

THE CORPORATION OF THE TOWN OF COCHRANE



COCHRANE ACTIVE TRANSPORTATION COMMITTEE

TERMS OF REFERENCE

1. **Mandate**

The Cochrane Active Transportation Committee (CATC) is an advisory committee that recommends ways to improve conditions for active transportation throughout Cochrane, including walking, cycling and other forms of human powered transportation for utilitarian and recreational purposes, with attention to accessibility.

- Develop a list of priorities for the Cochrane community which supports active transportation, for Council's consideration, as part of the annual budget cycle.
- Act in an advisory capacity to Council and staff relating to Planning and Public Works and Recreation transportation policy development.
- Create and highlight opportunities for the general public to learn and advocate for active transportation in Cochrane.

2. **General Terms**

2.1 Membership shall consist of the following:

- Town of Cochrane residents to a maximum of ten (10) from the community at large;
- One representative from the Mayors Youth Advisory Council;
- Director of Community Services or designate (as a resource).

2.2 All members shall have voting rights, except the ex-officio members who may participate in discuss but shall not vote.

2.3 Members shall be appointed by a by-law of Council and the term of office shall be consistent with the term of Council.

2.4 Applications will be reviewed by Council in accordance with the Volunteer Policy.

2.5 Vacancies shall be replaced by Council.

2.6 Any committee member missing three (3) consecutive meetings without reasonable cause or explanation will be deemed to have resigned.

- 2.7 Quorum for meetings of the Committee shall be determined according to the Town's Procedural By-law, and declared by the Chair.
- 2.8 Approval of any motion shall require 50% plus one (1) of the voting members in attendance at the meeting.
- 2.9 If quorum is not attained within 15 minutes of the scheduled start time of the meeting, no actions or recommendations emanating from a meeting have any force or effect.
- 2.10 Minutes shall be recorded and retained by staff designate and copies shall be forwarded to Council for information after Committee approval.
- 2.11 The Committee reports directly to Council via minutes of its meetings, presentations as requested and/or deemed necessary, and through the provision of a quarterly report to Council.
- 2.12 The Committee shall appoint a Chair who will serve throughout the appointment term.
- 2.13 Recommendations for Council shall be forwarded in resolution form, under the signature of the Chair.
- 2.14 Meeting protocols shall be conducted in accordance with the Municipal Act.
- 2.15 All meetings shall be open to the public and closed session meetings shall only be permitted under the provisions of the Municipal Act, and if so convened shall not be held in absence of the staff appointee.
- 2.16 Meeting dates shall be posted on the Town's website.
- 2.17 Sub-committees may be formed as necessary and will determine their own meeting times and dates.

3. Financial Reporting

- 3.1 All financial requirements of the Committee will be administered by the Town of Cochrane Corporate Services Department.