

# **Pedestrian Strategy**

## **Steering Committee Terms of Reference**



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## Steering Committee Terms of Reference

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# Steering Committee Terms of Reference

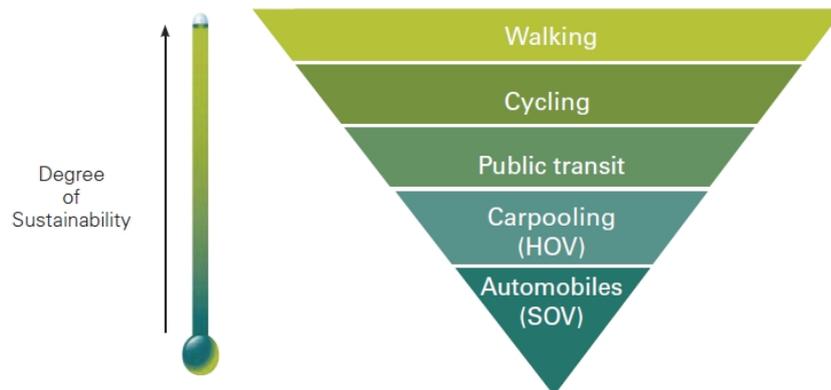
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# Steering Committee Terms of Reference

## 1. BACKGROUND

The Calgary Transportation Plan (CTP) and the Municipal Development Plan (MDP) recognize walking as the most basic form of transportation and key to a complete multi-modal system. The CTP and MDP also recognize the importance of walking in achieving sustainability goals and the need to build a quality pedestrian environment as a means of promoting walking in the city.



CTP – Fig. 1 The Transportation *Sustainability* Triangle

The Step Forward pedestrian strategy is an eighteen month project that will produce strategy actions and an implementation plan with specific timelines, operating and capital budget requirements, performance measures and targets with the aim of:

1. improving the quality and experience of the pedestrian realm, promoting a culture of walking,
2. improving pedestrian safety, reducing pedestrian-vehicle collisions, providing universal accessibility,
3. and for furthering walking as a safe, convenient and viable year-round travel option for more Calgarians.

It is anticipated that a final report will be presented at the SPC on Transportation and Transit by September 2015 for Council approval.

## 2. PURPOSE OF TERMS OF REFERENCE

The purpose of these Terms of Reference is to ensure that members of the Steering Committee are aware of expectations, commitments and their role in providing input to the pedestrian strategy project.

## 3. PRINCIPLES OF THE STEERING COMMITTEE

### 3.1 Information sharing

Members are encouraged to share with colleagues and interest parties information on the progress of the project. Members are welcome to share with the Steering Committee information about opportunities that may exist for the project and other matters relating to the pedestrian realm.

### 3.2 Good faith

Steering Committee members will join with The City project team in good faith to work towards the desired results for the project which will benefit their organisations, their representatives and all Calgarians.

## Steering Committee Terms of Reference

### **4. ROLE OF THE STEERING COMMITTEE**

The role of the Steering Committee is as follows:

- Ensure the project is aligned with organizational strategy.
- Assist with resolving strategic level issues and risks.
- Review and provide feedback on draft reports, project charter and project deliverables.
- Provide feedback during all phases on the progress and desired results.
- Use influence and authority to assist the project in achieving its desired results.
- Review and approve the terms of reference.

### **5. RESPONSIBILITIES OF THE STEERING COMMITTEE CHAIR**

The Steering Committee Chair is the Director Transportation Planning. Should the Steering Committee Chair be unable to attend a meeting, the Manager Liveable Streets will serve as Committee Chair proxy.

The responsibilities of the Steering Committee Chair are as follows:

- Set the agenda for each meeting.
- Make the purpose of each meeting clear to members and explain the agenda at the beginning of each meeting.
- Clarify and summarize what is happening throughout each meeting.
- Keep the meeting moving by putting time limits on agenda items and keep all meetings to one hour or close to.
- End each meeting with a summary of decisions and assignments.
- Follow up with consistently absent members to determine if they wish to discontinue membership.

