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| Advisory Committee Name: | Pelham Active Transportation Committee            |
| Meeting Date and Time:   | Fourth Wednesday of the Month<br>4:00 – 5:30 p.m. |
| Meeting Location:        | TBD   |

**Purpose**

The purpose of the Pelham Active Transportation Committee is to champion and promote active transportation in the Town of Pelham (the “Town”) and to provide input and perspective on the policies, strategies and programs that effect the development and delivery of Town active transportation.

**Mandate**

The mandate of the Pelham Active Transportation Committee is to provide feedback, advice and recommendations to Town Council with respect to the following areas:

- 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, development applications and Public Works transportation projects;
- Act in an advisory capacity to Council and staff relating to Planning and Public Work policy development; and
- Create and highlight opportunities for the general public to learn about, advocate for and participate in active transportation in Pelham.

**Membership:**

The Committee shall be appointed by Town Council and comprised of the following:

- Up to seven (7) members from the community at large (e.g., business owners, community stakeholders, residents, etc.);
- One (1) Town of Pelham Councillor (Ex-officio);
- Director of Public Works, or designate (as a resource); and
- Secretary (as an administrative resource).

Pelham residents must meet the following criteria to be eligible for appointment:

- Resident of the Town of Pelham; and
- Must sign the Councillor Code of Conduct.

The meetings of the Pelham Active Transportation Committee are public and may be recorded and posted to the Town's website. Members should be aware that their names will be in the public realm. Member information, other than their first and last name, will be kept confidential in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* "MFIPPA".

### **Schedule and Location of Meetings**

The Pelham Active Transportation Committee shall meet on the fourth Wednesday of the month from 4:00 p.m. to 5:30 p.m.; however, additional meetings may be scheduled to deal with any urgent matters subject to the availability of Members and staff.

Committees are entitled to a summer/ vacation break.

### **Term of Committee**

The term of membership shall be four (4) years, aligned with Town Council's elected term of office subject to the election period, and the memberships shall be approved by Council in accordance with membership requirements.

Please note, Committees do not meeting during the election period which commences on Nomination Day as determined by the *Municipal Elections Act, 1996*.

### **Resources and Budget**

The Public Works department is the designated lead department providing support for the Pelham Active Transportation Committee; however, the Pelham Active Transportation Committee also has access to the technical expertise of staff from other Town of Pelham departments as may be required.

This Committee is allotted a budget, and is subject to annual Council approval.

**Meeting Protocols**

Advisory and Statutory Committees are governed by the Town of Pelham's Procedural By-law, as amended. See relevant Section.

**Consent**

By applying to the Pelham Active Transportation Committee, you have agreed, consented and understand all the provisions within these Terms of Reference.

**Financial Reporting**

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

**Amendments to the Terms of Reference**

The Terms of Reference shall be reviewed and refined every four years to ensure that they remain current and meaningful. This four-year period shall run with the Term of Council.

Proposals to amend the Terms of Reference must be approved by the Committee and Council.

Council Approval Date: