

## Terms of Reference

### 1. **BACKGROUND**

On December 18, 2012, Pitt Meadows City Council endorsed in principle the City of Pitt Meadows Pedestrian and Cycling Master Plan. This plan is intended to encourage more travel by non-motorized modes of transportation through an integrated network of on and off-road facilities. The purpose of the Pedestrian and Cycling Master Plan is to provide a framework for encouraging more origin-destination trips to be made through active modes of transportation as defined below.

### 2. **MANDATE**

The mandate of the Active Transportation Advisory Committee is to advise Council and staff on strategic priorities and policies relating to active transportation in Pitt Meadows using the Pedestrian and Cycling Master Plan and Master Transportation Plan as a guide;

The Active Transportation Advisory Committee may also make recommendations on matters related to public education and promotion of active transportation modes, as well as assisting staff in the planning and implementation of an annual Bike Week.

### 3. **DEFINITIONS**

**Active Transportation** is defined as any form of self-propelled mode of transportation that relies upon the use of human energy. The modes may utilize on-road and off-road facilities such as sidewalks, bike lanes and multiuse trails. Active transportation is categorized into four general categories, as outlined in Section 4 of these terms of reference.

**On-road facilities** are any facility such as designated bike routes (bike lanes, wide curb lanes) and sidewalks/walkways that are located within the designated road right-of-way.

**Off-road facilities** are any facility located outside of the road right-of-way designed to be used as a corridor for active transportation purposes.

### 4. **ACTIVE TRANSPORTATION CATEGORIES**

The following four categories of active transportation indicate how both transportation and recreational activity are interconnected. The plan, while primarily focused on transportation, is also supportive of recreation activities and the promotion of healthy lifestyles:

- a. **Active commuting** – this involves journeys to and from work.
- b. **Active workplace travel** – this includes trips during working hours such as the delivery of materials or attending meetings.
- c. **Active destination-orientated trips** – this includes trips to and from school, shopping, visiting friends, and running errands.
- d. **Active recreation** – this involves the use of an active transportation mode for fitness and recreation purposes.

## 5. MEMBERSHIP

### a. Voting Members

- i. The Committee shall consist of up to 10 voting members appointed by Council:
  - Up to nine (9) members of the public-at-large with a preference for local representatives of HUB, and other local and regional cycling and walking organizations.
  - One (1) student member

### b. Non-Voting Members

- ii. The Committee shall consist of up to three (3) non-voting members:
  - a member of Council
  - a City staff representative from the department responsible for active transportation services.
  - a City staff representative to take minutes and provide other secretarial services as required.
- iii. Other liaisons as issues demand.

## 6. TERM

Appointments to the Committee will be for a term of two (2) years, commencing on the same date annually. When required, Council may appoint alternate terms to ensure staggering and continuity of the committee.

## 7. REMUNERATION

None

## **8. PROCEDURES**

- a. The Committee shall meet quarterly at a minimum.
- b. Additional meetings shall be called as deemed necessary by staff and the Chair.
- c. Meetings shall be held the 2<sup>ND</sup> Monday of the month at 7:00 PM, as warranted.
- d. At least once a year the Committee will request to meet with the equivalent committee in the City of Maple Ridge to discuss projects and initiatives of mutual interest that support and encourage the interconnectivity of on-and off-road facilities between the City of Maple Ridge and the City of Pitt Meadows.
- e. The Chair (and Vice Chair or provision to appoint an Acting Chair in the Chair's absence) shall be elected from the Committee membership at the first meeting of each year.
- f. At all meetings at least 50% of voting members shall constitute a quorum.
- g. Meetings can be held without quorum present however a quorum will be required for voting purposes.
- h. Executive and secretarial support for the Committee will be provided by the department responsible for active transportation services.
- i. An agenda for the Committee will be prepared by the department responsible for active transportation services and sent to the Committee members one week in advance of their meeting.
- j. The Committee may from time to time recommend to Council an amendment to these terms of reference following an appropriate vote resolution.
- k. The Committee will report to Council, through the Council Liaison.
- l. Committee members having a priority interest in an application or who are personally affected by an application/applicant must step aside from the discussion and subsequent vote on that particular matter.
- m. All meetings are open to the public.