



Active Transportation & Safe Roads Advisory Committee Terms of Reference

Number:	ToR-AC-02
Reference:	Council Resolution #492-17 and #54-21
Date Approved:	October 30, 2017
Date Revised:	October 29, 2021
Approval:	Council
Point of Contact:	Office of the Town Clerk (Secretariat Support) Public Works Department Representatives (Staff Liaison)

1.0 Enabling Legislation

The Municipal Act provides the municipality with the authority to create advisory committees for specific purposes. The Town of Whitby Council has deemed it advisable to establish an Active Transportation and Safe Roads Advisory Committee (ATSRAC).

2.0 Mandate and Responsibilities

ATSRAC will advise Council on matters related to safe roads, active transportation and trails, monitor the implementation of the Active Transportation Plan and encourage, promote and participate in the planning of active transportation and safe roads policies, programs and facilities. Further responsibilities include:

- To serve as a liaison between the community and the Town on matters pertaining to active transportation and safe roads;
- To monitor the implementation of active transportation components of the Active Transportation Plan, Waterfront Parks and Open Space Master Plan, Transportation Master Plan and Official Plan, and to take action to influence the progress, as necessary;
- Provide advice to staff in the development of transportation plans, policies, and programs to promote and encourage safety for all road and trail users;
- To advise on the development, delivery and maintenance of active transportation policies, programs and facilities;
- To educate residents and businesses regarding the environmental, social, economic and health benefits of active transportation;
- To promote, support, and increase active transportation as a more routine component of the work/school commute, shopping, socializing and entertainment endeavours;

- To encourage citizens to use forms of active transportation through public outreach, education programs and events (e.g. monthly walks, etc.);
- To educate the public on the benefits, necessities and safety aspects of active transportation and Safe Roads;
- Provide input into the development of an effective public engagement strategy, including increased social media, in accordance with the Town of Whitby Social Media Policy;
- To support active transportation as an economic driver;
- To collaborate with adjacent municipalities to support active transportation;
- To promote and enhance continuous and integrated cycling and leisure trails (i.e. trails, sidewalks, bicycle lanes) within Whitby and with its neighbouring municipalities;
- Encourage legislation and policy changes that support and strengthen active transportation;
- Provide an increased understanding of active transportation and Safe Roads issues and concerns within the Town of Whitby;
- Advise on new or improved transportation initiatives for all road users including pedestrians and cyclists; and,
- Assist in monitoring the effectiveness of all transportation and safety initiatives.

3.0 Lead Department

3.1 The Public Works Department will be the lead for the Active Transportation and Safe Roads Advisory Committee. Staff from the Planning and Development Department and Community and Marketing Services Department will serve as department representatives to provide expertise or report on various matters as required.

4.0 Membership and Composition

4.1 The Active Transportation and Safe Roads Advisory Committee shall be comprised of up to ten (10) and no less than five (5) citizen appointments, and one (1) Member of Council.

#	Committee Members	Member Type
10	Citizen Appointments	Voting
1	Member of Council	Non-Voting

#	Contributing Stakeholders
1	Community and Marketing Services Department Representative
1	Planning and Development Department Representative

5.0 Member Qualifications

5.1 The following qualifications should be considered for appointing members to the Active Transportation and Safe Roads Advisory Committee:

5.1.1 Strong interest in active transportation and/or road safety.

5.1.2 Demonstrated passion through previous volunteer experience.

5.1.3 Ability to commit necessary time to meetings and events.

5.1.4 Demonstrated expertise through work/academic qualifications and/or is an avid active transportation user.

5.1.5 Strong interpersonal skills and able to maintain effective working relationships.

6.0 Meeting Frequency and Schedule

6.1 The Active Transportation and Safe Roads Advisory Committee shall meet bi-monthly on the second Thursday of the month, six (6) times per calendar year. Subcommittees may meet as necessary.

6.2 The duration of the meeting shall be two (2) hours for each scheduled meeting date, from 4:00 p.m. to 6:00 p.m.

This Terms of Reference is hereby approved by Council Resolution #492-17 on this 30th day of October, 2017 and Council Resolution #54-21 on this 8th day of March, 2021.