

Active Transportation Advisory Committee

Terms of Reference

Definition of Active Transportation

Active Transportation is any form of human-powered transportation, including walking, cycling, public transit, roller-blading, skateboarding and moving with mobility devices (including power wheelchairs and mobility scooters).

Purpose

The purpose of the Active Transportation Advisory Committee (ATAC) is to provide advice and recommendations to District of Saanich Council. Discussion will focus on achieving the District's goals of increasing active transportation mode share, working towards zero traffic related fatalities and serious injuries, and reducing greenhouse gas emissions. Discussion topics will include those related to policy, pedestrian and cycling networks, access to transit, environmental and health considerations, regional connectivity, safety and suggesting amenities and design specifications to deliver a successful Active Transportation program in Saanich. The committee will also help identify and implement programs to influence individual decisions to promote Active Transportation.

Mandate

The Active Transportation Advisory Committee will, consistent with the purpose described above, undertake the following:

- Identify strategies that work towards the District of Saanich's quantifiable goals for:
 - Increasing Active Transportation mode share
 - Reducing overall travel demand on Saanich roadways, as measured by vehicle kilometres traveled (VKT)
 - Working towards zero traffic related fatalities or serious injuries on Saanich roads
- Increase awareness of Active Transportation in Saanich through promotion, education and community outreach
- Provide advice to Council on projects, policies or bylaws under consideration by staff or Council, and on additional topics of interest to committee members that fall within the subject area of the committee.
- Provide advice and leadership on citizen and stakeholder engagement related to Active Transportation
- Raise awareness of active transportation as a healthy and environmentally sustainable activity
- Improve the quality of Active Transportation in Saanich with recommendations and support of safe, innovative, and cost effective design principles
- Encourage land use patterns that support active modes of transportation
- Promote integrated and connected Active Transportation Policy and networks across the Greater Victoria Region
- Periodically report to Council on the progress and success of Active Transportation in Saanich
- Respond to Council requests for advice and information on Active Transportation in Saanich
- Review and provide feedback on the Strategic Plan and annual Capital Plan

Any initiatives proposed by the committee that has resource implications, including staff time, would have to be approved by Council.

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Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

Membership

To the extent possible, Advisory Committees will have a diverse membership with respect to gender, age and cultural-ethnic background.

The committee will consist of eleven (11) members qualified in the discipline relevant to the committee mandate or with a perspective necessary for fulsome consideration of the associated topic, with preference given to some specific areas including:

- One member of Council to serve as Chair, appointed by the Mayor;
- A member of the Parent Advisory Group, preferably with experience in Safe Routes to School programming;
- A member with expertise in mobility of people with disabilities;
- A member with transit experience;
- A member from University of Victoria or Camosun College staff related to Active Transportation;
- A member from a cycling advocacy group;
- A member from a pedestrian advocacy group; and
- One youth voting member described as 16-24 years of age.

Members may serve a maximum of seven years on an Advisory Committee, consisting of a one-year term followed by a potential for three, two-year terms. Members who wish to be re-appointed after the completion of a term must re-apply and provide the application and their resume for Council's consideration.

Island Health Authority may assign a trustee to the Committee as a non-voting liaison.

Staff Support

The Engineering Department is the primary contact and together with the Parks and Recreation, Planning, and Police Departments will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

Review of Terms of Reference

These Terms of Reference will be reviewed during the committee's first meeting each term.