### **6. RESPONSIBILITIES OF STEERING COMMITTEE MEMBERS**

Individual Steering Committee members have the following responsibilities:

- Understand the goals, objectives, and desired results of the project.
- Understand and represent the interests of their specific organizations or groups.
- Take a genuine interest in the project's results and overall success.
- Act on opportunities to communicate positively about the project.
- Check that the project is aligned with the organizational strategy as well as policies and directions across government as a whole.
- Actively participate in meetings through attendance, discussion, and review of minutes, papers and other Steering Committee documents.

## Steering Committee Terms of Reference

### 7. GENERAL

#### 7.1 Committee Members

The table below lists the membership composition of the Steering Committee.

Member Title	Organization
Representative Office of the Mayor	The City of Calgary
Member of Council	The City of Calgary
Director of Transportation Planning – <b>Chair</b>	The City of Calgary
Director of Roads	The City of Calgary
Manager Liveable Streets – <b>Chair Proxy</b>	The City of Calgary
Project Manager Pedestrian Strategy	The City of Calgary
Representative Project Team	The City of Calgary
Representative Roads Traffic Safety	The City of Calgary
Representative External CPS	Calgary Police Services
Representative External AHS	Alberta Health Services
Representative External Advocacy	Safer Calgary

#### 7.2 Guests

There will be people who can add value to the work of the project who are not members of the Steering Committee. Through a motion, a member of the Steering Committee can request the attendance of a guest to the Steering Committee meetings. Once accepted, a guest will be permitted to attend any future Steering Committee meeting. All members and guests of the Steering Committee can fully participate in the Committee deliberations.

#### 7.3 Proxies

If members of the Steering Committee cannot attend a meeting they can send proxies. Proxies are entitled to participate in discussion and are allowed a role in decision-making. Steering Committee members will inform the Steering Committee Chair as soon as possible if they intend to send a proxy to a meeting and no less than two business days before the scheduled meeting. If members cannot physically be present at the meeting, it is preferred that they teleconference over sending a proxy.

#### 7.4 Spokesperson

For technical items related to the project, the Project Manager Pedestrian Strategy will be the spokesperson. For political and policy items on the project the Director Transportation Planning will be the spokesperson.

#### 7.5 Quorum and Decision-making

##### 7.5.1 Quorum

A minimum number of six Steering Committee members are required for decision-making purposes and at least one member of Council is required to be in attendance for quorum.

## Steering Committee Terms of Reference

### 7.5.2 Decision-making Process

The decision making process will be by majority and a course of action requires support from more than 50% of members who are in attendance at the meeting. Every effort will be made to reach consensus on decisions.

### 7.6 Frequency of Meetings

It is anticipated that nine meetings will be required for the duration of the project, initially with a meeting length of one hour. The intention is to schedule meetings to coincide with anticipated project milestones or significant events so that Committee discussions can best inform the work of the project.

At the request of the Chair the length of the meeting may be altered to ensure adequate discussion of all agenda items.

The table below lists the anticipated meetings with tentative schedule.

Meeting	Agenda	Tentative Schedule
No. 0	General Discussion & Scoping Report review	21 May 2014
No. 1	Membership, general business	11 June 2014
No. 2	Project progress	9 September 2014
No. 3	Project progress	11 December 2014
No. 4	Project progress	February 2015
No. 5	TBD	April 2015
No. 6	TBD	June 2015
No. 7	TBD	July 2015
No. 8	TBD	September 2015
No. 9	Preparation for 2015 budget adjustments	October 2015

### 7.7 Agenda, Minutes, and Decision Papers

The project team representatives will:

- Create and distribute meeting agendas and supporting materials in advance of each meeting.
- Host each meeting, including venue selection.
- Prepare meeting minutes for distribution in advance of the next scheduled meeting.

A package will be sent to members in advance of a Steering Committee meeting. This package will include the following:

- Agenda for upcoming meeting.
- Minutes of previous meeting.
- Any other documents/information to be considered at the meeting.

END