

Active Transportation Advisory Committee *Orientation*

**Committee Council Bdrm CH-4A
City Hall**

June 13, 2023

Overview

1. Committee Process and Meetings
2. Role of Committee Members

Active Transportation Advisory Committee

- [Active Transportation Advisory Committee](#) established by Council Resolution **C374-2022** through adoption of Committee terms of reference.
- 2022-2026 term Committee appointed May 3, 2023 by Council Resolution **C111-2023**, until November 14, 2026 or until successors are appointed.

Active Transportation Advisory Committee

Membership

- 9 members of the public, appointed until November 14, 2022, or until successors are appointed
 - Enzo Bek
 - Cindy Evans
 - Alina Grzejszczak
 - Stephen Laidlaw
 - Dayle Laing
 - Barry Lavallee
 - Steven Lee
 - Akinade Oduntan
 - Lisa Stokes
- 1 Councillor:
 - Regional Councillor Rowena Santos

Active Transportation Advisory Committee

Attendance and Quorum

- **Quorum = 5** citizen/agency members
a majority of the **9** citizen/agency members to be present to convene a meeting
- If a member is absent for three consecutive meetings, that position may be declared vacant and an alternate member is appointed
- *Please contact Tammi Jackson if unable to attend a meeting*

Meeting dates and location

- Bi-Monthly on the third Tuesday of the month **at 7:00 p.m.**
- Meetings held at City Hall (Chambers or Committee Room CH-4A)

Active Transportation Advisory Committee

Responsibility

- Provide input and advice to City staff and to Council regarding the development and maintenance of a safe and connected active transportation network within the City of Brampton and to neighbouring municipalities as part of an integrated multi-modal transportation system, and developing a culture in Brampton where walking and cycling are desirable activities and mode choices for both recreational and utilitarian purposes.

Scope

- Serves an advisory, consultative role
- Does not have decision making authority, but may make recommendations to City Council through Committee of council

Meeting Procedures, Agendas and Minutes

AGENDA



Meeting Procedures

- Council Procedure By-law 160-2004, as amended

<http://www.brampton.ca/EN/City-Hall/Bylaws/All%20Bylaws/ProcedureBy-law-160-2004.pdf>

Agendas

- digitally published the Thursday before the scheduled meeting date
- available on the City website

<http://www.brampton.ca/EN/City-Hall/meetings-agendas/Pages/Minutes-Agendas-Archive.aspx>

- meeting information available in alternate formats, upon request

Minutes

- Committee recommendations/proceedings recorded in Committee Minutes
- Minutes presented to Planning and Development Committee for approval
 - Planning and Development Minutes approved by Council

Agenda Sections

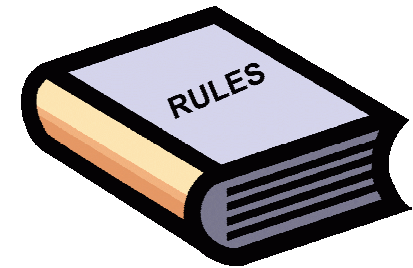


Committee Agenda:

1. Approval of the Agenda
2. Declarations of Interest under the Municipal Conflict of Interest Act
3. Previous Minutes
4. Delegations/Presentations
5. Reports/Updates
6. Active Transportation Ideas
7. Other/New Business/Information Items
8. Future Agenda Items
9. Correspondence
10. Question Period
11. Public Question Period
12. Adjournment

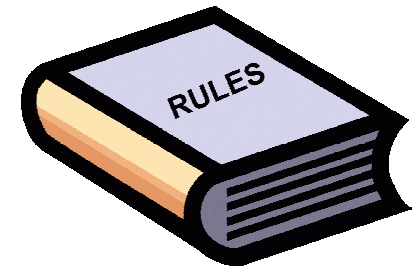
Municipal Conflict of Interest Act

- The Act applies where a **direct or indirect pecuniary (financial benefit) relationship** may exist for a member as a result of a matter before the Committee
 - “relationship” includes parent, spouse, child
- The member must declare a conflict of interest at the beginning of the meeting and excuse themselves from the proceedings and involvement in the decision
- Declaring a conflict is up to the individual member
- New requirement for declaration to also be in writing
- Can seek advice regarding conflict of interest from Integrity Commissioner



Rules of Debate and Decision-Making

- Considering an agenda item:
 - Chair calls the item
 - May be introduction of item by Chair, member, staff
 - Committee considers the item
 - May ask questions of staff/proponent
 - May speak in favor/against the item/issue/proposal
 - Speaking and debate must be relevant to item under consideration



Rules of Debate and Decision-Making

- Making a decision
 - Consensus-based decision-making
 - Committee member introduces a motion to do something
 - Verbal or in writing
 - Does not require a seconder
 - Motion debated and may be amended, referred, deferred
 - After debate, Chair puts motion to a vote
 - Majority vote to pass Motion (does not carry on tie vote)

City By-laws and Policy

- Procedure By-law
<http://www.brampton.ca/EN/City-Hall/Bylaws/All%20Bylaws/ProcedureBy-law-160-2004.pdf>
- Code of Conduct
<http://www.brampton.ca/EN/City-Hall/Pages/CouncilCodeofConduct-2016.aspx>
- Lobbyist Registry
<http://www.brampton.ca/EN/City-Hall/Lobbyist-Gift-Registries/Pages/Welcome.aspx>
- Active Transportation Advisory Committee Webpage
<https://www.brampton.ca/en/city-hall/council-committees/pages/active%20transportation%20advisory%20committee.aspx>

Role of Committee Members

- Be familiar with Committee responsibilities
- Review agenda materials
- Attend meetings
- Listen to the presentations and debate; be respectful of everyone
- Contribute to discussions and ask questions for clarification
- **Work on sub-committees and participate at Committee events**
- Avoid emotional attachment
- If delegating to a Council or other Committee meeting, qualify your role (an interested citizen or Committee representative – if authorized)
- Support the Committee decision once approved
- Avoid criticizing Council decisions
- Refer media inquiries to the Chair or City staff
- Remember staff is available to help
- Enjoy the experience!

Active Transportation Advisory Committee

Orientation – June 13, 2023

Discussion
Questions?
Group Photo

Committee Contact

**Tammi Jackson, Legislative Coordinator, City Clerk's
Office, Office of the CAO, 905-874-3829**

Tammi.Jackson@Brampton.ca