



Active Transportation Committee

Terms of Reference

The Active Transportation Committee (the Committee) members are appointed by Council to contribute and improve Council decision making.

1. PURPOSE

The purpose of the Committee is to facilitate greater collaboration and exchange of ideas between Council and the public to provide advice and recommendations related to active transportation. Active Transportation is any form of human-power transportation including walking, cycling, public transit, ridesharing, rollerblading, skateboarding, electric mobility devices including wheelchairs and mobility scooters.

The Committee shall provide advice and make recommendations to Council on the following:

- Support and maintain the vision of the Transportation Master Plan, and
- Increase awareness of Active Transportation through promotion, education, and community outreach
- Raise awareness of active transportation as a healthy and environmentally sustainable activity
- Transportation Network Improvement Projects related to schools, neighbourhood centres, network connectivity, and commuter and recreation transportation
- Support strategic directions and action for the following:
 - Network of vibrant centres
 - Livable neighbourhoods
 - Walkable community
 - Comfortable cycling facilities
 - Convenient and attract transit
 - Complete streets

2. AUTHORITY

The Committee's function is advisory to Council. Their role is to review, comment, and make recommendations to Council on issues referred to the Committee by Council. The Committee has no continuing advocacy role concerning their findings and recommendations.

Any initiatives proposed by the committee that have resource or financial implications, including staff time, require Council approval.

3. MEMBERSHIP AND QUORUM

- a) The Committee shall be comprised of five (5) community members and one (1) member of Council to serve as Chair and one (1) member of Council appointed as alternate.
- b) Quorum is a majority of the current committee membership which must include at least one of the appointed Council liaisons.
- c) To contribute effectively to the accomplishment of the Committee's objectives, members are preferred to possess skills, knowledge, experience and interest active transportation, including:
 - An ability to represent a broad range of perspectives that reflect the diversity of the community;
 - An ability to contribute to meeting discussions in a positive, fair and unbiased manner;

- Good knowledge and understanding of active transportation and development policies, guidelines, standards and approaches;
- Good knowledge of the community and its social, economic and environmental drivers;
- Current involvement, academic credentials or experience in service provision or policy and/or development Active Transportation.

d) Preference will be given to applicants that have experience or meet the criteria in the following areas:

- Member of a parent advisory group with experience in safe routes to school planning;
- Expertise in mobility of people with disabilities
- Transit experience
- Cycling advocacy group
- Student or youth member aged 16 to 24

4. TERM

Members of the Active Transportation Committee shall be appointed for a four (4) year term to expire November 1, 2026.

5. RESOURCES AND SUPPORT

a) Designated staff liaison and resources (non-voting members) shall include:

- Senior Member of Engineering Department (1)
- Senior Member of the Public Works Department (1)
- Senior Member of Community Planning (1)
- Corporate Services Recording Secretary (1)

6. MEETING SCHEDULE

a) The Committee shall meet four (4) times a year at 6:30 PM on the third Monday of February, April, June, and October.

b) All meetings shall take place at Colwood City Hall, 3300 Wishart Road, or at other locations specified in the “Notice of Meeting” and livestreamed to the city’s website.

7. AMENDING, MODIFYING OR VARYING TERMS OF REFERENCE

Any request for amendment, modification or variation to these TOR can be requested via the staff liaison to Council. In the event Council endorses the requested change(s), the relevant resolution number and date of amendment will be recorded on the master TOR document.

ACTION	DATE	REFERENCE	
Adopted			