

TERMS OF REFERENCE

PELHAM ACTIVE TRANSPORTATION COMMITTEE

STRATEGIC GOAL: ENHANCE THE QUALITY OF LIFE IN OUR TOWN

DEPARTMENTAL REPORTING: PUBLIC WORKS

SOLUTION STATEMENT

How might the Pelham Active Transportation Committee (PATC) improve conditions for active transportation throughout Pelham, including walking, cycling and other forms of human powered transportation for utilitarian and recreational purposes, with attention to accessibility?

PROBLEM DEFINITION – HOW MIGHT WE:

- Develop a list of priorities for the Pelham community which supports active transportation, for Council's consideration, as part of the annual budget cycle?
- Act in an advisory capacity to Council and staff relating to Planning and Public Works transportation policy development?
- Create and highlight opportunities for the general public to learn about and advocate for active transportation in Pelham.

KEY FACTS:

This Committee is an Advisory Committee

Membership shall consist of the following:

- Town of Pelham residents, to a maximum of ten (10), from the community at large;
- One representative from the Mayor's Youth Advisory Council (ex officio);
- One Regional Councillor (ex officio);
- One Town of Pelham Councillor (ex officio);
- Director of Public Works, or designate (as resource to Committee);

All members shall have voting rights, except the ex officio members who may participate in discussion but shall not vote.

Members shall be appointed by by-law by Council and the term of office shall be consistent with the Term of Council. Applications will be reviewed by Council in accordance with the Public Appointment Policy.

Vacancies shall be replaced by Council appointment.

Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned.

The following Meeting Protocols shall apply:

- Quorum for meetings of the committee shall be determined according to the Town's Procedural By-law, and declared by the chair. Approval of any motion shall require 50% plus one of the voting members in attendance at the meeting.
- If quorum is not attained within 15 minutes of the scheduled start time of the meeting, no actions or recommendations emanating from a meeting have any force or effect.
- Minutes shall be recorded and retained by the staff designate, and copies shall be forwarded to Town Council for information after committee approval.
- The Committee reports directly to the Town Council via minutes of its meetings, presentations as requested and/or as deemed necessary, and through the provision of a quarterly report to Town Council.
- The committee will appoint a chair who will serve throughout the appointment term.
- Recommendations for Council shall be forwarded in resolution form, under the signature of the Chair.
- Meeting protocols shall be conducted in accordance with the Municipal Act.
- All meetings shall be open to the public and closed session meetings shall only be permitted under the provisions of the Municipal Act, and if so convened shall not be held in the absence of the staff appointee. Meeting dates shall be posted on the Town's website.
- Sub-Committees may be formed as necessary and will determine their own meeting times and dates.
- Members missing three consecutive meetings without reasonable cause or explanation will be deemed to have resigned and the staff liaison shall inform the Town Clerk to request applications be sought to fill such vacancy.

FINANCIAL REPORTING:

Financial reporting will be administered by the Town of Pelham Corporate Services Department.

Amended/Approved: February 4, 2019

