



MANAGEMENT REPORT

Date: September 9, 2024
To: Mayor and Council
From: Tatiana Dafoe, City Clerk
Report Number: COU24-095
Attachments: None

Title: Appointments to the Active Transportation Advisory Committee

Objective: To consider appointments to the Active Transportation Advisory Committee.

Background: In 2014, the Bike and Pedestrian Master Plan adopted by Council contained an action plan which recommended the creation of an Active Transportation Advisory Committee (ATAC). The mandate of the ATAC is to serve as a forum for the public to raise their viewpoints on active transportation issues and/or findings, and to bring these interests to the attention of the appropriate staff, departments or standing committees. The ATAC also acts to educate, promote and enhance active transportation in the City of Stratford.

The Active Transportation Advisory Committee, upon request of the City of Stratford or the Director of Infrastructure Services will:

- Advise on measures and policies required to implement the City's commitment to active transportation as referenced in the Transportation Master Plan, Bike and Pedestrian Master Plan, Official Plan, and any other related plans or reports;
- Monitor the implementation of said plans, and evaluate their effectiveness;
- Provide, as part of an annual report, the ATAC list of recommended on and off-road bikeway, walkway and trails network implementation priorities for the subsequent year;
- Advise on by-laws, legislations and regulations that have an impact on the pedestrian, trails and cycling network, and its applicable users;
- Advise on matters pertaining to education of pedestrian, cycling and trails safety, and the development of policies and programs in accordance with its mandate;

- Liaise with outside agencies on matters of common interest (i.e.: local school boards, health units, special interest groups, government ministries, etc.);
- Advise in addressing active transportation issues received from other governments and agencies (i.e., studies, policies, programs, legislation, etc.);
- Make recommendations regarding financial and policy programs that help to increase utilitarian active transportation participation as alternatives to the private automobile;
- Endeavour to increase public awareness and understanding of active transportation matters, and assist in developing new active transportation policies, strategies and programs.

The ATAC is comprised of nine (9) members appointed by Stratford City Council as follows:

- Two (2) City Councillors
- One (1) representative from the Energy and Environment Advisory Committee
- Four (4) citizens-at-large
- One (1) Avon Trail representative
- One (1) Cycle Stratford representative

The following positions are available for appointment:

- One (1) Citizen position
- One (1) Avon Trail representative
- One (1) representative from the Energy and Environment Advisory Committee

Analysis: City Council, when making appointments and reappointments to City advisory and ad-hoc committees, boards, outside boards and agencies, local boards and joint boards, may take into consideration at their sole discretion, the following factors, including but not limited to:

- Experience and/or skill set of an applicant or member that may help to guide the work of the committee or board;
- Awareness of the community and local issues on the agenda by an applicant or member;
- Degree of project knowledge a member has acquired while on the committee or board, where retention of such project knowledge would be of assistance in the completion of the project;
- Number of applications received for the vacant position(s) on a committee or board;

- Years of service on the committee or board [for citizens applying for reappointment to the same committee or board];
- Attendance at committee or board meetings [for citizens applying for reappointment to the same committee or board].

Appointments

Following recruitment for the available positions, the City received applications from the following persons:

- Kelley Teahen – citizen-at-large
- Amanda Hertel – citizen-at-large
- Christine Lee - Avon Trail representative position

For the applications received, all were complete and meet the requirements. All citizens appointed to the City’s advisory committees and local boards (as applicable) will be required to complete training to be coordinated through the City. Training will focus on accessibility, governance, and the Code of Conduct.

For the Energy and Environment Advisory Committee representative position, a member has not been identified to fill this role. Staff recommend amending the terms of reference for ATAC to remove this position from the composition of the committee. Staff recommend this approach as a Council Committee Coordinator has been hired who can assist with bringing matters forward to advisory committees without a specific member from another committee being appointed.

Financial Implications:

Financial impact to current year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Financial impact on future year operating budget:

The costs for recruitment of citizen representatives to advisory committees and local boards is included in the annual budget.

Alignment with Strategic Priorities:

Not applicable: This report does not align with one of the Strategic Priorities as the purpose is to consider appointments to an advisory committee.

Alignment with One Planet Principles:

Health and Happiness

Encouraging active, social, meaningful lives to promote good health and wellbeing.

Staff Recommendation: THAT direction be given on the appointment of one citizen-at-large to the Active Transportation Advisory Committee to November 30, 2025, or until a successor is appointed by Council;

THAT direction be given on the appointment of an Avon Trail representative to the Active Transportation Advisory Committee for the remainder of the four year term to November 30, 2025, or until a successor is appointed by Council;

AND THAT the terms of reference for the Active Transportation Advisory Committee be amended to remove the one representative from the Energy and Environment Advisory Committee.

Prepared by: Tatiana Dafoe, City Clerk

Recommended by: Karmen Krueger, CPA, CA, Director of Corporate Services
Joan Thomson, Chief Administrative Officer