

1. GENERAL INFORMATION

Advisory Committee name:	Sustainable and Active Mobility Advisory Committee
Reporting to:	Council via Committee of the Whole
Date of formation:	February 2022
Meeting frequency:	Minimum of 3 times per year
Staff lead:	Manager of Transportation Engineering
Other staff:	Transportation Engineer Department of Community Services Department of Public Works St. John's Transportation Commission Others as deemed necessary as per Section 4.2.1

2. PURPOSE

The Sustainable and Active Mobility Advisory Committee provides information and advice to Council on matters related to active and sustainable mobility, including cycling/biking, walking, public transit, and accessibility, including mobility that is for transportation and leisure, that intersect City policies and programs. Recommendations by the Sustainable and Active Mobility Advisory Committee Name itself must be reviewed by the Senior Leadership Team to ensure the items fall within the Committee's legislative authority and are then approved by Council. Specifically, the Committee will:

- Provide the perspective of sustainable and active mobility on municipal matters that affect their daily lives (i.e., transportation, parks and open spaces).
- Provide advice and perspective to the City on its policies, services and programs that pertain to sustainable and active mobility (e.g., housing, recreation, and taxes).
- Identify gaps and/or barriers and suggest solutions to integration of sustainable and active mobility in all aspects of City programming; and
- Provide opportunities for members to participate in relevant forums, engagement sessions, or workshops (e.g., Healthy Communities Forum, Seniors in Housing Forum, Transportation, other engagement sessions).

Advisory Committee recommendations to Council occur in the manner defined by these terms of reference to best support City policy. The Sustainable and Active Mobility Advisory Committee Name has no decision-making authority and is advisory only.

The purpose of the Sustainable and Active Mobility Advisory Committee is to provide advice and recommendations to Council and Staff on a range of initiatives to achieve the active/sustainable transportation related goals and targets, including:

- Implementation of the sustainable mode share targets through policy changes and investment: 16% by 2030 and 22% by 2050. This initiative was approved by Council during the Regular Meeting of November 23, 2020.
- Implementation of the Bike Master Plan (including the planned backbone and full bike networks, programs and policies recommended in the plan).

- Transit issues, priorities, and projects.
- Active mobility and Transportation.
- Projects/services related to winter mobility.
- Neighbourhood 'place-making' initiatives with active and sustainable transportation impacts.
- Additional active transportation issues as identified by Council, Staff and Committee Members.
- Healthy City Strategy.

The Committee will:

- Provide a forum for citizens and the City to exchange information and ideas regarding active mobility transportation.
- Provide advice and perspective to the City on its policies and practices and be involved in the public engagement process when cycling, walking, wheeling, and/or complete streets are involved to ensure consideration for comfortable and convenient active mobility facilities are included where appropriate.

Advisory Committee Relationship to the Strategic Plan:

- **A Sustainable City** – A city that is sustainable today and for future generations; economically, environmentally, and financially.
- **A City that Moves** – A city that builds a balanced transportation network to get people and goods where they want to go safely.
- **A Connected City** – A city where people feel connected, have a sense of belonging and are actively engaged in community life.
- **An Effective City** – A city that performs effectively and delivers results.

Applicable Legislation/City Bylaws:

- City of St. John's Act
- City of St. John's By-Laws
- Provincial Highway Traffic Act
- Provincial Accessibility Act

Other City Plans, Guides or Strategies:

- Bike Master Plan, 2019
- Envision St. John's Municipal Plan and the Envision St. John's Development Regulations, 2019
- Healthy City Strategy 2021
- Parks and Open Spaces Master Plan, 2014
- Recreation and Parks Master Plan, 2025
- World Health Organization Age-Friendly Design Plan
- Development Design Manual
- City of St. John's Accessibility Plan 2024-2026
- Resilient St. John's Climate Plan 2022
- Neighbourhood Plans

Other Distinct Deliverables and Considerations:

- The Sustainable and Active Mobility Advisory Committee will be consulted on any City public engagement processes where getting the perspective of sustainable and active mobility demographic is identified in the plan.
- The Sustainable and Active Mobility Advisory Committee, working with City staff, will identify distinct opportunities to engage in civic matters, which may include forums or other events.
- The Sustainable and Active Mobility Advisory Committee will work with City staff and departments, will identify distinct opportunities to promote and better accommodate purposeful and recreational active transportation.

3. MEMBERSHIP AND COMPOSITION**3.1 COMPOSITION**

The Sustainable and Active Mobility Advisory Committee is comprised of eleven (11) total members that reflect a diverse demographic.

3.1.1 Public Members and Committee Chair**Public Members**

Public members are volunteers and will receive no compensation for participation. Preference will be given to residents of St. John's.

