



## Terms of Reference

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Committee Name: <b>Midland Active Transportation Advisory</b>	Committee Type: <b>Advisory</b>
Staff Support/Departmental Support: <b>Director of Operations or designate Director of Planning or designate, as required only.</b>	Created by <b>Resolution No. 2013-77</b>
Date Approved: <b>February 19, 2013</b>	Amendments: <b>Resolution No. 2018-293 Resolution 2020-8</b>

### **Mandate/General Statement**

- To provide a committee for residents, elected officials, staff and health professionals to meet for the purpose of improving conditions for active transportation in the Town of Midland.
- To improve the quality of life of Midland residents by providing quality active transportation infrastructure options.

### **Strategic Plan Priorities/ Legislative Requirements**

- **Healthy, Active, Sustainable community**
  - Consider opportunities for walkability
- **Economic Development / Tourism and Special events**

### **Committee Composition**

1. Members shall be appointed by Council for a term of four (4) years to coincide with the term of the Council that appointed them or until replaced or re-appointed by a new incoming Council, whichever provides more consistent project overview.

The committee shall consist of five (5) members as follows:

- 5 Public representatives
- 1 Council representative
- 1 Simcoe Muskoka District Health Unit representative

2. A Chair and Vice Chair shall be elected annually by the voting member.
3. The Human Resources Sub Committee shall review all committee applications.

## Committee Criteria

1. Preference will be given to persons who are residents and/or property owners within the Town of Midland (unless Council stipulates otherwise).
2. Members shall be appointed based on the following skills and/or knowledge:
  - Strong interest/knowledge of active transportation issues affecting the Town of Midland
  - Experience with boards or community groups would be considered an asset.
3. Members must be able to commit the necessary time to Committee meetings and events (if applicable).
4. Members shall provide adequate notice to staff if unavailable to attend meetings.
5. Members should demonstrate a strong interest in the committee's mandate, etc.
6. Acting on behalf of the Town/Code of Conduct, members shall conduct themselves as a representative of the Town.
6. Resignations from Committee members shall be tendered in writing to the Clerk or designated staff support. The Clerk will advise Council.
7. Attendance
  - a) If a member misses three (3) consecutive meetings and the Chair of the respective Committee has not granted permission for same, the Chair shall notify Council in writing concerning the absence.
  - b) Upon notification by the respective Committee Chair regarding the absence, Council may declare the seat of any member of the committee vacant.

## Committee Duties

The Midland Active Transportation Advisory Committee was established to make recommendations to Midland Council on matters pertaining to Active Transportation. Since its inception, the committee has provided recommendations on a trails master plan, bicycle routes, the issue of E-Bikes, to name a few.

### Vision

To create a fulsome on- and off-road active transportation network that promotes and supports the all active modes of transportation in the Town of Midland that can be used by all ages and abilities.

## Goals

- To promote active modes of transportation in the Town of Midland.
- To encourage citizens to adopt active and healthy lifestyles by incorporating active trips into our daily routines.
- To positively influence local public policy and planning in support of Active Transportation.
  - I.e. Masterplans like recreation and trails master plan, downtown master plan, transportation master plans, Official Plan review.
- To advise Council on Active Transportation in relation to budget, infrastructure, education, policy, and public awareness.
- To support the local economy and enhance tourism.
- To create an Active Transportation network that accommodates a range of Active Transportation methods.
- To improve existing conditions and reduce risks for all Active Transportation users, regardless of age, skill or ability.
- To encourage partnerships with local organizations who share a common vision of Active Transportation.
- To encourage Active Transportation linkages within the Town of Midland and with our neighboring municipalities.

## Objectives

- Provide citizens of the Town of Midland with the information that they need about Active Transportation methods.
- Ensure that new and existing/established developments are pedestrian oriented, and that new streets are considered complete.
- Increase awareness of the need and benefits of Active Transportation within the Town of Midland.
- Inspire the community to incorporate active trips into their daily routine.

## **Staff Support and Duties**

Council shall determine the staff resources at the time of establishing the Committee.

1. The Director of Operations or designate, or, if required, the Director of Planning and Building Services or designate shall attend as required in an advisory capacity. Other resources – SMDHU Representative.
2. The Clerk or designated staff support shall confirm meeting dates and provide proper notice.

3. The Clerk or designated staff support shall publish and distribute agendas, and record and distribute the minutes to the Committee for approval.

## **Meetings**

1. The committee shall meet a minimum of five (5) or six (6) times per year.
2. The Clerk shall recommend the meeting schedule at the commencement of each Council term. Notice of any changes to the meeting dates shall be provided to the public in accordance with the Town's Procedural By-law. Meetings during the months of July and August shall be at the discretion of the Chair.
2. Meetings shall be held at the Municipal Offices or in such other place as appointed.
3. A quorum for meetings shall be 50% plus one (1) of the voting members
4. Items which are recommendations to Council will require a Committee resolution.
5. Committee meetings shall follow the Town Procedural By-law as amended from time to time.

## **Reporting Structure**

1. The Committee shall report directly to Council through the Clerk (or designate) by way of a Committee report. Report format shall be in accordance with the Town's standard report format.
2. Minutes of the Meetings shall be recorded by a committee member and shall be approved by the Committee at its next meeting and forwarded to Council as information through the Council Information Package (CIP).
3. The Committee shall provide a deputation to Council semi-annually outlining the Committee's accomplishments and providing an overview of its objectives for the following year.

## **Budget**

Where there is a significant requirement for funding, the Committee shall submit a request deemed appropriate by the Treasurer during Budget deliberations.

## **Remuneration**

Not applicable.

## Review of Terms of Reference / Sunset Clause

Prior to the end of the first quarter of the fourth year of the Council Term, the Committee shall review the Terms of Reference and recommend to Council any amendments by way of a Committee report.

### Definitions

Active Transportation comprises non-motorized, human powered modes of transportation, such as walking or cycling. It is any trip made for the purpose of getting yourself, or others, to a particular destination – to work, to school, to run errands or visit a friend. Sufficient opportunities for public transport increase people’s likelihood of walking and cycling in combination with using public transport.

Walkable Community means a well-designed, compact community where people can walk to school and work, to stores, parks and restaurants significantly reducing the need to drive.

Walkability includes the ease of pedestrian movement to everyday destinations such as workplaces, shops, schools and community facilities. The World Health Organization defines walkability as “the degree to which a single route or a system of routes between points is relatively short, barrier-free, interesting, safe, well-lighted, comfortable and inviting to pedestrians”.

Complete Streets are streets for everyone. They are designed and operated to enable safe access for all users, including pedestrians, bicyclists, motorists and transit riders of all ages and abilities. Complete Streets make it easy to cross the street, walk to shops, and bicycle to work.

Livability is the sum of the factors that add up to a community's quality of life—including the built and natural environments, economic prosperity, social stability and equity, educational opportunity, and cultural, entertainment and recreation possibilities.

Traffic Calming is the installation of safety solutions such as radar speed signs or speed humps to slow or reduce traffic in order to enhance safety for pedestrians and motorists.

Road Diet / Road Rightsizing also called a lane reduction or road re-channelization, is a technique in transportation planning whereby the number of travel lanes and/or effective width of the road is reduced in order to achieve systemic improvements.

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