

UNSM's Active Transportation Committee
Terms of Reference
Revised and Approved: September 6, 2012

COMMITTEE NAME

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

AUTHORITY

The committee is established by the Union of Nova Scotia Municipalities (UNSM) as a result of a resolution passed at the 2008 UNSM Fall Conference. The resolution requested that the UNSM make active transportation a priority through partnering to promote active transportation strategies among the membership and with other government agencies and to advocate for improved roads and other infrastructure to develop and encourage safe walking, cycling and other active transportation opportunities for both Nova Scotians and visitors.

PURPOSE

The purpose of this committee is to:

- Encourage and support municipalities across Nova Scotia to develop, promote and implement active transportation strategies and initiatives;
- Promote the three “E’s” of active transportation—engineering (infrastructure), education and enforcement; and
- Advocate for policies at all levels of government that support active transportation.

Such strategies aim to encourage active living which will create a healthier population while reducing healthcare costs. Another benefit to promoting active transportation is the reduction of greenhouse gas emissions through reduced automobile use.

COMPOSITION

The Committee shall have representation based on the following criteria:

- Five municipal staff representatives who are currently engaged in active transportation initiatives or who are developing or have developed active transportation plans and represent the province regionally and include at a minimum a representative from rural, regional and town
- One UNSM staff person (non-voting)
- One representative from HRM
- One representative from Service NS & Municipal Relations
- One representative from the Department of Transportation and Infrastructure Renewal
- One representative from the Department of Health and Wellness
- One representative from Efficiency Nova Scotia
- One representative from the Ecology Action Centre (Transportation Coordinator)
- One representative from Recreation Nova Scotia
- One representative from the Heart and Stroke Foundation
- One representative from Doctors Nova Scotia

- One representative from Department of Seniors
- One representative from Bicycle Nova Scotia
- Up to two additional representatives from not-for-profit groups working on active transportation initiatives

COMMITTEE STRUCTURE

- The Committee shall appoint a Chair who shall be a municipal representative. The Chair shall be appointed for a two-year term. The chair position can be a co-chair.
- The UNSM staff person shall serve as Secretary for the Committee.

SUB-COMMITTEES

- The Committee may establish sub-committees as required to achieve its purpose.
- Each sub-committee shall have at least one member from the Committee.
- Sub-committee members shall be selected by the Committee.
- Sub-committee members may be selected from organizations outside of those represented on Committee.

TIMEFRAMES AND REPORTING

- The Committee shall be formed for a period of two years with an option to renew.
- The Committee shall report directly to the UNSM Board of Directors at a minimum annually.
- The Committee shall report to the UNSM membership at the 2009 Fall Conference.

MEETINGS

- Meetings shall be held at a minimum quarterly.
- Meetings can be held face-to-face or through conference calls or video conferencing.

DECISION MAKING

- Decisions shall be reached by a simple majority vote of 50 per cent plus one, present at the meeting and or taking part in the discussion.
- Decisions can be reached through electronic means such as email.

DELIVERABLES

Deliverables will be determined by the Committee on an annual basis.

BUDGET

- Meeting expenses and projects may be funded by the UNSM and the respective partners as needed.
- Each department/organization shall be responsible to cover travel and accommodation costs of their own representatives.