

## ACTIVE TRANSPORTATION TASK FORCE TERMS OF REFERENCE

### 1. PURPOSE AND MANDATE

The purpose of the Active Transportation Task Force (ATTF) is to assist Town staff in developing an active transportation (AT) network that considers citizen's needs, given the rapid expansion of AT facilities at the Town. For example, over the past 3 years, the cycling network in Caledon has increased from 40 to 250 km and following acquiring Orangeville-Brampton Railway last year, Town will be involved in implementation of new north-south trail corridor (Caledon Railway Trail (CRT)) over the next years.

Active transportation is defined as any form of human-powered transportation, such as walking/jogging/running, cycling, in-line skating, skateboarding, snowshoeing/skiing, and using wheelchair and other non-mechanized and non-powered devices, for transportation, tourism and recreation purposes across AT areas including trails, open spaces and roadways.

The mandate of the ATTF is to provide Town staff with input regarding active transportation matters, resulting in recognizable and measurable improvements in cultivating a healthier and safer community for active transportation in Caledon.

Members of the ATTF will provide input to Town staff on matters such as:

- Planning, prioritizing and designing of active transportation facilities and other supporting amenities in the existing and future developments for residential, commercial and other spaces;
- Advocacy, promotion and education (materials/programs/activities) pertaining to current and potential active transportation users and drivers/motorists;
- Identification of past/existing/future challenges and opportunities around the areas with higher active transportation activities such as schools, parks, churches, transit stops, tourists destinations, trails and boulevards; and recommendations to address them by developing reactive and proactive action plans;
- Creation and revision of any documentations by the Town of Caledon, Region of Peel, the Province and other surrounding municipalities, that are related to active transportation, such as the official plans, transportation master plans, bylaws, and plans/studies supporting new developments;
- Communications with other advisory committees and staff, and to the public during staff-led operational initiatives, to support active transportation in the community; and
- Methods to measure the output and outcome of the above.

Additionally, members may be invited to volunteer at community events such as, Bike the Creek and other events in partnership with the Town of Caledon.

## 2. OBJECTIVE

The objective of ATTF is to create a group of various AT users to provide input to the Town on the users' AT needs. These objectives include but are not limited to:

1. Bicycle Friendly Community – Maintaining the existing Bronze designation and working to achieve Silver, Gold and Platinum designations, by Share the Road Cycling Coalition;
2. Work to achieve any active transportation objectives documented in Town of Caledon Master Plans or other relevant studies;
3. Provide input on the Active Transportation capital plans;
4. Provide feedback on the gaps, trends and potential area of improvements;
5. Advocate the Town's Active Transportation initiatives and plans.

## 3. GOVERNANCE

The Active Transportation Task Force shall be associated with the Town of Caledon, Engineering Department.

The Active Transportation Task Force does not have any delegated authority and has no authority to direct staff. Any recommendations requiring implementation must first be considered by Council through a staff report.

The Active Transportation Task Force will be led by Staff in the Town's Transportation Engineering Division.

## 4. MEMBERSHIP

The Active Transportation Task Force shall consist of a maximum of seven (7) core members, and thirteen (13) supporting members.

### **Core Members:**

The seven core members shall be composed of:

- Five (5) members from the public, including Caledon residents and residents of neighbouring areas such as, Dufferin County, Simcoe County or the Regions of Peel, Halton or York who:
  - Are at least 18 years of age.
  - Are not Town of Caledon employees or members of a municipal council.
  - Preference will be given to residents of Caledon.
  - Preference will be given to individuals with strong interests in an AT that demonstrate an understanding of active transportation in an urban, suburban, growing and rural area.
  - Preference will be given to persons with general knowledge of municipal legislation, planning/implementation concepts, and processes.
  - Members may re-apply for consideration after each municipal election should they choose to continue the membership.
  - Members will serve without remuneration; however they may be eligible for costs/expenses relating to attending training or conference
- Two (2) Town of Caledon staff from the Transportation Engineering Division.

All meeting invitations are mandatory to the core members.

**Supporting Members:**

The thirteen (13) supporting members shall be composed of:

- One (1) Caledon staff from the Parks Services/Landscape Architect Division
- One (1) Caledon staff from the Recreation Division
- One (1) Caledon staff from the Roads and Fleet Division
- One (1) Caledon staff from the Economic Development Division
- One (1) Caledon staff from the Purchasing and Risk Management Division
- One (1) Caledon staff from the Development Division
- One (1) Caledon staff from the Strategic Policy Planning Division
- One (1) Caledon staff from the Council and Committee Services Division
- One (1) Region of Peel staff from the Traffic and Sustainable Transportation Section
- One (1) Region of Peel staff from the Peel Public Health Department
- One (1) staff from Peel District School Board
- One (1) staff from Dufferin-Peel Catholic District School Board
- One (1) member from the Ontario Provincial Police – Caledon Detachment

Meeting invitations will only be sent to the appropriate supporting members depending on the subject matters on the meeting agenda. All communications will be sent to all members.

The ATTF may invite any individual, interest group, agency or consultant on an ad-hoc basis to discuss specific themes.

**5. TERM OF OFFICE**

A member's term will run concurrent with the Term of Council.

Any member who is absent from three (3) consecutive meetings, without leave of absence, may have their membership terminated. The member will be notified of the status change and a new member will be recruited to fill the vacancy.

Any member may request a leave of absence during their term, through the Manager, Transportation Engineering.

Any member may terminate their participation in the Active Transportation Task Force by submitting a written resignation to the Manager, Transportation Engineering. Upon acceptance of the resignation Town staff shall begin the process to recruit a new member to fill the vacancy.

**6. VACANCIES**

Should a vacancy exist within the composition of the Task Force, Town Staff will proceed to fill the vacancy.

## **7. MEETING SCHEDULE**

The Active Transportation Task Force (ATTF) is scheduled to meet bi-annually or on an as-needed basis.

Meetings will generally be held during regular business at the Caledon Town Hall located at 6311 Old Church Road in Caledon or in an electronic format as determined by Staff in the Transportation Engineering Division. Meetings may be held at an external facility for a specified purpose.

## **8. WORKING GROUPS**

The Active Transportation Task Force may form working groups as necessary to complete specific tasks related to the Task Force's mandate and objective.