

TERMS OF REFERENCE
Municipality of the District of Argyle
Active Transportation Advisory Committee

Committee Name:

The name of the committee is the **Active Transportation Advisory Committee** (herein known as the Committee)

Authority:

The Committee is established by the Municipality of the District of Argyle - Recreation Department led by the Director of Recreation Services.

Purpose:

The purpose of the Committee is to:

- To implement the active transportation strategy for the Municipality. The strategy shall consist of action plans for policy development, education, and infrastructure.
- Support the role of the Director of Programming and Active Living.
- Promote the implementation of the active transportation plan.
- Promote the social, environmental, and health benefits of active transportation.
- Additional goals may be identified upon formation of the Committee.

Composition:

The Committee shall have representation based on the following criteria:

1. The Director of Programming and Active Living for the Municipality
2. Director of Recreation Services
3. One municipal councilor.
4. One representative from the District Health Authority.
5. One or two members of the education sector.
6. General community members.

Committee Structure:

- The Committee shall appoint a Chair. The Chair shall be appointed for a one-year term, with the option for renewal.
- The Director of Programming and Active Living shall act as Recording Officer for the Committee.

Timeframes and Reporting:

- The Committee shall be formed for a period of two years, with an option to renew.

- Activities of the Committee shall be reported to the Municipal Council by the Director of Recreation Services

Meetings:

- Meetings shall be held at a minimum two times per year.
- Meetings will be held in-person.
- Meetings will take place at the Municipal Office in Tuskent.

Decision Making:

- Decisions shall be reached by a simple majority vote of 50 per cent plus one.
- Decisions can be reached through electronic means such as email

Deliverables:

It is the responsibility of the Director of Recreation Services to oversee the AT plan. Additional deliverables which may complement the AT Plan may be determined by the Committee. The committee shall review the Active Transportation Plan yearly.