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Town of Aurora

General Committee Report

No. CS23-006

Subject: Active Transportation and Traffic Safety Advisory Committee

Prepared by: Jaclyn Grossi, Deputy Town Clerk

Department: Corporate Services

Date: February 7, 2023

Recommendation

1. That Report No. CS23-006 be received; and
2. That the Terms of Reference (Attachment 1) for the Active Transportation and Traffic Safety Advisory Committee be approved; and
3. That the amended Terms of Reference (Attachment 2) for the Parks and Recreation Advisory Committee be approved.

Executive Summary

This report seeks the adoption of the Terms of Reference for the Active Transportation and Traffic Safety Advisory Committee and the Parks and Recreation Advisory Committee, and speaks to the following;

- The draft Terms of Reference have been created to capture a clear mandate for the new Committees

Background

On January 31, 2023 Council created the Active Transportation and Traffic Safety Advisory Committee as part of the committee structure review at the beginning of the 2022-2026 Council term. Council also renamed the Community Advisory Committee to be the Parks and Recreation Advisory Committee.

Analysis

The draft Terms of Reference have been created to capture a clear mandate for the new Committees

The draft Terms of Reference for the Active Transportation and Traffic Safety Advisory Committee were developed through consultation with Planning and Development staff to ensure that the purpose, duties and functions aligned with the subject matter that the Committee would be providing advice on. Terms of Reference from other Ontario municipalities with similar Committees were also reviewed for best practices.

Staff also recommend that the draft Terms of Reference for the Parks and Recreation Advisory Committee, formerly named Community Advisory Committee, be revised to remove the duty of supporting and advising Town staff on initiatives and matters relating to the Planning and Development Services department of the Town, including Trails, Traffic and Engineering. This function should be removed to avoid duplication between committees and was instead included in the new Committee's draft Terms of Reference. The Committee's mandate has also been updated to reflect the new name and to be more aligned with previous Town Committees that worked with similar subject matter.

Advisory Committee Review

None.

Legal Considerations

None.

Financial Implications

There are no direct financial implications from this report.

Communications Considerations

Legislative Services staff will continue to work with Communications staff to ensure that the advertisements for committee membership are posted in all locations including print media and the Town's social media platforms and website.

Climate Change Considerations

The recommendations from this report, the approval of the Active Transportation and Traffic Safety Advisory Committee, will improve the Town's engagement in the active transportation realm and serve to strengthen the Community Energy Plan's objectives of transportation mode shifts as well as help meet Town GHG emission reduction targets of 80% of 2018 levels by 2050.

Link to Strategic Plan

The approval of the Terms of Reference for the Active Transportation and Traffic Safety Advisory Committee and Parks and Recreation Advisory Committee promotes progressive corporate excellence and continuous improvement by implementing policy and processes that reflect sound and accountable governance.

Alternative(s) to the Recommendation

1. Council provide direction.

Conclusions

These Terms of Reference will provide the Active Transportation and Traffic Safety Advisory Committee and the Parks and Recreation Advisory Committee with a strong sense of their mandate and allow staff to collaborate with them on projects throughout the term.

Attachments

Attachment 1 – Draft Terms of Reference for the Active Transportation and Traffic Safety Advisory Committee

Attachment 2 – Draft Revised Terms of Reference for the Parks and Recreation Advisory Committee

Previous Reports

None.

Pre-submission Review

Agenda Management Team review on January 19, 2023

Approvals

Approved by Techa van Leeuwen, Director, Corporate Services

Approved by Doug Nadorozny, Chief Administrative Officer