

City of Edmonton - Trails, Paths and Routes Advisory Committee

Terms of Reference

1. Mandate:

The Trails, Paths and Routes Advisory Committee (TPRAC) is a citizen's advisory group formed by the City to provide a liaison between pedestrians, cyclists & other non-motorized mode users and the City of Edmonton civic administration. The TPRAC provides both responsive and strategic advice as well as provides input to the City administration on planning, maintenance, management, emerging issues, and special projects pertaining to the use of sidewalks, walkways, trails, shared-use paths and bikeways. Regional and provincial issues of interest will also be addressed as appropriate.

The TPRAC represents a broad range of users, ages, and abilities. Members operate with the understanding that the City's vision is to fulfill the goals outlined in the City's Active Transportation Policy #C544.

2. Roles:

The TPRAC has defined six core functions they would engage in while fulfilling their mandate:

- **Advisory:** Providing advice to the City on initiatives/plans/policies related to the planning, development, operation, maintenance, advocacy and outreach of the non-motorized transportation and trail system within or relative to the City of Edmonton. In their advisory role TPRAC will also identify issues for consideration and response by the City.
- **Consultation:** When appropriate, facilitating stakeholder consultation processes to obtain feedback from the broader community or specific stakeholders.
- **Advocacy:** Recognizing the stated reporting relationship with the host organization, the TPRAC may choose to engage in advocacy initiatives regarding active transportation and trails issues. This could include education and lobbying.
- **Liaison:** TPRAC members will liaise and provide a channel for two-way communication between the related stakeholder and user groups and the City and the Advisory Committee itself.
- **Research:** Participating in and fostering informed discussions based on current research and information gathering and exchange.
- **Education:** The TPRAC will have a responsibility to educate itself and the broader public about matters dealing with the planning, development and operations of Edmonton's trails, paths and routes system.

City of Edmonton - Trails, Paths and Routes Advisory Committee
Terms of Reference

3. Membership:

a) Selection of Members:

- A call for new general members is made by the City in the first quarter annually or as required. Applications are reviewed by a membership task group & City representative who will jointly interview and select new members.
- The TPRAC should include a minimum of 12 voting members from a variety of age groups (e.g. youth, adults, and seniors) that can represent specific user groups (e.g. walkers, runners, cyclists, in-line skaters, etc.).
- The TPRAC should include at least one representative (and one alternate if desired) from the Advisory Board for Persons with Disabilities, the Edmonton Federation of Community Leagues, the Edmonton Nordic Ski Club & the Edmonton Bicycle Commuters Society. These groups will nominate their own representatives from within their organizations. Representation from other community or user groups will be considered by the TPRAC.

b) Term of Membership

- Each member's will be three (3) years. A second three year term may be requested.
- Member's willingness to continue to the end of their 3 year term on TPRAC will be reviewed annually at the May meeting.
- Resignations shall be made in writing to the Chair.
- Membership can be terminated by the TPRAC or the City for failure to meet the expectations and carry out the roles and responsibilities outlined in this document.

c) Expectations

- Regular attendance at meetings of the entire committee is expected of all TPRAC voting members.
- Members absent from three (3) scheduled meetings during the calendar year may be considered as having resigned.
- Members are expected to participate in Task Groups, and contribute to the work of the TPRAC. If a member is not meeting this expectation, they may be considered as having resigned.

4. Chairperson(s)

- The Advisory Committee Chair or Co-chairs shall be selected from the voting members, by the voting members, based on a simple majority vote for a term of three (3) years.

City of Edmonton - Trails, Paths and Routes Advisory Committee
Terms of Reference

- The position of Chair shall be limited to two (2) successive terms. The members will also select a Vice-Chair to support the Chair in ongoing business as well as acting as Chair during the Chair's absence, or Co-chairs to share the duties.
- Upon completion of the Chair's first term, the Chair may opt to automatically return as a TPRAC member for a second term and be eligible for nomination as Chair if desired. In the event that the Chair cannot complete their term, an interim Chair for the remainder of the term shall be selected from and by the voting members based on a simple majority vote.
- As the first point of contact for the City, the Chair will liaise with the administration regarding the work of the TPRAC including scheduling and developing agendas for all meetings.
- If in special circumstances, the Chair feels that s/he can not facilitate in an unbiased manner, s/he will defer the Chair to the Vice-Chair.

