

HALIFAX

P.O. Box 1749
Halifax, Nova Scotia
B3J 3A5 Canada

Item No. 14.1.12
Halifax Regional Council
September 6, 2016

TO: Mayor Savage and Members of Halifax Regional Council

Original Signed by 

SUBMITTED BY:

John Traves, Q.C. Acting Chief Administrative Officer

Original Signed by 

Jane Fraser, Acting Deputy Chief Administrative Officer

DATE: August 8, 2016

SUBJECT: Amendments to Schedule 7 of Administrative Order 1

ORIGIN

On May 10, 2016, Regional Council considered the following motion:

1. Determine that the work of the Crosswalk Safety Advisory Committee, as outlined in the terms of reference in Attachment 1 of the staff report dated April 15, 2016, is complete and that the Crosswalk Safety Advisory Committee be dissolved;
2. Direct staff to prepare an annual report on crosswalk and pedestrian safety for the Transportation Standing Committee as per the discussion section of the staff report dated April 15, 2016; and
3. Direct staff to consider amendments to Administrative Order 1 to include road and pedestrian safety as a Regional Transportation issue within the Terms of Reference of the Transportation Standing Committee.

A motion to amend the main motion was passed requiring the report referred to in item 2 to be provided semi-annually rather than annually, as follows:

THAT part two of the motion be amended to provide for semi-annual reporting to the Transportation Standing Committee.

The amended motion was put and passed unanimously.

LEGISLATIVE AUTHORITY

Halifax Regional Municipality Charter, subsections 21(1) and (2) as follows:

- (1) The Council may establish standing, special and advisory committees.
- (2) Each committee shall perform the duties conferred on it by this *Act*, any other *Act* of the Legislature or the by-laws or policies of the Municipality.

Administrative Order One, the *Procedures of Council Administrative Order*, Schedule 7.

RECOMMENDATION

It is recommended that Halifax Regional Council adopt the amendments to Administrative Order 1, Schedule 7, The Transportation Standing Committee Terms of Reference, as set out in Attachment 2 of this report.

BACKGROUND

On March 5, 2013, Regional Council established the Crosswalk Safety Advisory Committee (“Advisory Committee”) and adopted its Terms of Reference. The Terms of Reference provided that the purpose of the Advisory Committee was to “develop and present input and advice to the Transportation Standing Committee [“Standing Committee”] with respect to crosswalk safety in the Halifax Regional Municipality.”

On May 10, 2016 Regional Council passed the amended motion in respect of pedestrian and crosswalk safety that had three components. Firstly, Regional Council determined the mandate of the Advisory Committee was complete and dissolved this Committee.

Secondly, Regional Council amended the recommendation from the Standing Committee to require staff to prepare a semi-annual (rather than annually) report on crosswalk and pedestrian safety for the Standing Committee. Prior to this report being brought forward, the Office of the Municipal Clerk would publicly advertise that the report was being prepared, including internet and social media advertising. Official invitations would be sent to relevant individuals to provide an opportunity for input if so desired. These individuals would include representatives of Halifax Regional School Board and Halifax Regional Police.

Thirdly, Regional Council directed staff to prepare amendments to the Terms of Reference of the Standing Committee to include road and pedestrian safety as a Regional Transportation issue.

DISCUSSION

As directed by Regional Council, staff has prepared the amendments to the Terms of Reference for the Standing Committee for Council’s consideration. The amendments being recommended by staff may be grouped into two categories being amendments dealing with road and pedestrian safety and the semi-annual report.

Road and Pedestrian Safety

Staff is recommending that road and pedestrian safety be added as a Regional Transportation issue under section 2 of the Terms of Reference. As well, staff is recommending adding the phrase “providing input and review of road and pedestrian safety” as a duty and responsibility of the Standing Committee under section 4 of the Terms of Reference. These amendments will place road and pedestrian safety within the authority of the Standing Committee.

Section 14 of the Terms of Reference for the Standing Committee lists the committees that advise or liaison with the Standing Committee. One of the committees that is listed in the chart as advisory is the Advisory Committee. As the Advisory Committee has been dissolved, staff is also recommending the chart be amended to remove the references to it.

Semi-annual Reporting Requirement

As stated above, Regional Council directed that a report be made semi-annually to the Standing Committee on road and pedestrian safety. As this is an ongoing reporting requirement of Regional Council, staff is recommending that it be added to the Terms of Reference of the Standing Committee so future Standing Committee members and the public are apprised of it. Accordingly, a requirement for a semi-annual report respecting crosswalk and pedestrian safety has been added as section 12A.

