



Active Transportation Advisory Group

Draft Terms of Reference
June 2022



Terms of Reference

Name

City of Saskatoon Active Transportation Advisory Group (ATAG)

Background

In 2016, City Council approved the City of Saskatoon Active Transportation Plan (AT Plan) which will contribute to increased transportation options by improving the accessibility, comfort, convenience and safety of active transportation¹ in Saskatoon. The AT Plan establishes a vision, goals, targets and corresponding directions and actions for improving active transportation policies, standards, infrastructure and programs over the next 30 to 40 years.

A key action item in the AT Plan is to form an Active Transportation Advisory Group (ATAG) and to consult with the ATAG on the implementation of the AT Plan².

Mandate

The mandate of the ATAG is to provide advice and feedback to the Transportation Department on the following:

- proposed active transportation policies, standards, support programs, education and awareness initiatives, and infrastructure projects,
- active transportation matters that arise which are not identified within the AT Plan, and
- the perspectives of Active Transportation users, residents, partners and stakeholders in Saskatoon, including feedback related to their respective organization where applicable.

Mission

The mission of the ATAG is to foster connections between community groups, organizations, residents, and the City of Saskatoon to support the successful implementation of the Active Transportation Plan in Saskatoon.

Roles and Responsibilities

Members

a) Members will provide feedback and advice on:

- Development of active transportation infrastructure and programs.
- Priorities for future active transportation infrastructure and programs.

¹**Active Transportation Definition** | Any form of human-powered transportation such as walking, cycling, skateboarding, cross-country skiing and using mobility aids. The main emphasis is for travel for a specific purpose or to a specific destination. However, this definition does not exclude travel for purely recreational purposes.

²**Action 6C.1 | Consult with active transportation advisory group(s) on new projects and monitoring and implementation of the AT Plan.**

The City should replace the Cycling Advisory Group and AT Plan Stakeholder Advisory Group with a new Active Transportation Advisory Group to advise on proposed projects, policies and standards, programs, events and other initiatives undertaken to implement the AT Plan. The Active Transportation Advisory Group should include representatives from key stakeholder groups and Saskatoon residents.

- Gaps, trends, and best practices in active transportation network and/or programs.
- Active transportation education, awareness, and promotion strategies.

b) Members will enhance communication by:

- Facilitating two-way communication between the City and various community groups, organizations, and residents.
- Sharing non-confidential information with their community and/or organization.
- Building education and awareness of active transportation initiatives and culture in the community.

Active Transportation Program Manager

The Active Transportation Program Manager is responsible for:

- Conveying the advice and recommendations of ATAG to the Transportation Department.
- Sharing with ATAG how their feedback has been incorporated in the decisions or recommendations put forward.
- Assisting in preparing agenda items and following up on issues raised by ATAG members.

Meeting Chair

A member of City Administration, typically from the Public Engagement Section, will Chair the meetings. The Chair will:

- Prepare and circulate meeting agendas
- Facilitate meetings, and ensure the group follows the agreed upon decision-making process.
- Track issues raised by ATAG members as well as any required follow-up action items.
- Prepare and distribute the meeting minutes.
- Act as the contact person for communication with ATAG members.

Confidentiality

Members are bound to maintain the confidentiality of information received by them as such in their capacity as members of such Advisory Group. Information which is confidential, proprietary to the Advisory Group or the City of Saskatoon or non-public must not be divulged to anyone other than persons who are authorized to receive the information.

- City Administration will be clear when sharing confidential information and will remind ATAG members not to share this information publicly.
- City Administration and ATAG members will clearly communicate about the decision-making status of items being discussed, including when items are being considered or recommended but not yet decided.
- Specifics of who says what during meetings will be kept confidential to ensure that members feel comfortable discussing issues.

Media

The City of Saskatoon will conduct all media relations on behalf of the ATAG. Members may represent the views of themselves or their organization to the media but should not do so on behalf of the City of Saskatoon or the ATAG.

Conflict of Interest

Members must avoid any conflict of interest, or the appearance of a conflict between their own personal interests or the interests of any closely connected person, and the interests of the Advisory Group or the City of Saskatoon.

A member is in a conflict of interest where the member, a closely connected person or a Corporation in which the member or closely connected person has a controlling interest or a monetary interest in a matter before the Advisory Group.