5. City Representatives:

- The City of Edmonton will provide representatives from the Transportation Services, Community Services, & Sustainable Development Departments. Department representatives are non-voting resource personnel to the Advisory Committee.
- The City of Edmonton will also cover reasonable administrative costs for the Advisory Committee, including secretarial, material dissemination, and meeting place costs. These costs will be shared by the involved Departments.

6. Meetings:

- A minimum of five (5) meetings shall be held annually at the call of the Advisory Committee Chair in agreement with the City of Edmonton representatives. Meetings are typically held bi-monthly on the third Monday of the month (January, March, May, September & November) from 5:30 – 8:30 p.m.
- In consultation with the Chair(s) the City Representative(s) shall prepare an annual meeting plan to identify meeting dates, locations, standing items & opportunities for presentations.
- In consultation with the Chair(s), the City representative(s) shall prepare the meeting agenda and following each meeting, prepare minutes to be approved at the following meeting. Agendas and meeting minutes will be distributed in a timely fashion to the entire membership and the City representatives.
- Meetings shall normally include all Advisory Committee members and the City representatives, and be open to the public. However, the Chairperson may call a meeting of only voting members that is closed to the public. For meetings of only

City of Edmonton - Trails, Paths and Routes Advisory Committee
Terms of Reference

voting members, the Chairperson shall circulate the agenda before the meeting and appoint a member from those present to take and prepare minutes of the meeting.

7. Organizational Structure and Operations:

a) Task Groups

- The Advisory Committee may develop Task Groups from its membership, or refer specific issues to the relevant representative user group or individual members, to assist in achieving the mandate.
- The purpose of each Task Group and its reporting mechanisms to the Advisory Committee as a whole must be recorded and shared with the City representatives.

b) Rapid Response to City Requests for Input

- The entire TPRAC will participate in Rapid Response activities to address issues that may arise between regularly scheduled meetings that require immediate attention.
- The TPRAC Chair will take the lead role to liaise between the City and the entire Committee, receiving the rapid response request and providing the TPRAC's input.
- Rapid response items will be made available for comment for a specified time period, with the Chair consolidating the input to present to the City.

c) Annual Report

- An annual report summarizing the previous year's activities and achievements of the Advisory Committee will be submitted to the City by July 1, and will be provided to a Senior Leadership Team meeting for information.

8. Decisions & Quorum:

- A quorum shall consist of fifty (50%) percent plus one (1) of the total voting membership. Alternates or designates have voting privileges except on matters relating to membership and election of officers.
- Decisions shall be made by consensus, if possible. In the event of lack of consensus, decisions shall be made by a simple majority vote of voting members in attendance.

9. Correspondence:

- The City of Edmonton will maintain a phone number, email address, mailing address and webpage for the Committee, and monitor those on behalf of the Committee. Any relevant correspondence will be forwarded to the Chair(s).
- The Chair will sign all written correspondence from the Advisory Committee and direct it to the appropriate City Branch Manager. A formal recommendation from the Advisory Committee to the civic administration requires the support of the majority of voting members in attendance.

City of Edmonton - Trails, Paths and Routes Advisory Committee
Terms of Reference

10. Representing the Committee

- The Chair is the spokesperson for the TPRAC to the media and as such will put forth the Advisory Committee's stated position. Should the Chair chose to offer a personal opinion, s/he must clearly state that it is a personal opinion and not the position of the Advisory Committee. Generally, the Chair should refrain from voicing personal opinion to the media.
- Members will advise the City of any media requests.
- Similarly, when Advisory Committee members are representing TPRAC, they will only put forth the Advisory Committee's stated position and will indicate personal opinions as such.
- All activities of the Advisory Committee are subject to the *Freedom of Information and Protection of Privacy Act*.

11. Declaration of Fiduciary Interest:

Any member with a fiduciary interest in any item that comes before the Advisory Committee shall declare that interest and withdraw from any vote concerning that item.