FINANCIAL IMPLICATIONS

None

RISK CONSIDERATION

There are no significant risks associated with the recommendations in this Report. The risks considered rate "Low".

To reach this conclusion, consideration was given to operational risks.

COMMUNITY ENGAGEMENT

As set out in the discussion section of the staff report dated April 15, 2016, advertisements to the community will be made requesting input for the semi-annual report concerning crosswalk and pedestrian safety. The community will have the opportunity to provide this input. As well, since the establishment of Advisory Committee in 2013, Council has changed Administrative Order One to require that the agenda of the Standing Committee include a standing item of "Public Participation".

ENVIRONMENTAL IMPLICATIONS

None

ALTERNATIVES

Council may refuse to amend the Administrative Order. Since the Advisory Committee has been dissolved, failure to make these changes will leave crosswalk safety uncovered by any committee.

ATTACHMENTS

- Attachment 1 Showing Proposed Changes to Administrative Order 1
- Attachment 2 Amendments to Administrative Order 1
- Attachment 3 Incorporating Proposed Changes to Administrative Order 1

A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Daniel Lowe, Legal Services Intern, 902.490.3268
Derk Slaunwhite, Senior Solicitor, 902.490.1800

**Attachment 1
(Showing Proposed Changes)**

SCHEDULE 7

**TRANSPORTATION STANDING COMMITTEE
TERMS OF REFERENCE**

Purpose

1. The purposes of the Transportation Standing Committee is to act as a forum for consolidating information and direction on the Regional Transportation initiatives and to provide a forum for the Council to address a community, government and industry interests in Regional Transportation issues.

2. The Regional Transportation issues of the Council include:

(a) regional transportation policy, infrastructure objective and priorities and oversight of the Transportation outcome areas and functional plans;

(b) transportation demand management strategies, polices and traffic calming and mitigation and safety;

(c) Halifax Transit strategic plans and directions;

(d) active transportation initiatives and infrastructure; **and**

(da) road and pedestrian safety; and

(e) liaising with agencies, boards and committees that support the objective of the mandate of the Standing Committee including the Bridge Commission, Transit Advisory Committee, Canadian Urban Transit Association (CUTA) and other municipal, provincial or federal bodies involved in Transportation related initiatives.

Composition

3. (1) The Transportation Standing Committee shall consist of six (6) Members of the Council.

(2) The Members of the Transportation Committee shall be appointed as follows:

(a) one (1) Member appointed from each Community Council, and

(b) three (3) Members appointed at large.

(3) The term of each appointment shall be two (2) years.

(4) The Chair and Vice-Chair shall be elected annually, in November, by the Members and from the Members of the Transportation Standing Committee.

COMMUNITY COUNCIL APPOINTMENT (One Each)	MEMBERS AT LARGE	CHAIR AND VICE CHAIR	EX OFFICIO
Halifax & West Community Council North West Community Council Harbour East – Marine Drive Community Council	Three (3) Members at large	Elected by and from the members of the committee	Mayor

Duties and Responsibilities

4. The Transportation Standing Committee shall oversee and review of the Municipality's Regional Transportation Plans and initiatives, as follows:

- (a) overseeing HRM's Regional Transportation Objectives and Transportation outcome areas;
- (b) overseeing and reviewing the Regional Transportation policies, bylaws and functional plans;
- (c) providing input into the Municipality's transportation funding strategies such as infrastructure funding, Gateway initiatives and approaches to Capital Cost Contribution;
- (d) providing input and review of the Transportation Road network strategies and related Regional initiatives;
- (e) overseeing the Municipality's Regional Parking Strategy and other parking related initiatives flowing from the strategy; **and**
- (f) coordinating with the Community Planning and Economic Development Standing Committees of the Council in regard to reviews and initiatives under the Regional Plan in matters related to Regional Transportation; **and**
- (g) providing input and review of road and pedestrian safety.

Coordination of Priorities and Initiatives

5. The Transportation Standing Committee shall:

- (a) promote and enable public safety campaigns and outcomes that advocate safety;
- (b) provide policy direction related to neighbourhood transportation initiatives for traffic calming and mitigation;
- (c) provide input and review of By-law S-300, the *Streets By-law*, as it relates to approaches to routing, right-of-way management, accessibility and management of priorities for uses; and
- (d) oversee the Municipality's transportation demand management strategies.

