

**Town of Ajax Transportation Advisory Committee  
Terms of Reference**

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**A. Purpose**

The Town of Ajax Transportation Advisory Committee (“the committee”) will advise Council on matters related to active transportation and transportation demand in the areas of traffic, parking regulations and fees; development and use of new/existing on/off-street parking and active transportation facilities; the Ajax trail system; cycling networks and cycling initiatives, pedestrian connectivity; and transportation safety.

**B. Mandate**

- **Serve as a liaison between pedestrians, cyclists, motorists and the Town on matters pertaining to transportation and traffic (on street, cycling & trails);**
- **Assist and advise on the development and implementation of new active transportation and transportation demand management strategies, policies, programs and facilities (e.g. Transportation Master Plan, Transportation Demand Management Plan, Pedestrian Bicycle Master Plan);**
- **Promote and encourage active transportation as a feasible mode of transportation in Ajax through Town-led public outreach/education programs and events (e.g. Trailfest, Ajax Moves Three Ways);**
- **Advise on measures required to inform the public on the benefits, necessities and safety associated with active transportation; and**
- **Promote and enhance a continuous and integrated pedestrian and bicycle network (e.g. trails, sidewalks, cycling lanes) within Ajax and with its neighbouring municipalities.**

**C. Work Plan**

The committee work plan shall be developed by **Planning & Development Services** staff and will appear as a standing item on the agenda so as to facilitate a regular review by the staff resource representative(s) and/or the committee if deemed to be necessary.

**D. Lead Department**

The **Planning & Development Services Department** will be the lead for the committee. Staff from other departments and/or members of other agencies may attend meetings as required to provide expertise or report on various matters.

**E. Reporting Relationship**

The committee is to serve as an advisory body to Council. The committee does not have any delegated authority. Recommendations requiring implementation, expenditures, reports or staff actions must first be considered by staff and/or Council. Council may cause the committee to review and report on matters pertaining to the committee’s mandate.

**F. Committee Composition**

The committee shall be comprised of 7-10 voting members who must be Ajax residents. Appointments will run concurrent with the term of Council. Appointments may be revoked at any time at the discretion of staff and/or Council. The committee shall also consist of up to 2 Members of Council who shall have full voting privileges. All members are to be appointed by way of Council resolution. The Mayor is an ex-officio member.

A representative(s) from the **Planning & Development Services Department** will serve as a staff resource liaison to the committee.

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The Committee Coordinator will provide organizational and procedural support to the committee. Other staff and delegates may be invited to provide input at times, however, they are not to be counted towards quorum and do not have voting privileges.

**G. Chairperson**

Of the voting members a Chairperson and Vice-Chair shall be elected by majority vote on an annual basis. Members of Council are not eligible to serve as a Chairperson or Vice-Chair. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee's mandate. If a Chair or Vice-Chair is not present, members are to select an acting Chairperson to serve in the same capacity for the duration of that meeting.

**H. Subcommittees**

Subcommittees *may* be formed to complete specific tasks related to the committee's mandate and work plan but must report through the committee.

**I. Decision Making and Voting**

Where possible, decisions will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A resolution is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted. The committee shall not reconsider a previous motion, unless directed to so by Council.

**J. Quorum**

Quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If determined practical, a meeting may proceed without a quorum, however, substantive recommendations are not be fully ratified until supported by the majority of members. If no quorum is present and there are time constraints with respect to a particular item on the agenda, the Committee Coordinator may canvass members through alternative means in order to determine committee support for that particular item.

**K. Meeting Structure and Format**

Regular meetings will be held on a monthly basis. Agendas for each meeting will be distributed to members in advance along with the minutes of the previous meeting. Minutes will be received by Council and substantive recommendations will be forwarded to staff for review and action if deemed necessary. Recommendations must relate to the committee's mandate.

In consultation with the committee and Council, representatives from the **Planning & Development Services Department** will generate content for each meeting so as to ensure progress of the committee's work plan Relevant content from across Town departments also will be sought through circulation of an agenda forecast.

Committee meetings are open to the public and are subject to the provisions of Section 239 of the *Municipal Act, 2001*. Members of the public who are in attendance shall not interfere with the conduct of the committee.

The ***Town of Ajax Advisory Committee Corporate Policy & Procedure*** (Policy 047) shall be followed for all matters not specifically addressed within this document. These Terms of Reference are established by Council and can only be altered by Council approval.