



City of Pitt Meadows  
Terms of Reference  
Active Transportation Advisory Committee

CHIEF ADMINISTRATIVE OFFICER REVIEW / APPROVAL:

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1) Establishment & Quorum

- a) The Committee was established by Council resolution on May 7, 2013 and is given authority through the City Committees Policy C102.
- b) Quorum is established as more than 50% of voting members.

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2) Mandate

- a) The mandate of the Committee is to:
  - i. Advise Council and staff on strategic priorities and policies related to accessible and active transportation in Pitt Meadows using the Active Transportation Plan and Master Transportation Plan as guides;
  - ii. Make recommendations on matters related to public education and promotion of active transportation modes, as well as assisting staff in the planning and implementation of an annual Bike Week; and
  - iii. Make recommendations and/or provide feedback on City infrastructure improvements that promote accessible and active transportation in Pitt Meadows.

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3) Membership

a) Voting Members

- i. The Committee will be comprised of up to eleven (11) voting members, including:
  - (1) Up to nine (9) residents of Pitt Meadows;
  - (2) Up to one (1) student who resides in Pitt Meadows;
  - (3) One (1) individual with experiential knowledge of accessibility issues.

b) Non-Voting Members

- i. The Committee may include the following non-voting members:
  - (1) One (1) Council Liaison and one (1) Alternate;
  - (2) One (1) Staff Liaison, who will Chair all meetings;
  - (3) One (1) Committee Clerk; and
  - (4) Other staff resources as appointed and deemed advantageous by the CAO.
- c) Once a year, the Committee will request to meet with the equivalent committee in the City of Maple Ridge to discuss projects and initiatives of mutual interest that support

and encourage the interconnectivity of on-and off-road facilities between the City of Maple Ridge and the City of Pitt Meadows.

#### 4) Term

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- a) Appointments to the Committee will be for a two (2) year term, unless otherwise determined by the CAO.

#### 5) Budget

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- a) The Committee will make recommendations on the expenditure of a portion of the City budget related to active transportation, as determined through the City's business planning process each year.
- b) The Committee will make recommendations to Council, by formal resolution, on the expenditure of these funds each year. The Staff Liaison will coordinate this presentation to Council as part of the business planning process. Additional recommendations can be made throughout the year as required.
- c) Final decisions regarding the expenditure of the budget will be made by Council.

#### 6) Technical Recommendations

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The Committee will consider the following aspects of active transportation:

- a) **Accessibility** - this refers to the City's physical environment and assets, and its accessibility for various populations including seniors, children, parents with strollers, people with mobility devices, cyclists, etc.
- b) **Active Commuting** – this involves journeys to and from work.
- c) **Active Workplace Travel** – this includes trips during working hours such as delivery of materials or attending meetings.
- d) **Active Destination Oriented Trips** – this includes trips to and from school, shopping, visiting friends, and running errands.
- e) **Active Recreation** – this involves the use of an active transportation mode for fitness and recreation purposes.

#### 7) Definitions

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- a) **Active Transportation** – defined as any form of self-propelled mode of transportation that relies upon the use of human energy or mobility device. The modes may utilize on road and off road facilities such as sidewalks, bike lanes, and multiuse trails.
- b) **On Road Facilities** – are any facility such as designated bike routes (bike lanes, wide curb lanes) and sidewalks/walkways that are located within the designated road right-of-way.
- c) **Off Road Facilities** – are any facility located outside of the road right-of-way designed to be used as a corridor for active transportation purposes.