

Oshawa Active Transportation Advisory Committee

Terms of Reference

1.0 Mandate

The mandate of the Oshawa Active Transportation Advisory Committee (O.A.T.A.C.) is to advise and assist City Council and City staff on matters relating to the design, development, implementation and monitoring of policies, programs and facilities to enhance and promote a safe, sustainable and accessible active transportation system within the City of Oshawa.

2.0 Goals and Objectives

The goals and objectives of the Oshawa Active Transportation Advisory Committee are to:

- Provide a forum for the public to raise their viewpoints on active transportation issues and to bring these interests to the attention of the appropriate staff, departments or standing committees.
- Promote active transportation as a means for commuting to work/school and for making short distance trips.
- Educate the public and promote the benefits of active transportation.
- Advise on the development of new active transportation policies, strategies and programs.
- Provide input and feedback on the proposed annual capital projects and ten year active transportation capital program.
- Advise on the planning, design, operations and maintenance of active transportation infrastructure.
- Monitor the implementation of the Active Transportation Master Plan and evaluate its effectiveness.
- Promote a continuous and integrated active transportation network within Oshawa and with its neighbouring municipalities.
- Provide recommendations to Council on active transportation matters.

3.0 Guiding Principles

Advisory Committees shall comply with the Advisory Committees of Council Policy and Procedure (which respects the City's Procedural By-law No. 126-75, as amended, regarding meeting process). The Procedural By-law may be referenced directly through City Clerk Services should further clarification on meeting process be required. Changes or clarifications to the Policy or Procedure shall be reflected in updates to the Policy and Procedure, which may be supplemented by guidelines and training materials, as appropriate, by the City Clerk.

The above referenced Policy and Procedure is very comprehensive and addresses, amongst other matters, the:

- Duties and conduct of Advisory Committee members and support staff;

- Operating procedures;
- Conduct of meetings; and
- Standard templates for advisory committee agendas, advisory committee reports to Council, etc.

The Oshawa Active Transportation Advisory Committee works within the guidelines of the Ontario Traffic Manual Book 18, the Integrated Transportation Master Plan, the Active Transportation Master Plan and the Oshawa Official Plan.

The Commissioner of Development Services shall assign a staff liaison person from the Engineering Services Branch to be a non-voting member of the Oshawa Active Transportation Advisory Committee.

4.0 Key Success Factors

For the Oshawa Active Transportation Advisory Committee to be successful, the following factors need to be realized:

- Vision;
- Leadership;
- Appropriate funding and staff resources;
- Effective communication;
- Partnership development;
- Volunteer support and commitment;
- Feasible, realistic and achievable strategies/actions tailored to the community's needs;
- Diversity of complementary strategies; and
- Committee members who adhere to the Policy and Procedure.

5.0 Number of Members

Ten (10) members consisting of:

- One (1) City Councillor;
- Three (3) students from secondary or post-secondary schools; and
- Six (6) citizens-at-large.

6.0 Member Qualifications

Oshawa Active Transportation Advisory Committee members will be appointed on the basis of their work and volunteer experience, availability, academic qualifications, demonstrated expertise, and interest and participation in active transportation and community advocacy matters.

7.0 Frequency of Meetings

The Committee will meet a minimum of four meetings per year. Additional meetings may be called, as required, by the Chair.