Membership

The ATAG is comprised of appointed representatives of multiple perspectives and user groups as follows:

Organizational Representatives

- Public Health/Physical Activity Promotion - Saskatchewan Health Authority (SHA)
- Road Safety - Saskatchewan Government Insurance (SGI)
- Meewasin Valley Authority
- Tourism Saskatoon

Community Representatives

- Commuter/Recreational Cycling
- Commuter/Recreational Walking
- Public Transit users
- People of all ages (including at least 1 senior and 1 youth)
- People of all abilities (including at least 1 person experiencing disability or a person who is a caregiver or advocate for people experiencing disability)
- Indigenous community
- Business community
- Post-secondary institutions
- Elementary or High School
- 2 additional residents

City of Saskatoon Representatives:

- 1 City Councillor
- Active Transportation Program Manager
- Public Engagement Consultant
- Other representatives of the City's Administration, as needed

Additional stakeholders, both internal and external to the City of Saskatoon, may be invited to meetings on an as-needed basis to be consulted for relevant agenda items. Current City of Saskatoon employees are not eligible to become members of the Group. Representatives are not required to reside within Saskatoon but should have knowledge of active transportation issues within the City and must be able to actively participate in ATAG meetings.

Appointment

Selection of members will be conducted through an open call to the community and communication with the groups identified as sending organizational representatives. It is the responsibility of each group to appoint their member representative to the ATAG.

Membership Term/Renewal

The term and renewal process for Organizational Representatives will be determined at the discretion of each group and communicated to the ATAG Chair. Community Representatives' participation will be confirmed each year to a maximum of 6 years. If a representative decides not to continue with the ATAG, or is no longer eligible to continue, their position will be filled by an open call or in discussion with the relevant organization or community group.

Meetings

Purpose

The Advisory Group will meet five times a year to address matters that fall within its mandate. Meetings may be held more frequently as required, and smaller working groups may meet on special topics, if and as required. Meeting dates, times and locations will be communicated in advance as much as possible to maximize accessibility and availability of members to attend. Meeting format may be in-person, virtual, or hybrid as required.

Guiding Principles

The following principles will guide the way we work together as an Advisory Group:

- We value different points of view and perspectives. We recognize that disagreement is okay, and we will work together to make sure that our conversations are not dominated by a few voices.
- We work to help each other feel comfortable participating by listening to each other, using proper pronouns, and speaking respectfully to one another.
- We respect each others' time and keep our discussion on topic while providing space to think and contemplate decisions.

Decision-Making Process

City Administration will be transparent about the type of decisions that are brought before the group and the decisions that can be influenced by the ATAG's input, as well as when advice or recommendations put forward to City Council have included input from the ATAG. Administration may also ask the ATAG for feedback or advice on an issue where the group is not the final decision maker.

When possible, the ATAG will work to build consensus between group members on advice, recommendations, or decisions being made. If consensus is not achieved or is not appropriate for the type of decision being made (such as the approval of meeting minutes or the terms of reference), a majority vote may be held. Understanding that consensus may not always be possible or desirable, the Chair will work to encourage participation and empowerment of all group members to ensure a wide range of feedback and perspectives are heard.

Attendance Requirements

Attendance by members is important to recognize the various roles and perspectives on the group. If a representative cannot attend a meeting, they may participate by sending written comments or organizations may send an alternate representative. If a member misses more than three meetings in a row, they may be removed from the group following a discussion with City Administration.

Quorum for a meeting or a vote will be 30% of current ATAG members. No item requiring a decision will be discussed at a meeting until quorum has been reached.

Agenda

Agendas and meeting packages will be distributed to the group by the City in advance of the meeting to allow for adequate preparation. Group members will have an opportunity to submit items they would like added to the agenda as time allows and in communication with the Chair.

Meeting Minutes

Draft meeting notes summarizing the non-confidential discussion and conclusions of each meeting will be distributed to members electronically within one week of each meeting. Members are responsible for distributing the contents of meetings minutes and any related updates to members of the community and their organization as needed. In the case of confidential meeting items, only the name of the item being discussed will be published as part of the meeting minutes.

Resources

City Administration will provide logistical and administrative support to the ATAG and maintain open lines of communication with the group. The City is responsible for ensuring that ATAG members receive sufficient information and advance notice to allow them to participate fully in discussions.

The City will strive to create an environment where members feel comfortable to participate and where sharing advice and information is encouraged.

Remuneration

The City of Saskatoon is seeking to develop a consistent policy on remuneration for Advisory Group members to ensure members are compensated appropriately for their time, effort and expertise. Until such time as this policy is implemented, ATAG members who attend in a volunteer capacity and are not participating as part of their paid work will receive remuneration of \$100 per meeting.

Services for Members

Members may be reimbursed for childcare expenses, parking, or bus ticket expenses for scheduled ATAG meetings. Hearing and visual assistance services are also available by request.

Review

This Terms of Reference shall be deemed accepted on June 23, 2022. This Terms of Reference will be reviewed annually.