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Item No. 12.2.1
Transportation Standing Committee
May 23, 2019

TO: Chair and Members of the Transportation Standing Committee

SUBMITTED BY: Original Signed

David Jackson, Chair, Active Transportation Advisory Committee

DATE: April 23, 2019

SUBJECT: Formal Request for Changes to the Terms of Reference for the Active Transportation Advisory Committee

ORIGIN

April 18, 2019 meeting of the Advisory Committee, Item No. 9.1.

LEGISLATIVE AUTHORITY

Active Transportation Advisory Committee, Terms of Reference:

2. MANDATE

The mandate of the Active Transportation Advisory Committee is to advise the Transportation Standing Committee on all matters relating to active transportation in Halifax Regional Municipality, using the Active Transportation Plan as a guide.

2.1 The committee will provide timely advice to the Transportation Standing Committee on matters relating to budget, infrastructure, education, policy and public awareness.

RECOMMENDATION

The Active Transportation Advisory Committee recommends that the Transportation Standing Committee request a staff report to consider an amendment to the Active Transportation Advisory Committee's Terms of Reference to allow for public consultation and public participation at the discretion of the Advisory Committee.

BACKGROUND

At the March 21, 2019 meeting of the Active Transportation Advisory Committee, several members discussed the potential value of enabling public participation annually at the Advisory Committee's June meeting in order to coincide with Bike Week and to obtain public feedback from participants and other members of the public on topics related to active transportation. Several members expressed interest in exploring the potential for the Advisory Committee to host an annual Town Hall similar to that hosted by the Accessibility Advisory Committee.

At the April 18, 2019 meeting of the Active Transportation Advisory Committee, the Committee passed a formal motion:

THAT the Active Transportation Advisory Committee make a formal request to the Transportation Standing Committee for an amendment to the Terms of Reference to allow for public consultation and public participation at the discretion of the Committee.

For further information, please refer to attachment one.

DISCUSSION

The Active Transportation Advisory Committee passed a formal motion at the April 18, 2019 meeting and forwarded the recommendation to the Transportation Standing Committee as outlined in this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report. If approved, staff will evaluate the financial implications associated with the Committee's recommendation in the requested staff report.

RISK CONSIDERATION

None identified.

COMMUNITY ENGAGEMENT

Meetings of the Active Transportation Advisory Committee are open to public attendance. The agenda, reports and minutes of the Active Transportation Advisory Committee are posted on Halifax.ca.

ENVIRONMENTAL IMPLICATIONS

None identified.

ALTERNATIVES

The Active Transportation Advisory Committee did not discuss alternative recommendations.

ATTACHMENTS

1. March 21, 2019 Active Transportation Advisory Committee Minutes

A copy of this report can be obtained online at halifax.ca or by contacting the Office of the Municipal Clerk at 902.490.4210.

Report Prepared by: Simon Ross-Siegel, Legislative Assistant, 902.490.6519



**ACTIVE TRANSPORTATION ADVISORY COMMITTEE
MINUTES
March 21, 2019**

PRESENT: David Jackson, Chair
Jillian Banfield, Vice Chair
Ella Dodson
Ian Watt
Jessie Harlow
Sarah Manchon
Elizabeth Pugh
Ben Buckwold
Emily Miller
Councillor David Hendsbee

REGRETS: Peter Fritz
Kelsey Lane
Councillor Sam Austin
Councillor Matt Whitman

STAFF: David MacIsaac, Supervisor Active Transportation
Simon Ross-Siegel, Legislative Assistant

The following does not represent a verbatim record of the proceedings of this meeting.

The agenda, reports, supporting documents, and information items circulated are online at halifax.ca.

The meeting was called to order at 4:03 p.m., and the Committee adjourned at 6:02 p.m.

1. CALL TO ORDER

The Chair called the meeting to order at 4:03 p.m. in Halifax Hall, City Hall 1841 Argyle Street, Halifax.

2. APPROVAL OF MINUTES – January 17, 2019

MOVED by Ian Watt, seconded by Emily Miller,

THAT the minutes of January 17, 2019 be approved as distributed.

MOTION PUT AND PASSED.

