2022-2026
Terms of Reference
Active Transportation and Sustainability Committee

1. Reporting Structure:

In accordance with the City's Procedural By-law, the Active Transportation and Sustainability Committee is an Advisory Committee authorized by City Council. The Committee shall report to City Council through the Infrastructure and Community Investment Committee.

2. Mandate

To provide advice and perspectives associated with policies, programs, and facilities, while promoting the following:

a) A safe, convenient, sustainable, and accessible active transportation system; and

b) A sustainable, efficient, healthy, and resilient environment and community.

3. Objectives

The objectives of the Active Transportation and Sustainability Committee is to:

a) To provide advice and recommendations to City Council on the following matters (e.g. potential risks and opportunities) that promote active transportation and sustainability:

   i) The development of city policies; and

   ii) Planning, implementation and enhancement of active transportation infrastructure.

b) To raise awareness and education of the personal and community benefits of active transportation and sustainability.

4. Composition

The composition of the Active Transportation and Sustainability Committee be comprised of the following members:

- Chair, Councillor, A.M. Kungl ;
- Councillor, B. Hamilton;
- Seven (7) citizen members;
- 1 representative from Nature Barrie; and
- 1 representative from Living Green.

If a Committee member is unable to complete the term as set out in Section 5 below, a new Committee member will be appointed by City Council.

The Committee may request the advice or participation (non-voting) of individuals or organizations/City Committees with a particular area of expertise. The Committee Support Clerk will coordinate, through consultation with the Chair, the request made by the Committee.

5. Term

Council and citizen members shall be appointed for a term that coincides with the Term of Council, expiring on November 14 of the year in which a municipal election is held unless otherwise provided by a resolution of City Council.

A member may resign from the Committee at any time by advising of this intention in writing to the Chair of the Committee and Committee Support Clerk.

A Committee member may be re-appointed by City Council for an additional term(s).

A Member who is absent for three (3) consecutive meetings without permission from the Committee will be removed from the Committee.

6. Frequency of Meetings

Committee meetings shall generally be scheduled once per month or may be scheduled at the call of the chair.

All meetings shall be open to the public in accordance with the City of Barrie's Procedural By-law and the *Municipal Act*. A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the *Municipal Act.* The following are currently included as subject matters in Section 239 that may be discussed during a closed meeting:

a) The security of the property of the City;

b) Personal matters about an identifiable individual, including City employees;

c) A proposed or pending acquisition or disposal of land by the City;

d) Labour relations or employee negotiations;

e) Litigations or potential litigation, including matters before administrative tribunals affecting the City;

f) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

g) A matter in respect of which the Committee or Council may hold a closed meeting under another Act.

h) Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

i) A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;

j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or

k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

7. Selection of the Chair and Vice-Chair

The Chair and Vice-Chair (if necessary) shall be selected by the Committee at the first meeting.

8. Role of the Chair and Vice-Chair

The Chair shall preside over the meetings of the Committee and assist the Committee in reaching consensus on fundamental policy issues of concern to the Committee. The Vice-Chair shall assume the authority and perform all the duties of the Chair in the absence of the Chair.

9. Roles and Responsibilities of Members

Committee Members shall:

a) Attend and actively participate in all meetings;
b) Work with other members to attempt to reach consensus on decisions before the Committee; and
c) Adhere to these Terms of Reference, the City of Barrie's Procedural By-law, Procurement By-law, the Council/Committee Code of Conduct and any other by-laws, policies or procedures that apply to Committee members.

10. Rules Governing the Proceedings of Committees

The business of Advisory Committees shall be conducted in accordance with the City of Barrie's Procedural By-law.

11. Quorum

In accordance with the City of Barrie's Procedural By-law a quorum shall be a majority of the Committee Members.

If the quorum for a Committee is not present within thirty (30) minutes of the time appointed for the meeting, the Committee Support Clerk shall record the names present and the meeting shall stand adjourned until the next scheduled meeting.

12. Voting

In accordance with the City of Barrie's Procedural By-law, when an issue arises, the Committee will attempt to reach a consensus on how the Committee should resolve the issue.

A question before the Committee will be put to a vote and each Committee Member will be entitled to one vote.

A motion shall be deemed to be carried when a majority of the members present and voting have expressed agreement with the question. Consequently, on a tie vote, the motion is lost.

13. Resources

Advisory Staff

Staff from the Development Services Department will provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role. The Committee may request the advice or participation (non-voting) of staff from other departments with a particular area of expertise.

Administrative Support Staff

A Committee Support Clerk is provided by the Legislative Services Branch for administrative support. The Committee Support Clerk works with the Committee Chair and/or the staff lead, to co-ordinate the agenda topics, proceedings of the Committee, including the taking of minutes, the distribution of minutes and agendas and the general administrative coordination of meetings.

14. Sub-committees

An Advisory Committee may establish sub-committees to allow for consideration of any other topics associated to the mandate of the Committee. The sub-committee may consist of citizen volunteers who have indicated a specific interest in a specific project/topic. Each sub-committee appoints its own Chairperson to coordinate the necessary activities. Up to two members of each sub-committee will serve on the Advisory Committee to ensure coordination and oversight. The sub-committees serve on an ad-hoc basis and work on a task-oriented basis. Meeting of each sub-committee are at the call of the chair of the respective sub-committee.

15. Application of the Code of Conduct

The Committee shall, at all times follow the policies and procedures set out in the City of Barrie's Council and Committee Member Code of Conduct.

16. Budget

The Committee is authorized to expend funds within its budget allocation, if a budget is approved by City Council, where such expenditure is in accordance with the City of Barrie's Procurement By-law. The Committee must authorize any expenditure through a majority vote and such approval of an expenditure and the name of the individual and/or company receiving payment shall be recorded in the minutes of the meeting.

The Committee at no time may exceed its annual budget without formal application to, and authorization by City Council. Neither the Committee nor any member thereof shall pledge the credit of the City in any matter whatsoever.

17. Other

Committee members must keep in mind that while the committee on which they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with City Council. Council's responsibility is to the broad public good and, as such, Council may take into account other matters beyond those considered by the Committee when making its final decision on the matter.