

Bridgewater Active Transportation Advisory Committee

Terms of Reference

1. The “Bridgewater Active Transportation Advisory Committee” is a standing committee of the Town of Bridgewater.

2. **Definitions:**
 - a. ‘Advisory Committee’ means a standing committee of the Town of Bridgewater;
 - b. ‘Council’ means the Council of the Town of Bridgewater;
 - c. ‘Councillor’ means a member of the Council for the Town of Bridgewater;
 - d. ‘Community’ means the County of Lunenburg;
 - e. ‘Members’ means members of the Advisory Committee;
 - f. ‘Chair’ means the person appointed by members to lead the Advisory Committee;
 - g. ‘Director’ means the Senior Administrator(s) of the Planning Department and/or the Parks, Recreation and Culture Department.

3. **Committee Objectives:**
 - a. To consult with, advise and make recommendations to the Council, through the Director, on matters affecting active transportation in Bridgewater;
 - b. To create and influence public policy that supports active transportation in Bridgewater;
 - c. To improve infrastructure that supports active transportation in Bridgewater;
 - d. To support and promote community programs for active transportation in Bridgewater;
 - e. To increase partnerships and build capacity in the community for active transportation;
 - f. To develop relevant tools and materials associated with active transportation policy, infrastructure and program implementation in Bridgewater.

4. **Membership:**

- a. The members of the Advisory Committee may be as follows:
 - i. **One (1) member of Council**, who shall be appointed annually by Council, and who shall hold office for the terms for which they are appointed (Nov 1 – Oct 31); and who shall cease to hold office upon ceasing to be members of the Council;
 - ii. **Four (4) to Six (6) representatives (or designate) of stakeholder organizations**, which support active transportation, who shall be appointed by Council for a term of three (3) years. Said representatives shall be eligible for re-appointment upon submission of an application for re-appointment.
 - iii. **Four (4) residents of the community**, who support active transportation, and who shall be appointed by Council for a term of three (3) years. Said residents shall be eligible for re-appointment upon submission of an application for re-appointment, however, no resident shall be re-appointed for more than three consecutive three-year terms, unless no other residents express interest in joining the committee during a call for Expressions of Interest process.
 - iv. **Staff representatives** as determined by the Director(s).
- b. The Chair of the Advisory Committee shall, at least one month prior to the expiration of the term of any member, other than those who are members of Council, notify Council in writing of the approaching expiration of such term. Where a vacancy occurs before the expiration of the term of office of any Member, the Chair shall notify the Council in writing of such vacancy.
- c. The Members, notwithstanding the foregoing provisions of this Section, shall hold office until their successors are appointed as herein set forth.
- d. Each Member shall serve without remuneration but shall be paid such expenses as are necessarily incurred by such member in the discharge of the member's duties with prior approval by the Advisory Committee.

5. **Membership Selection Process and Criteria**

- a. Where a vacancy occurs on the Advisory Committee, other than by reason of the expiration of the term of a member, the Council upon response to a call for a Expression of Interest and review and input from the Advisory Committee, shall appoint a person to fill the vacancy as soon as possible, and that person shall hold office for the remainder of the term of the member in whose place that person is appointed.

- b. The call for Expressions of Interest process shall, at minimum, include one notice in the local newspaper, and provide a minimum of three weeks for responses.
- c. The Advisory Committee shall review all applications and recommend appointments to Council based on the following criteria: 1) Demonstrated interest in active transportation; 2) Demonstrated interest in or relationship with Bridgewater; and 3) The ability to attend regular Committee meetings and related events.
- d. In making the appointments to this Advisory Committee, Council shall consider the Advisory Committee's recommendations and endeavor to have a balanced representation of interests from the community.

6. Open Meetings

- a. All meetings of the Advisory Committee will be open for citizens to attend.
- b. Regular meetings of the Advisory Committee shall be held on at least seven (7) days notice, but emergency meetings may be called by the Chair on one day's notice.

7. Other

- a. Appointments to the Advisory Committee will follow the policy entitled "Appointment of Citizens to Boards, Committees and Commissions" and be approved by Town Council by a resolution.
- b. The Committee shall operate in accordance with the procedures provided in the Municipal Government Act and the procedural policy for Town Council applies to the Advisory Committee unless Council, by policy, decides otherwise.

8. Administration

- a. Proposed agenda items should be submitted to the Director(s) for consideration by the Chair.
- b. The Chair is responsible for meeting agenda content and shall review proposed agenda items with the Director before each meeting.
- c. No Committee member shall instruct or give direction to, either publicly or privately, any employee of the Town.
- d. The Directors work with the Advisory Committee to solicit their input for recommendations to Council.

9. Calling Meetings

- a. Meetings will be held monthly unless decided otherwise by the current Chair.

10. Chair

- a. Advisory Committee members shall elect the Chair on a monthly basis.

11. Decision Making

- a. The Advisory Committee makes recommendations to the Directors based on general consensus.
- b. The Directors will consider input from the Advisory Committee when making recommendations to Council.