3. APPROVAL OF THE ORDER OF BUSINESS AND APPROVAL OF ADDITIONS AND DELETIONS

The agenda was approved as distributed.

4. BUSINESS ARISING OUT OF THE MINUTES – NONE

5. CALL FOR DECLARATION OF CONFLICT OF INTERESTS – NONE

6. CONSIDERATION OF DEFERRED BUSINESS – NONE

7. CORRESPONDENCE, PETITIONS & DELEGATIONS – NONE

8. REPORTS/DISCUSSIONS/UPDATES

8.1 STAFF

8.1.1 Active Transportation Group Update

David MacIsaac, Active Transportation Program Supervisor, provided an update on work being done by the Active Transportation Group:

- Upcoming public engagement sessions related to AT facilities will be held shortly for the Bedford Highway Functional Plan on Wednesday, March 27, 2019 at Rockingham United Church Hall, 12 Flamingo Drive, from 6:00 – 8:00 pm and Thursday, March 28, 2019 at the LeBrun Centre - Lion's Den, 36 Holland Avenue, Bedford, from 6:00 – 8:00 pm;
- An upcoming public Information session related to AT facilities will be held shortly for the Barrington Greenway on Monday, March 25, 2019 from 6:30 – 8:30 pm at St. Joseph A. MacKay Elementary School Gymnasium, 5398 Russell Street, Halifax;
- Upcoming public engagement workshop related to AT facilities will be held shortly for the Mid-town Bikeways Workshop on Thursday, April 11, from 6:00 – 8:00pm at Citadel High School Atrium. There is also an active Shape Your City page on this project;
- Several active AT functional planning processes are underway including the Africville AT Connections, the North end and west end bikeways, and the Mid-town bikeways;
- Several AT functional planning projects are anticipated to begin planning work including the University/Morris bikeway and complete streets project, the Bedford-Sackville Greenway Corridor enhancement and extension, and the North Preston AT project.
- Bike Week planning is underway. If ATAC members would like more information on how to be involved, they are encouraged to contact Eliza Jackson.
- There are two AT wayfinding projects underway. The first is to develop a bicycle/AT wayfinding system for bike routes. This would be piloted in 2019 on five routes. This project is integrated with a Bicycle Nova Scotia project to develop a common wayfinding sign approach for the entire province. There is also a pedestrian wayfinding project looking at having pedestrian information at key pedestrian nodes.

- Several multi-use pathway or bikeway projects that are tendered or close to tender, including the Porters Lake Exit 20 AT connections, the Allan Street Local Street Bikeway (Phase One), the South Park Street AAA Bikeway Phase One, and the Barrington Greenway extension.

David MacIsaac also stated that staff has been examining pedways and their intersecting public/private space issues to better understand how they connect with HRM's AT priorities.

Staff answered questions of clarification for Committee members regarding the University Avenue streetscaping project and how the current planning relates to and differs from the 2012 Bikeways plan prepared by Dalhousie.

Several members inquired if it was possible to develop a service through 311 or another HRM service to make it easier for pedestrians and residents to report sidewalk obstructions. Some members expressed difficulty connecting with a phone operator and asked if it would be possible to explore creating a web-platform service to enable members to submit sidewalk and AT path obstruction reports. Some other members suggested that residents can currently take a photo of an obstructed sidewalk and send it by email to contact@halifax.ca to document an obstruction. Other members inquired if the process could be made simpler and identified several comparable services 311 offers for filing a web-platform based report.

In response to a question about projects which could be completed in 2019, David MacIsaac stated that the South Street Bikeways could be going to tender soon, and that staff is confident the portion between Inglis and South Park will be completed in 2019.

Regarding a question about the Burnside extension, staff stated that the Commodore section is currently in the detailed design phase and will likely have to return to Regional Council for final approval.

8.1.2 New Member Orientation

The following was before the Committee:

- A staff presentation dated March 21, 2019

Simon Ross-Siegel, Legislative Assistant, shared an Advisory Board and Committee Orientation presentation. A copy of this presentation is on file. The Committee's role and mandate were reviewed along with their terms of reference. Simon Ross-Siegel also reviewed the role of the Chair, quorum, conflicts of interest, the agenda, the components of a committee meeting, and member conduct guidelines.

