



Investing in Canada Infrastructure Program - Wolfville Active Transportation Network Implementation

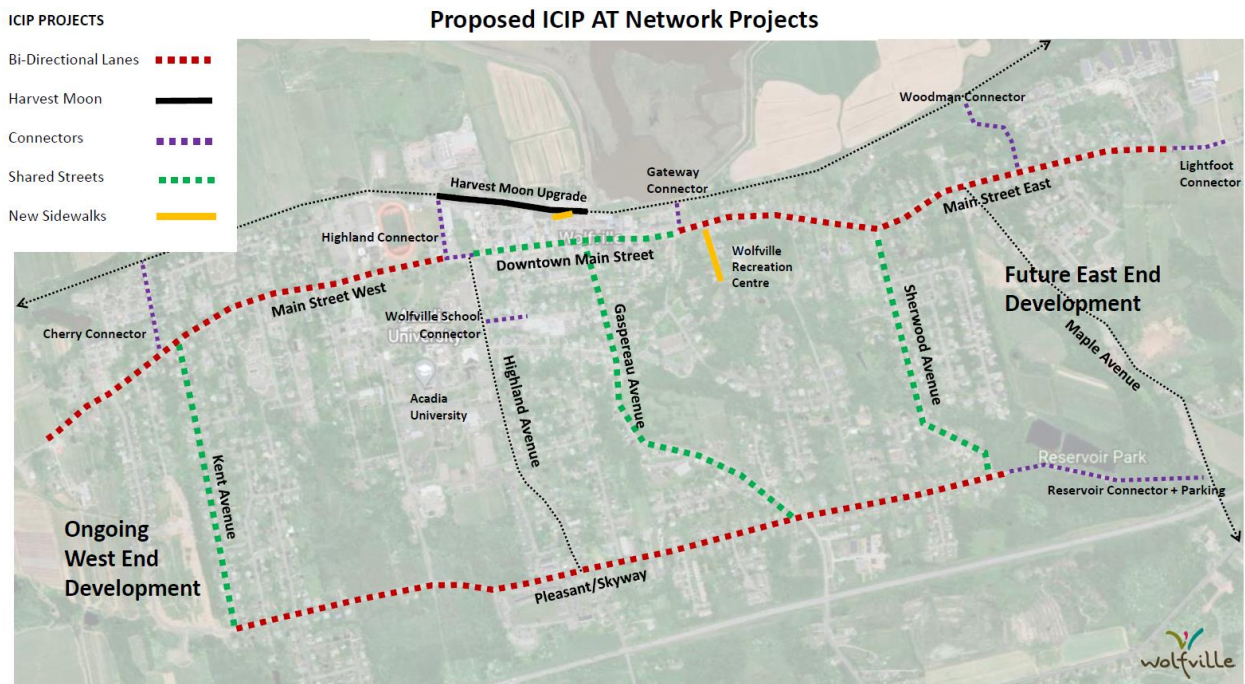
Working Group – Terms of Reference

Summary

As per the Town [Committee's of Council Policy](#) (110-001), the Town is creating a 'working group' to assist Staff with the implementation of the Active Transportation Network, funded through the Investing in Canada Infrastructure Program (ICIP).

The working group will have 3 main tasks:

1. Work with Staff and consultants to review and comment on detailed drawings for each segment of the network before the projects are tendered for construction.
2. Work with Staff and consultants to review and comment on the wayfinding, signage and marking plans for the network and help to create an overall brand and coherent network.
3. Work with Staff on socializing the network, doing public education, and creating a culture of activity.



Background

The Town of Wolfville will be spending over \$3 million on implementing an Active Transportation network in the Town. The support and funding for this has been secured (Federal and Provincial through ICIP) and the overall network has been established. The task is now to implement and create the conditions for a 'best-in-class' active transportation network in the town – a showcase of infrastructure that is safe, functional and leads to more people choosing walking, biking and other alternative modes.

For more information: an overview of the network, rationale and additional background is provided in the attached documentation to this Terms of Reference or on www.wolfvilleblooms.ca.

Mandate

The primary mandate of the ICIP Active Transportation Network Implementation Working Group is to support staff and consultants in the implementation of the active transportation network.

- The working group works with Staff and the consultant on reviewing detailed drawings (including hard infrastructure + wayfinding and branding) for active transportation in the Town, funded by ICIP.
- The working group will support staff by socializing the active transportation network among community members using educational materials and championing the network.
- The working group will support staff with public engagement work.

Roles and Responsibilities

- The working group will be chaired by the Town's Director of Planning & Economic Development.
- The Working group will consist of a minimum of 5 and maximum of 8 members of the public
 - a. The number of members may vary and will depend on interest and background of those who apply
 - b. A call for expressions of interest will be used to recruit members
- Consultants, the Director of Engineering and Public Works, Parks Staff, other Staff or key Stakeholder(s) may also work with the group from time to time.

Membership Selection Process and Criteria

- The term shall be for 1.5-2 years initially, concluding when all ICIP funded projects are tender-ready but the term may be extended, subject to future circumstances and needs at that time.
- The call for Expressions of Interest process shall encourage applications from a diversity of community members and endeavor to have a balanced representation of interests from the community.
- The Director of Planning shall review all applications and appointment to the Working Group based on the following criteria:
 - Demonstrated interest in active transportation;
 - Demonstrated interest in or relationship with Wolfville; and
 - The ability to attend and contribute to regular Working Group meetings and related events.

Meetings

- The Working Group will meet as needed. It is anticipated monthly and/or quarterly at a minimum. There may be a need to review additional material or have more frequent meetings to ensure funding deliverables and timelines are met.
- Working Group meetings are closed to the public.
- Monthly summaries will be provided through the CAO report or Committee updates at Council meetings.

Resignations

- Any resignations from the Working Group shall be tendered in writing to the Director of Planning & Economic Development.
- The name of a replacement member shall be obtained through a call for Expressions of Interest or it may be decided to proceed with fewer members.
- When approved by the Director, the new appointee shall serve the remainder of the vacant term.

Absenteeism

- In the case of any member missing three consecutive meetings, without the consent of the Working Group, the member shall be deemed to have resigned.

Administration

- The Chair is responsible for meeting agenda content and will consider any proposed agenda items from the members before each meeting.
- No Working Group member shall instruct or give direction to any employee of the Town (either publicly or privately).