Oversight and Input into Transit's Strategic Plan and Direction

6. The Transportation Standing Committee shall:

(a) review and oversee policy direction and long term funding approach to promote and encourage Transit alternatives as outlined in the Regional Plan;

(b) review and oversee specific strategic planning directions related to Transit Services coming from the Regional Plan such as the five year strategic plan, Accessibility Plan and the Ferry Plan; and

(c) promote and enable positive communication between communities, ridership, and the Council and Transit services to enable and support the Regional Transit service to the communities of the municipality.

Oversight and Input into HRM's Active Transportation Initiatives

7. The Transportation Standing Committee shall:

(a) promote and encourage the work of the Active Transportation Advisory Committee and other related bodies that service to promote active transportation throughout the municipality;

(b) promote and encourage the Municipality's Active Transportation corridor initiatives which supports the overall Transportation Strategy as outlined in the Regional Plan; and

(c) promote and encourage coordination of construction and initiatives that serve to support the development of Active Transportation initiatives throughout the municipality in the most cost effective manner possible.

Liaison with Agencies and Initiatives related to Transportation in HRM

8. The Transportation Standing Committee shall:

(a) promote and encourage the development of integrated programs, policies and initiatives in the municipality that support the Municipality's transportation goals and outcomes;

(b) take an active interest in the agencies, boards and commissions funded by the Municipality's in the areas of Transportation to ensure they continue to meet community needs and expectations; and

(c) recommend to the Council, the Municipality's- appointments and review service agreements of the agencies, boards and commissions under the mandate of the Standing Committee.

Other Duties and Responsibilities

9. The Transportation Standing Committee shall perform such other duties and responsibilities as may be determined by the Council.

Administration and Procedures

10. The Transportation Standing Committee shall meet no less than four (4) times annually, preferably monthly, or as determined by the Committee.

11. Administrative and meeting procedures shall be in accordance with this *Administrative Order*.

11A (1) The Transportation Standing Committee may hear and consider a submission or representation from any person who wishes to be heard, and each submission will be limited to five (5) minutes.

(2) If more than one person appears representing a group or association in relation to a particular item, the Transportation Standing Committee may require that the persons designate a spokesperson who shall speak on behalf of the group or association so appearing.

12. Pursuant to clause 20(1)(c) of the *HRM Charter*, the Council delegates the power to direct staff to prepare reports to this Standing Committees provided that:

(a) the topic of the report is consistent with the mandate of the Standing Committee as expressed in the Committee's terms of reference approved by the Council; and

(b) the topic of the report is consistent with the Council's approved strategic priorities, budgets and policies.

12A A report respecting crosswalk and pedestrian safety will be prepared semi-annually for consideration by the Transportation Standing Committee.

Staff Liaison

13. Management support and liaison shall be through the office of the Director of Transportation and Public Works, supported by the Office of the Clerk.

Standing and Advisory Committees

14. The following Committees shall be advisory committee or liaison with the Transportation Standing Committee:

COMMITTEE	TYPE	APPOINTMENT
Active Transportation Advisory Committee	Advisory	Recommend Members to the Council.
Accessibility Advisory Committee(formerly Person with Disabilities)	Advisory	Recommend Members to the Council.
Halifax-Dartmouth Bridge Commission	Liaison only.	Recommend Members to the Council.
Crosswalk Safety Committee	Advisory	Recommend Members to the Council

**Attachment 2
(Amending Administrative Order)**

**Administrative Order Number 1
Schedule 7: Transportation Standing Committee Terms of Reference**

BE IT ENACTED by the Council of the Halifax Regional Municipality that Administrative Order One, Schedule 7, Transportation Standing Committee Terms of Reference, is amended as follows:

1. Clause 2d is amended by striking out the word “and” at the end of the clause.

2. Clause 2da is added after clause d and before clause e as follows:

(da) road and pedestrian safety; and

3. Section 4 is amended by:

(a) striking out the word “and” at the end of clause e;

(b) adding the word and semicolon “; and” at the end of clause f; and

(c) adding clause g after clause 4f and before section 5 as follows:

(g) providing input and review of road and pedestrian safety.

4. Section 12A is added after section 12 and before section 13 as follows:

12A A report respecting crosswalk and pedestrian safety will be prepared semi-annually for consideration by the Transportation Standing Committee.

5. Section 14 is amended by striking out the last row of the chart respecting the “Crosswalk Safety Advisory Committee”.

Done and passed in Council this day of , 2016.

Mayor

Municipal Clerk

**Attachment 3
(Incorporating Proposed Changes)**

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