A. Recommendations

THAT Council receive Staff Report FAF.20.017, entitled “Transportation Committee Meeting Schedule”;

AND THAT Council endorse the updated Transportation Committee meeting schedule as presented in the revised Terms of Reference, included as Attachment 1.

B. Overview

This report seeks Council approval of the revised Transportation Committee Schedule, as presented in a revised Terms of Reference.

C. Background

In 2019, the Transportation Committee met monthly on the second Tuesday of the month, per the Committee’s approved Terms of Reference. Moving forward into 2020, the updated Council and Committee of the Whole meeting schedule places Committee of the Whole meetings at the same time as the Transportation Committee meetings.

D. Analysis

Due to the meeting schedule conflict, the Transportation Committee has reviewed an updated schedule that will allow the Committee to meet monthly on the third Tuesday of the month. During months where there is a conflict with the third Tuesday, an alternate meeting date will be selected.
The December 17, 2019 Transportation Committee resolution is as follows:

C.5  **2020 Meeting Schedule**

WHEREAS in 2019 the Transportation Committee met monthly on the second Tuesday of the month;

AND WHEREAS the updated 2020 Council and Committee of the Whole schedule has Committee of the Whole scheduled from 9:00 a.m. to 4:30 p.m. the second Tuesday of most months, which conflicts with the regular Transportation Committee schedule;

NOW THEREFORE BE IT RESOLVED THAT the Transportation Committee shall revise its schedule to meet monthly on the third Tuesday of the month at 1:00 p.m., with notice of the scheduling change provided to Council

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<th>Name</th>
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<tr>
<td>John Ardiel</td>
<td>Yay</td>
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<td>John White</td>
<td>Yay</td>
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<tr>
<td>Jim Uram</td>
<td>Yay</td>
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The motion is Carried.

The revised Terms of Reference, provided as Attachment 1, outlines the changes to the Transportation Committee schedule. This schedule was included on the Council Calendar in order to reserve time in Committee members’ calendars through 2020. Should Council direct a different meeting schedule, those changes will be conveyed and updated in the Terms of Reference. The revised Terms of Reference also replaces reference to the Director of Infrastructure and Public Works with the Director of Operations.

E. **The Blue Mountains Strategic Plan**

<table>
<thead>
<tr>
<th>Goal #2:</th>
<th>Engage Our Communities &amp; Partners</th>
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<tbody>
<tr>
<td>Objective #1</td>
<td>Improve External Communication with our Constituents</td>
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<td>Objective #2</td>
<td>Use Technology to Advance Engagement</td>
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<td>Objective #3</td>
<td>Strengthen Partnerships</td>
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<th>Goal #4:</th>
<th>Promote a Culture of Organizational &amp; Operational Excellence</th>
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<tr>
<td>Objective #5</td>
<td>Constantly Identify Opportunities to Improve Efficiencies and Effectiveness</td>
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F. **Environmental Impacts**

Not applicable

G. **Financial Impact**

Not applicable

H. **In consultation with**

Transportation Committee
I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. However, any comments regarding this report should be submitted to Sarah Merrifield, committeesea@thebluemountains.ca.

J. Attached

1. Revised Draft Transportation Committee Terms of Reference

Respectfully Submitted,

__________________________
Sarah Merrifield
Executive Assistant Committees of Council

__________________________
Shawn Everitt
Chief Administrative Officer

For more information, please contact:
Sarah Merrifield
committeesea@thebluemountains.ca
519-599-3131 extension 306
Transportation Committee

TERMS OF REFERENCE

1. PURPOSE

The Town of The Blue Mountains (“Town”) Transportation Committee ("TC") will advise Council regarding matters related to active and vehicular transportation including, but not limited to: transportation needs, transit demand, traffic and parking regulations, development activity, trails, cycling, safety.

2. MANDATE

The Mandate of the Town’s TC is to:

1. Support transportation initiatives which encourage economic and environmental sustainability, promote public safety and encourage healthy active living within the community;
2. Liaise with stakeholders in the development of a sustainable transportation network in accordance with established design standards and best practices;
3. Review and/or participate in the development of Town policies, programs and initiatives including, but not limited to:
   a) Transportation Master Plan Environmental Assessment;
   b) Parking Strategy Study;
   c) Comprehensive Speed Limit Review;
   d) Trails Master Plan.

