



# Durham Active Transportation Committee

## Terms of Reference

March 2022

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### 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. Mandate

- 3.1 The Durham Active Transportation Committee (DATC) is a volunteer advisory committee of Regional Council and is guided by these Terms of Reference.
- 3.2 The DATC shall report to the Planning and Economic Development Committee and/or Regional Planning and Economic Development Department, as appropriate.

### 4. Guiding Principles

- 4.1 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.

### 5. Scope of Activities

- 5.1 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, which includes first and last mile 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);
- 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, Smart Commute Durham, and Public Health; and
- Provide advice to Regional Council on legislative matters, programming and policies from all levels of government related to active transportation.

## **6. Composition**

6.1 The DATC will be comprised of nine members in total, as follows:

- Eight (8) citizen members, which shall be nominated for appointment by the area municipalities, and
- One (1) member of the Planning and Economic Development Committee.

6.2 Membership for citizen members shall correspond with the term of Regional Council. If a member chooses to resign, the Region will seek a replacement in accordance with Section 7.

6.3 The DATC may invite stakeholders and/or individuals with specialized expertise to attend meetings on an as-needed basis in a non-voting capacity.

6.4 At the discretion of the DATC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.

## **7. Membership Selection**

7.1 Durham Region will place an advertisement seeking individuals interested in volunteering for appointment to the DATC. Interested individuals will be required to submit an application form to the Regional Clerk outlining their interest and qualifications.

7.2 The Regional Planning and Economic Development Department will review the applications received. Applications from qualified applicants will be forwarded to the respective area municipality with a request that the local Council nominate one representative for appointment.

7.3 In nominating members to the DATC, regard shall be given to the relevance of their interests to the mandate of DATC. Regard shall also be given to residency within the Region and availability to attend meetings.

7.4 All members of the DATC shall be appointed by the Regional Planning and Economic Development Committee and Regional Council.

7.5 Regional Council shall appoint a representative and an alternate to the DATC from the members of the Planning and Economic Development Committee.

7.6 In the case of a vacancy, the approach described in Section 7 will generally be followed.

## **8. Officers**

8.1 A chair and a vice-chair will be elected by the DATC at the beginning of each term of Council. The Commissioner of the Planning and Economic Development Department or his designate will chair the inaugural DATC meeting.

## **9. Support Services**

9.1 The Commissioner of Planning and Economic Development shall appoint a staff liaison to support the activities of DATC. The staff liaison will provide administrative, procedural and technical support to the DATC and will utilize the Technical Support Group noted in Section 9.3 as deemed necessary.

9.2 The Legislative Services Division of the Corporate Services Department will provide secretarial and other support services. Regional Council will provide a budget to cover the operational expenses of the DATC, and this budget will be administered by the Planning and Economic Development Department.

9.3 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.

9.4 The staff liaison from the Regional Planning and Economic Development Department shall contact participating area municipalities and other agencies to establish the Technical Support Group.

## **10. Meetings**

10.1 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 Regional Council. Special meetings may be held at the call of the Chair.

10.2 Unless otherwise determined, all meetings will be open to the public. As an Advisory Committee to the Region, the DATC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.

10.3 A quorum for DATC meetings shall be a majority of the sitting members.

## **11. Delegations at Committee Meetings**

11.1 Any person(s) wishing to appear before the DATC as a delegate must submit a request to [delegations@durham.ca](mailto:delegations@durham.ca) advising of the topic or item to which they wish to speak, which will then be forwarded to the staff liaison in the Regional Planning and Economic Development Department. 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.

## **12. Minutes and Agenda**

12.1 The minutes of each DATC meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be circulated to members of Council as part of the Council Information Package (CIP) prepared by the Regional Clerk.

12.2 The DATC agendas will be prepared by the staff liaison, along with the DATC chair or vice-chair, with input from other DATC members.

## **13. Committee Resolutions**

13.1 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.

**14. Annual Reports and Workplan**

- 14.1 An annual report summarizing the activities completed in the previous year shall be prepared by the DATC. The annual report shall be forwarded to the Planning and Economic Development Committee.
- 14.2 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 Regional Council.
- 14.3 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 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.