8.2 COMMITTEE MEMBERS

8.2.1 Jillian Banfield – Early discussion regarding the Committee's advisory role

Vice-Chair Jillian Banfield initiated a conversation about the role of the committee, the meaning of its advisory role and reporting structure, and the nature of its working relationship with staff. Several members expressed concern that the committee's role has become less clear in recent years.

David MacIsaac, Active Transportation Supervisor, outlined some of the history of the Committee's working relationship with staff. When the Committee was initially created through the Active Transportation Plan, the Committee's main role was to assemble critical active transportation stakeholder to engage in consultation. Since then, as active transportation planning has grown in scale and scope, planning and design staff tend to initiate other engagement activities with stakeholders and the public. Based on staff's experience, staff has found that the later approach has been more effective for receiving valuable feedback in the early phases of project development.

Several members expressed the opinion that the role of the Committee is to provide a person-on-the-street perspective to planners and resource users. Other members suggested a key role for the Committee could be providing insight in the crafting of surveys and other engagement tools to help shape

the engagement process to provide meaningful feedback. The Committee could also assist in identifying important stakeholders. Staff replied that for most projects, staff usually drafts an early engagement plan and the Committee could potentially provide feedback at this stage. Staff proposed to suggest this approach to the Active Transportation group to see if this would be feasible.

Some members proposed that the Committee could take a more active role in advising staff and the Transportation Advisory Committee regarding priorities with respect to the active transportation budget, and to review the success of past active transportation priority plans.

Some members proposed that a role of the Committee could be to provide a last stop for major active transportation projects before coming before Regional Council. Staff indicated that it may be feasible to do so for those active transportation projects which require council approval such as bikeways in the regional centre and transit priority projects. However, several other projects with active transportation elements which do not require Council approval would not come to the Active Transportation Advisory Committee under this framework.

Some members inquired whether it was feasible for the Active Transportation Advisory Committee to shadow the Transportation Advisory Committee's agenda and to provide advice regarding matters with active transportation elements.

Staff expressed some concern that this approach may not be feasible since there are likely to be a limited number of items which would arise from this approach, and there is some concern that this approach may be inconsistent with the terms of reference of the Active Transportation Advisory Committee. Currently all reports which go to the Transportation Standing Committee which have an active transportation component contain a section regarding consultation where they identify the results of consultation with the Active Transportation Advisory Committee, so the proposed approach could be duplicative.

A member stated that in their opinion and experience, the best and most valuable time for the Committee's feedback is the window of time just after public engagement and prior to staff's resulting decision making.

Some members expressed interest in exploring if it might be possible to allow some form of public participation to speakers at the meeting of the Committee currently scheduled for June 20th to enable members of the public to provide feedback following Bike Week 2019. Simon Ross-Siegel, Legislative Assistant, stated that it is staff's understanding that in order for an advisory committee to accommodate public participation, it requires permission under the terms of reference for the advisory committee in question. Staff raised the example of the Accessibility Advisory Committee, for which the committee's terms of reference explicitly allow the committee to hold an annual town hall. It was staff's understanding that there is no similar reference in the Active Transportation Advisory Committee's terms of reference which allow the committee to provide a form of public participation. Staff indicated they would research this question further and provide follow up on this question for the members. Staff also noted that members of the public are always permitted to write to the Committee as well as make written requests to present before the Committee.

In the context of discussion regarding public engagement, several members raised questions about the public engagement the Committee participated in with regard to earlier phases of the Cogswell Interchange project. Some members expressed an interest in forwarding AT concerns to the project manager for this project, and David Maclsaac proposed to forward correspondence from members should they wish to do so. Some other members suggested potentially inviting Donna Davis, Project Manager for the Cogswell Interchange Redevelopment Program to provide an update to the committee on the AT components of the project. Staff indicated staff would reach out to Donna to try to coordinate a presentation.

9. ADDED ITEMS – NONE

10. DATE OF NEXT MEETING – April 18, 2019

11. ADJOURNMENT

The meeting adjourned at 6:02 p.m.

Simon Ross-Siegel
Legislative Assistant