At-Large including one (1) member who uses mobility devices or has experience working with those who use a mobility device and one (1) member who is a senior (65 plus).

There shall be no remuneration payable to members for sitting on the Committee.

Representatives from community organizations will nominate a representative and submit formal letters from their boards confirming the appointment. They will also identify an alternate who will attend in the absence of the appointed member.

There will be a public call for Citizens-At-Large members. Council will then appoint Citizen-At-Large members after reviewing the submitted applications and resumes.

Citizens-At-Large members will serve for two year terms. Members who wish to be re-appointed will follow the above process.

Organizations with more singular issues on Active Transportation may ask to attend or be asked by the ATAC to attend meetings with a designated representative acting as a non-voting liaison.

Quorum - Fifty percent (50%) plus one (1) shall constitute a quorum.

Staff Support: - the Planning, Engineering and Corporate Services Department(s) will provide the required professional and administrative support.

Review of Terms of Reference - Council will review these Terms of Reference after the first two years.

Additionally, the ATAC will discuss the Terms of Reference during the committee's first meeting each term to refresh members' understandings.

Reporting:

- Meeting minutes will be presented to Council.
- All recommendations of the Committee must be ratified by Council.
- All media releases must be ratified by Council.