The Advisory Committee is comprised of no more than eleven (11) residents serving as public members that reflect a diverse demographic including the following:

- Beginner to avid cyclists and users of other forms of active mobility transportation (2).
- People with Disabilities (2), who have lived experience with either or a combination of a mobility barrier and a vision barrier.
- Pedestrian representatives (2): including one runner and one walker.
- Public transit user representatives (2). A combination of conventional and para transit users would be ideal.
- At least one member is a senior (50 years of age or over.)
- At least one member is a youth (18 – 30)
- At least one member who is a parent/guardian of young children.

Committee Chair

The Sustainable and Active Mobility Advisory Committee will be chaired by the Staff Lead or a designated Staff liaison. The Staff member chairing this committee will have the responsibility of ensuring the committee carries out its work as per the terms of reference.

Consultation with Other Advisory Committees, Working Groups and Experts Panels

Occasionally, Advisory Committees will benefit from the additional insight of youth perspective. To this end, Advisory Committees may wish to consult with the [Youth Engagement Working Group](#) (YEWG). YEWG oversees implementation of the [Youth Engagement Strategy](#) and provides ongoing advice and guidance on how to best engage youth on City matters. The City will ensure a broad range of ages is included on Committees during the membership selection process.

Advisory Committees are encouraged to consult or collaborate with other Advisory Committees, Working Groups and/or Experts Panels as deemed necessary or beneficial as per the group's shared initiatives and goals.

3.1.2 Staff and Council Members (Ex-Officio Members)

Lead Staff

The Lead Staff acts as the Committee Chair. Lead staff is appointed to the Advisory Committee by the appropriate City executive or senior management.

Other Staff

Other City of St. John's Staff representatives include:

- Department of Community Services
- Department of Public Works
- St. John's Transportation Commission
- Other staff support/attendance may be requested by lead staff, as required.

City Clerk

The Office of the City Clerk has representation on each Advisory Committee.

Council

Each Advisory Committee has one council representative acting as Advisory Committee spokesperson/Champion.

3.2 LENGTH OF TERM

Public Members

Unless otherwise indicated, the Advisory Committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents willing to seek reappointment may signify their intent to serve an additional two years, for a total of two two-year terms. In some cases, members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

Cooling-off Period

Council and City Staff

Council Members and City Staff shall not be appointed to an Advisory Committee until two years after the end of their Council term or City employment.

Advisory Committee Members

Once their term has expired, Members must wait one year before reapplying to the same Advisory Committee. They may apply to other City Advisory Committees, Working Groups, and Experts Panels during this time.

Additional Considerations

- Public members may not serve on more than one Advisory Committee, Working Group, or Experts Panel as an individual representative. Public members may be appointed to more than one Advisory Committee, Working Group or Experts Panel, if they are serving as a representative of an organization.
- When an appointment is made to fill a vacancy that does not coincide with the beginning of a term, the duration of this partial term (i.e., less than two years) shall not be counted towards the appointee's maximum length of service or the number of terms they may serve on the Advisory Committee.
- Unless otherwise expressed in these terms of reference, the limit on length of Advisory Committee membership for any public member is four consecutive years.

Exceptions for Advisory Committee Members Cooling Off Period

- When an insufficient number of applications have been received.
- If a particular area of expertise is indispensable and there are no other suitable replacements.
- If the Advisory Committee would suffer from a lack of continuity (i.e., more than half of all members are replaced at once).
- If directly related to the Advisory Committee's purpose as defined in its terms of reference.

4. ROLES, RESPONSIBILITIES AND REPORTING**4.1 ROLES AND RESPONSIBILITIES**

As a municipal advisory body, Advisory Committee roles include:

- Advising and making recommendations to Council in a manner that supports City policy matters relevant to the Committee's defined purpose.
- Providing resident and organizational-based expertise.
- Working within given resources.
- Considering working in subcommittees/working groups for specific pieces of work being addressed by other Committees (i.e., Built Heritage Experts Panel).

Member Responsibilities**Conduct**

Members shall strive to serve the public interest by upholding federal, provincial and municipal laws and policies. Advisory Committee members must be transparent in their duties to promote public confidence. Members must respect the rights and opinions of other Committee members.

Preparation

Meeting agenda and accompanying materials are circulated electronically one week prior to all meetings; Members are expected to review all distributed materials prior to meetings. Alternate material distribution methods are made available upon request.

Agendas

- Agendas require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas are finalized one week before Advisory Committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed – but prior to the meeting – will be moved to the following meeting's agenda at the discretion of the Office of the City Clerk.
- All members must submit potential agenda items and related material to the Advisory Committee Chair and lead staff for consideration.

Attendance and Participation

Active participation in Advisory Committee meetings is expected of all members. "Active participation" may refer to both meeting attendance and/or engagement. Members must attend meetings in person or remotely. If a member declines three consecutive attempts to schedule a meeting or is unable to attend three consecutive scheduled meetings without justified absence, that member may be retired from the Committee at the discretion of the City Clerk.

