



September 2018



DURHAM ACTIVE TRANSPORTATION COMMITTEE

Terms of Reference

1. Vision

- 1.1 To enhance, promote and expand active transportation (AT) throughout the Region of Durham.

2. Goal

- 2.1 To provide advice to the Region of Durham on AT matters: urban, rural, utilitarian and recreational.

3. Guiding Principles

- 3.1 The following principles will guide this committee's activities as it works to:

- Focus on a Regional active transportation network;
- Recognize the differing needs of users within urban and rural areas;
- Ensure protection of natural heritage features and functions; and
- Undertake consultation with other stakeholders throughout the process.

4. Scope of Activities

- 4.1 The activities of the Committee will encompass the following:

- Provide advice on the identification and implementation of programs which encourage public awareness and education on AT matters;
- Continue to advance the Regional Trail Network (RTN) as a key transportation and tourism component of the AT network;
- Support the development of multi-modal transportation options in the Region of Durham with a focus on advancing the Region's AT network as outlined in the Transportation Master Plan;
- Provide input and support for Active & Safe Routes to Schools, also known as Active Sustainable School Travel (ASST), in some jurisdictions;

- Assist in updating and implementing the Regional and Area Municipal Cycling Plans. This includes assisting in the planned update to the Regional Cycling Network (RCN);
- Promote the use of active transportation in the Region, especially the important role that it plays in connecting people to transit;
- Recognize and advance AT activities related to reducing greenhouse gas emissions in the Region of Durham;
- Recognize the differing AT needs of commuters and recreational users within the urban and rural areas;
- Coordinate efforts to advance the shared goals of the various area municipal AT committees;
- Collaborate with partners on active transportation initiatives occurring at all government levels, including: Lake Ontario Waterfront Blueway, Waterfront Regeneration Trust, Metrolinx Smart Commute, and Public Health; and
- Provide advice to Regional Council on legislative matters, programming, and policies from all levels of government related to active transportation.

5. Composition and Membership Selection

- 5.1 The Durham Active Transportation Committee (DATC) is an advisory committee of Regional Council and is guided by these Terms of Reference. The DATC shall report directly to the Planning and Economic Development Committee.
- 5.2 The DATC will be comprised of nine voting members in total. Eight (8) of which shall be citizen representatives from each area municipality, and one (1) member will be a representative of the Planning and Economic Development Committee.
- 5.3 Regional Council shall appoint a representative and an alternate to the DATC from the members of the Planning and Economic Development Committee.
- 5.4 Each area municipality shall appoint one citizen member of the public to sit on the DATC.
- 5.5 Membership for regular members shall correspond with the term of Regional Council. At the discretion of the DATC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.

6. Officers

- 6.1 A chair and a vice-chair will be elected by the DATC membership. The Commissioner of the Planning and Economic Development Department or his designate will chair the inaugural DATC meeting.

7. Support Services

- 7.1 The Commissioner of Planning and Economic Development shall appoint a staff liaison to support the activities of DATC. The liaison will provide administrative, procedural and technical support to the DATC and will utilize the Technical Support Group noted in Section 6.3 as deemed necessary.
- 7.2 Regional Legislative Services Division will provide secretarial and other support services. Regional Council will as necessary provide a budget to cover the operational expenses of the DATC and this budget will be administered by the Planning and Economic Development Department.
- 7.3 A Technical Support Group, consisting of Regional staff, area municipal staff and representatives from other appropriate agencies (e.g. Conservation Authorities and the Waterfront Regeneration Trust) shall be established to provide technical advice and expertise to the DATC. The DATC may invite stakeholders and/or individuals with specialized expertise to attend meetings on an as needed basis.
- 7.4 The liaison from the Regional Planning and Economic Development Department shall contact participating area municipalities and other agencies to establish the Technical Support Group.

8. Meetings

- 8.1 The DATC will establish a meeting schedule at its inaugural meeting, taking into account the business needs, and the schedule of the Planning and Economic Development Committee and Council. Special meetings may be held at the call of the Chair.
- 8.2 Unless otherwise determined, all meetings will be open to the public. As an ad hoc Committee of Regional Council, the DATC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.
- 8.3 A quorum for a DATC meeting shall consist of a majority of the sitting members.

9. Delegations at Committee Meetings

- 9.1 Any person(s) wishing to appear before the DATC as a delegation must submit a request to the staff liaison, advising of the topic or item to which they wish to

speak. All requests for delegations must be received at least one week prior to the meeting to ensure the inclusion in the agenda. Any person wishing to address the DATC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

10. Minutes and Agenda

- 10.1 The minutes of each DATC meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be forwarded to the Regional Clerk for inclusion in the Council Information Package (CIP) for information. When approved, any amendments will be forwarded to the Legislative Services Division. The DATC agendas will be prepared by the staff liaison, along with the DATC chair or vice-chair, with input from other DATC members.

11. Committee Resolutions

- 11.1 The DATC will seek to achieve consensus on decisions. Recommendations are 'carried' if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DATC.

12. Annual Reports and Workplan

- 12.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DATC. The annual report shall be forwarded the Planning and Economic Development Committee.
- 12.2 An annual Workplan with an estimate of the resources necessary and any suggested revisions to the Terms of Reference for the coming year shall also be prepared by the DATC for consideration and approval by the Planning and Economic Development Committee and Council.
- 12.3 An annual review of the DATC by the Planning and Economic Development Committee will be completed to examine the effectiveness of the Committee and to ensure continued improvements.

Appendix 1: Definitions

- 1) For the purposes of the DATC Terms of Reference, “Active Transportation” describes all human-powered forms of travel such as: walking, cycling, inline skating, skateboarding, skiing, and canoeing. It also includes manual and power assisted mobility devices. Walking and cycling are among the most popular modes and can effectively be combined with other modes such as a public transit.
- 2) A “trail” is defined as a trail route on land or water with protected status and public access for recreation or transportation purposes. Activities that are typically performed along a trail can include: walking, jogging, motorcycling, hiking, bicycling, horseback riding, mountain biking, canoeing, kayaking, snowmobile or ATV driving, bird watching, nature observation or backpacking.