

THE CORPORATION OF THE CITY OF PORT COLBORNE

BY-LAW NO. 6422/102/16

**BEING A BY-LAW TO ESTABLISH A COMMITTEE KNOWN AS THE
ACTIVE TRANSPORTATION ADVISORY COMMITTEE AND TO REPEAL
BY-LAW 4482/13/04, AND ALL AMENDMENTS THERETO**

WHEREAS at its meeting of January 26, 2004, the Council of The Corporation of the City of Port Colborne (Council) enacted By-law 4482/13/04, Being a By-law to Establish a Committee Known as the Port Colborne Trails and Bikeways Advisory Committee and to Provide for the Appointment of Members Thereto;

AND WHEREAS By-law 4482/13/04 has been amended from time to time;


AND WHEREAS at its meeting of November 28, 2016, Council approved the recommendation of Planning and Development, Report No. 2016-195, Subject: Recommendation Report on the Creation of an Active Transportation Advisory Committee;

AND WHEREAS Council is desirous establishing an Active Transportation Advisory Committee and dissolving the Port Colborne Trails and Bikeways Advisory Committee;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE CITY OF PORT COLBORNE ENACTS AS FOLLOWS:

1. That there is hereby established a Committee to be known as the "Active Transportation Advisory Committee";
2. That the Terms of Reference for the Active Transportation Advisory Committee, attached hereto as Schedule "A", be approved.
3. That By-law 4482/13/04, Being a By-law to Establish a Committee Known as the Port Colborne Trails and Bikeways Advisory Committee and to Provide for the Appointment of Members Thereto, and all amendments thereto, are hereby repealed.
4. That this by-law shall come into force and take effect on the date of passing.

ENACTED AND PASSED THIS 28TH DAY OF NOVEMBER, 2016.



John Mayne
DEPUTY MAYOR



Peter Senese
DEPUTY CLERK

Active Transportation Advisory Committee Terms of Reference

1. The Active Transportation Advisory Committee is a Committee of Council. Active Transportation is defined as any mode of self-propelled transportation (e.g. walking, cycling, in-line skating, wheeling) that relies on the use of human energy to get from one place to another. The modes may utilize on-road and off-road facilities such as sidewalks, bike lanes, and multi-use, inter-connecting trails. Active transportation provides for positive economic, environmental and health impact which benefit individuals and the community as a whole.
2. The mandate of the Active Transportation Advisory Committee is to provide advice and input to Council on matters relating to the promotion and development of an active transportation network within the City of Port Colborne, as follows:
 - (a) Identifying issues that impact trail and cycling development in the city.
 - (b) Supporting the development of streets and trails that provide for safe, convenient, efficient and accessible use by all users – including pedestrians of all ages and abilities, people with disabilities, and cyclists.
 - (c) Promoting active transportation as a routine component of commuting to work and school, tourism and recreation.
 - (d) Promoting the environmental, social, economic and health benefits of active transportation.
 - (e) Advocating for the development of a built environment that supports an active transportation network.
 - (f) Acting as a sounding board and determining appropriate actions in response to issues and initiatives.
3. The principal responsibilities of the Active Transportation Advisory Committee are:
 - (a) Advising on strategic priorities relating to active transportation directions, and policies;
 - (b) Providing input on various active transportation issues and initiatives, including inter-municipal and other agency's links;
 - (c) Increasing public awareness and understanding of active transportation;
 - (d) Assisting in the measurement, monitoring, and celebration of successes with respect to active transportation initiatives, including active transportation facility infrastructure enhancements, and support programs on an ongoing basis (i.e. encouragement, education and enforcement);
 - (e) Providing input on the active transportation component of pertinent policies as they are developed, implemented and updated; and
 - (f) Exploring and reporting best practices for a safe, accessible active transportation network and assist in encouraging a culture of safe active transportation (i.e. cycling, walking, running) use in the City of Port Colborne.
4. The Active Transportation Advisory Committee shall consist of the following voting and non-voting members:
 - (a) Seven (7) voting members, including:
 - i. One representative from City Council, and
 - ii. Six (6) voting members from the Port Colborne community to be appointed by resolution of Council;

- (b) Non-voting members of staff shall be designated by the Chief Administrative Officer and shall act as resource persons, and shall provide minute taking and administrative support to the Committee;
5. The Active Transportation Advisory Committee will liaise with the City's Accessibility Advisory Committee and other committees, as deemed appropriate.
 6. All meetings of the Active Transportation Advisory Committee shall be open and no person shall be excluded from such meetings, except for improper conduct or for the consideration of matters that qualify for closed session consideration as outlined under the *Municipal Act, 2001*, S.O. 2001, c.25.
 7. All members of the Committee shall serve without remuneration excepting that the remuneration of the non-voting staff member shall be governed by the Administrative Policies of the City of Port Colborne and/or the collective agreement, whichever is applicable.
 8. The Chair, or in his/her absence the Vice-Chair, shall call a meeting of the Active Transportation Advisory Committee on a quarterly basis. Additional meetings may be called by the Chair, when required. The Chair shall call a special meeting whenever requested by Council or by written petition of a majority of the Committee Members.
 9. A quorum of the Active Transportation Advisory Committee shall consist of a majority of sitting, voting members; vacant seats shall count as seats for the purpose of calculating a quorum.
 10. Subject to such limitations and restrictions as Council may herein or hereafter either by resolution or by-law impose, the Active Transportation Advisory Committee shall:
 - (a) Appoint from the voting members a Chair and a Vice-Chair;
 - (b) Provide reports to Council as may be required.
 11. The Committee may hold public meetings when, in their opinion, the issues being discussed require community input. Notice of a public meeting shall be given in the local newspaper(s) and on the City's website no less than five days in advance of the meeting.
 12. The minutes of all Active Transportation Advisory Committee meetings shall be recorded and distributed to Committee Members and to the City Clerk for safekeeping and inclusion on the next regular Council Agenda. The minutes shall be posted on the City's website.