Advisory Committee members who wish to request a leave of absence for an extended period of three months up to six months may submit such a request to the City Clerk. Should a member not return at the end of the agreed-upon terms of the leave of absence, that member may be retired from the Advisory Committee at the discretion of the City Clerk. Should a leave of absence be granted, the number of attendees required for quorum will be adjusted accordingly.

Should a public member of the Advisory Committee decide to relocate to a geographic area outside the general vicinity of the Committee's operations, the member shall notify the City Clerk in writing. Upon notification, the City Clerk will assess the circumstances to determine the member's continued eligibility to serve on the Advisory Committee.

4.2 MEMBER ROLES AND RESPONSIBILITIES**4.2.1 City Staff****Lead Staff**

- City staff are ex-officio and therefore non-voting.
- Liaise between the Advisory Committee and the City, linking across departments on issues relevant to Committee work.
- Ensure the Advisory Committee is informed about City policies, procedures, and available resources in reference to specific agenda items and provide procedural and/or technical advice to assist the Committee where appropriate.
- Request additional staff support/attendance as needed.

- Develop agendas in cooperation with the Chair and the Office of the City Clerk for distribution.
- Incorporate input from the Advisory Committee into ongoing City work where appropriate (e.g., projects, staff updates, publications, etc.).

Chair

- The role of the Chair will be filled by the Staff Lead or a delegated Staff Liaison.
- The Chair (Staff Lead) is ex-officio, with no voting privileges.
- The Chair is responsible for facilitating the advancement of committee recommendations.
- Uphold Advisory Committee processes and functions in accordance with these terms of reference. This includes ensuring Committee members conduct themselves in a professional manner.
- Help build and co-ordinate a work plan for the Advisory Committee, where appropriate, with support from the Office of the City Clerk and support staff.
- Prepare and submit agenda items and accompanying materials to the City Clerk
- Act as a conduit for all communications between public members and the City Clerk.
- Support, where appropriate, support staff and/or Office of the City Clerk in fulfilling Advisory Committee requirements related to reporting processes (annual presentations, written reports, FAQ's, etc.)

Supporting Staff

- Staff whose work aligns with the Advisory Committee's purpose may be asked to participate as needed.

The Office of the City Clerk

- City staff are ex-officio and therefore non-voting.
- Perform administrative functions related to Advisory Committee operation, establishment, review, and term amendments, including leading or supporting day-to-day Advisory Committee activities, such as the co-ordination of meeting schedules and the external/internal distribution and/or posting of Committee agendas and reporting forms (i.e., meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of Call for Members contents while ensuring all relevant forms and supporting documentation are completed and received.
- Oversee Advisory Committee selection with input from relevant departments, in adherence with the terms of reference and in tandem with the lead staff.
- Work with lead staff members to ensure new members receive orientation.

4.2.2 Public Members

- The Chair is responsible for facilitating the advancement of committee recommendations.
- Uphold Advisory Committee processes and functions in accordance with these terms of reference. This includes ensuring Committee members conduct themselves in a professional manner.
- Help build and co-ordinate a work plan for the Advisory Committee, where appropriate, with support from the Office of the City Clerk and support staff.
- Prepare and submit agenda items and accompanying materials to the City Clerk
- Act as a conduit for all communications between public members and the City Clerk.

- Support, where appropriate, support staff and/or Office of the City Clerk in fulfilling Advisory Committee requirements related to reporting processes (annual presentations, written reports, FAQ's, etc.)

Public Members

Public members are expected to advise City decision making by applying their skills, knowledge, and experience to the committee's defined purpose. Public Members are expected to actively participate and exercise their voting rights during meetings, represent Committee interests in the community, and engage with residents and experts when appropriate.

4.2.3 Council

Council members have a focused role. One council representative will sit on each Advisory Committee as the Advisory Committee Champion to promote and enhance the Advisory Committee's advisory function. Council representatives are encouraged to attend meetings as observers, and to act as a liaison between the Advisory Committee and Council. Council are ex-officio members and therefore do not have voting rights.

In cases where an item of Advisory Committee business would benefit from having more than one Council Representative attend, it is the responsibility of the Chair and/or lead staff to inform Council.

4.3 REPORTING

The Sustainable and Active Mobility Advisory Committee shall report to City Council through the Committee of the Whole; however, depending on the issue, reports may be directed to another Committee where appropriate.

Standardized Reporting Process:

- The Advisory Committee lead staff (Committee Chair) and City Clerk will work to complete a report for consideration at Committee of the Whole.
- Lead Staff are required to provide a formal update on the work undertaken by the Sustainable and Active Mobility Advisory Committee to Council via the Committee of the Whole a minimum of once per year.