3. MEMBERSHIP / VOTING

The TC will be comprised of up to five (5) members who are appointed by Council for a term that runs concurrently with Council plus an additional six (6) months post-election. Composition is noted below:
Voting Members:

- 2 members of Council
- 3 members of the public at large
- Mayor as ex-officio (not counted towards Committee membership)

Openings for the membership shall be publicly advertised as appointment opportunities arise.

Non-Voting Members:

- Chief Administrative Officer as ex-officio
- Director of Operations
- Administrative Assistant
- Department Directors/Managers, as requested by the TC

Members will:

1. Demonstrate a strong interest in passive and active transportation opportunities;
2. Hold qualifications or expertise through work/life experience and/or academic qualifications, or other means sufficient to understand the general technical nature of transportation systems;
3. Commit to full participation in regularly scheduled day-time meetings;
4. Commit to significant preparation for meetings via agenda review including previous minutes and all documentation;
5. Participate as a leader, capable of taking an ambassador role within the community in support of all decisions made by the TC and by Council.

4. QUORUM

Quorum for the TC, per the standards of the Municipal Act, 2001, is 3 voting members, which must include at least one (1) Council representative, regardless of the number of members in attendance.

The Council representatives appointed to the TC count towards quorum. The Mayor as ex-officio does not count towards quorum. However, the Mayor as ex-officio does have the right to vote and make motions.
5. SUB-COMMITTEES

Should the TC feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates. Membership on sub-committees may include additional individuals with specific expertise who are not Council-appointed TC members. Sub-committees must include a member of Council in their composition and shall be composed such that a quorum of the membership is not met (maximum sub-committee membership of quorum minus 1). Sub-committees will not have the support of the Administrative Assistant and will provide an accessible report on sub-committee matters to the Transportation Committee on a minimum of a quarterly basis.

6. REMUNERATION

No compensation shall be provided to members of the TC for their participation.

7. MEETING DETAILS, AGENDA, MINUTES & PROCEDURE

The TC will meet monthly on the third Tuesday of the Month at 1:00 p.m. Additional meetings of the TC may be called by the Chair.

The Administrative Assistant shall send out meeting invites to all TC members and post notice of the meeting to the Town’s website.

The Call for Agenda Items will be sent out with the meeting invitation along with a deadline for quorum to be obtained. Agenda items shall be set by the Committee Chair, in consultation with and under approval of the Director of Operations. Members who wish to include an item on the Agenda shall contact the Chair for consideration. If quorum is not obtained by the deadline indicated, the meeting shall be cancelled. In the event quorum is obtained by the deadline but the TC does not have quorum the day of the meeting within fifteen (15) minutes after the hour appointed the meeting shall be cancelled.

Meetings may be held in the Council Chambers at the Town Hall, 32 Mill Street Thornbury. If the Council Chambers are not available an appropriate alternative location will be selected. Committee Chairs shall be appointed for a term of eighteen (18) months for a total of 3 Chair appointments for the 2018-2022 Term of Council. The final term cannot be Chaired by a member of Council.

All meetings are open to the public. Committee meetings are not live streamed, nor video and voice recorded.

Minutes will be kept by the Administrative Assistant who will distribute the minutes to all of Council in accordance with Town practice. All meetings shall be conducted in accordance with the Town’s Procedural By-law 2018-20.

The Terms of Reference is a living document and will be reviewed once per term of Council at a minimum and may be revised as required by approval of Council.
8. RELATED POLICIES & TRAINING REQUIREMENTS

POL.COR.07.07 Code of Conduct for Members of Council
POL.COR.17.04 Accessibility Standards for Customer Service
POL.COR.18.04 Protocol Policy for Complaints Related to Council Members and Local Boards
POL.COR.18.08 Workplace Violence & Harassment Policy
POL.COR.18.10 Social Media Policy
POL.COR.19.02 Council Staff Relationship Protocol

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11
Municipal Conflict of Interest Act, R.S.O. 1990
Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990