



Terms of Reference

Committee Name: Midland Active Transportation Advisory Committee	Committee Type: Advisory
Staff Support/Departmental Support: Director of Operations or designate; Manager of Engineering or designate (as required)	Created by: Resolution 2023-91
Date Approved: March 1, 2023	Amendments:

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 offer a continuous, well-connected and safe active transportation network for residents and visitors that supports recreational and commuter active transportation opportunities; and
- To enhance, support and improve all active modes of transportation in the Town of Midland that increases mobility for all ages and abilities for a Walkable Community.

Strategic Plan Priorities/ Legislative Requirements

The Committee is not a legislative requirement.

Committee Composition

1. The Members shall be appointed by Council for a term to coincide with the current Term of Council and shall consist of:
 - 1 Council Representative
 - 5 Public Representative
 - 1 Simcoe Muskoka District Health Unit representative
2. There is no legislative/statutory requirement for Council representation.

3. The Council representatives shall be appointed by Council.
4. The Clerk (or designate) shall receive and review Committee applications and complete the related criteria-based matrix detailing each applicant's ranking for Council's consideration at an upcoming Council meeting.
5. A Chair and Vice Chair shall be elected annually by the voting members. Should the Chair resign, a new chair must be voted in at the next meeting. Subject to the type of Committee, the Chair and Vice Chair shall not be a Council Member.

Committee Criteria

1. Applicants must be residents and/or property owners in within the Town of Midland (unless Council stipulates otherwise)
2. Public Members shall be appointed based on the degree of their demonstrated experience, skills and/or knowledge in one or more of the following:
 - 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 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 objectives.
6. Members shall conduct themselves as a representative of the Town and adhere to the Town's Code of Conduct for Boards and Committees.
7. Resignations from the Committee shall be tendered in writing to the Clerk or designated Staff support. The Clerk will advise Council.
8. Attendance
 - a) If a member is absent for three (3) consecutive meetings and the Chair of has not granted permission for same, the Chair shall notify Council in writing concerning the absence.
 - b) Upon notification by the Chair regarding the absence, Council may declare the seat of any member of the Committee vacant.

Committee Duties

The purpose of the Midland Active Transportation Committee is to:

- Provide advice and recommendations to Council and municipal Staff on the following matters (e.g., potential risks and opportunities) that promote active transportation and sustainability:
 - Official plan and transportation plan policy statements.
 - Input into the Planning, implementation and enhancement of Active Transportation Infrastructure development or retrofitting, such as bike lanes, trails and sidewalks;
 - Develop programs such, as but not limited to; bike rentals, bike to work days, and active school travel (On the Move initiative).
- Engage Midland residents through website promotions, media communications and special, collaborative community events.
- Raise awareness and education of the personal and community benefits of active transportation and sustainability.
- Represent the interests of Community members; especially youths, seniors, low-income individuals and those with mobility issues.

Staff Support and Duties

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

1. Support Staff shall consist of the Director of Operations or designate, or, if required, Manager of Engineering or designate.
2. The Clerk or designated Staff support shall prepare the agendas and reports.
3. The Clerk or designated Staff support shall confirm meeting dates and provide proper notice.
4. 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 determine the meeting schedule at the commencement of each Council Term. Notice of meeting dates shall be provided to the public in accordance with the Town's Procedure By-law.
2. The Clerk shall determine the meeting schedule at the commencement of each Council term in conjunction with the appointed Chair. Meetings during the months of July and August shall be at the discretion of the Chair.

3. Meetings shall be held bi-monthly (every other month) during regular business hours and will be either all in person at the Town Municipal Offices or all via “virtual meeting” (platform currently being used is Zoom). If “virtual meeting” only is chosen, members of the public wishing to attend may request a link to the virtual meeting. There will be no Hybrid option for the Advisory Committee meetings as the Town’s updated Audio Video system in the Council Chambers requires Staff from IT to attend. Neither in-person meetings nor virtual meetings shall be recorded.
4. A quorum for meetings shall be 50% plus one (1) of the voting members.
5. Items which are recommendations to Council shall follow the form of a Resolution.
6. Committee meetings shall follow the Town Procedure By-law as amended from time to time.

Reporting Structure

1. The Committee shall report at least annually to Council through the Clerk or designate by way of a Staff Memo. Format shall be in accordance with the Town’s standard.
2. Minutes of the meetings shall be approved by the Committee at its next meeting and forwarded to Council as information through the Council Information Package (CIP). Minutes of the last Committee meeting in the Council term shall be included on the CIP as information. Any recommendations shall be included in the Staff Memo to Council.
3. The Committee shall provide a deputation to Council annually outlining the accomplishments and provide an overview of its objectives for the following year. Where there is a significant requirement for funding the Committee shall submit a request deemed appropriate by the Treasurer during Budget deliberations.

Budget

Not applicable.

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 memo from designated Support Staff.

Definitions

For the purpose of this Terms of Reference, the following definitions shall apply:

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.

Council means the governing body of the Town of Midland.

Mayor means the elected official and head of the Council for the Town of Midland.

Clerk means the Clerk of the Corporation of the Town of Midland, or his or her designate.

Member means an individual appointed to the Committee.