Notes:

- Council to be kept informed of Advisory Committee activities through formal reporting and through the appointed Council Champion.

5. COMMITTEE RECRUITMENT AND SELECTION

5.1 RECRUITMENT, VACANCIES, AND APPLICATIONS

Recruitment practices are consistent for all Advisory Committees. When new members are required, a Call for Members is prepared by the Office of the City Clerk and distributed through City communication channels.

A vacancy on an Advisory Committee occurs when a member resigns, vacates a position or when their resignation is requested by the Advisory Committee Chair. Vacancies may occur at the date of resignation, the date the member ceases to be qualified, or the date the Committee Chair declares the position vacant due to lack of attendance or Incapacity.

All applicants must complete an Application Form which can be accessed by a unique link. Applications are available in large print format upon request and may be submitted electronically (built-in submission), via mail, by phone, or in person to the attention of the Office of the City Clerk.

5.2 ELIGIBILITY AND SELECTION

Eligibility

Appointments to City of St. John's Advisory Committee are made in adherence with the following eligibility requirements:

1. Preference will be given to residents of St. John's. Exceptions may be made by the selecting body.
2. Organizational representatives must be based in or serve/do business within the City of St. John's.
3. Organizational representatives are not required to be residents of St. John's.
4. The terms of the Cooling Off Period as outlined in Section 3.2.

Commitment to Equity and Inclusiveness

The City of St. John's is strongly committed to equity and inclusiveness. In selecting Advisory Committee members, the City will aim to design processes that are transparent, accessible, and free of discrimination and to seek to remove barriers.

Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience are important factors in Advisory Committee selection. While all who meet the Eligibility Requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an Advisory Committee's purpose are preferred. Some other considerations pertaining to general selection criteria include past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those selected to serve on Advisory Committees will be notified by email.

6 PUBLIC ENGAGEMENT

The City of St. John's recognizes that engagement between the City and its citizens is an essential component of an effective municipal government. The City views public engagement as a process – one that facilitates dialogue with the right people, using the right tools, at the right time, on subject areas of mutual interest.

Under the City's [Engage! Policy](#), the role of the Sustainable and Active Mobility Advisory Committee falls under "consultation." This means Advisory Committees serve as a platform for the public to provide focused feedback on City matters, helping to inform decisions. These Advisory Committees operate on the principles of commitment, accountability, timely and clear communication, and inclusiveness.

7 OTHER GOVERNANCE**7.1 REVIEW OF TERMS**

The Sustainable and Active Mobility Advisory Committee and lead staff will review the Advisory Committee Terms of Reference documents every two years or as deemed necessary and make recommendations for revision. The purpose of this review is to ensure that the operations and function of each Committee are still aligned with its defined purpose.

7.2 MEETING AND SCHEDULES

Advisory Committees must formally meet at least three times per year. The exact frequency of Advisory Committee meetings is determined by the Chair, lead staff and City Clerk.

A quorum for meetings is considered 50% + 1 of the voting members in attendance.

Unless otherwise specified (generally one week prior to a meeting) Advisory Committee meetings shall be held virtually or in person at a City facility and shall be closed to the public.

All meetings are recorded for minute-taking purposes only. AI notetakers are not permitted.

7.3 CONFLICTS OF INTEREST AND CONFIDENTIALITY**Conflicts of Interest**

Advisory Committee members are subject to Section 32(b) of the [Municipal Official Code of Conduct By-Law](#).

A conflict of interest refers to situations where personal, occupational, or financial considerations may compromise, or appear to compromise, an Advisory Committee member's objectivity or fairness in decision-making related to Committee activities. Conflicts may be real, potential, or perceived.

A conflict may arise when an Advisory Committee member participates in discussions or decisions that could result in financial benefit, directly or indirectly, to themselves, a family member, or someone with whom they have a close personal relationship, regardless of the size of the benefit.

A conflict may also occur when an Advisory Committee member is unable to act impartially due to a personal relationship. This includes situations where a reasonable person might conclude that the relationship could lead to favoritism or bias.

In cases where the Advisory Committee agenda or Committee discussions present a conflict of interest for a Committee member, that Committee member is required to declare such conflict and to state the nature of the conflict for the record. They must abstain from any discussion and remove themselves from the meeting room until the agenda item has been dealt with by the Advisory Committee. They shall not vote on the matter.

Political Activity:

Should a member of an Advisory Committee choose to seek elected office at the federal, provincial or municipal level, they shall request a formal leave of absence from the City Clerk for the duration of their campaign. If the member is elected, they must resign from the Advisory Committee. Elected Officials shall not be recommended to the Advisory Committee for appointment unless specified under item 3.1.

Confidentiality:

All Advisory Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Sustainable and Active Mobility Advisory Committee.

Staff Liaison Name:

Signature: _____

Date: _____

Chair Name:

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____