

Blue Route Team Terms of Reference

Purpose

The purpose of the Blue Route Team is to oversee the planning, implementation and management of the Blue Route provincial cycling network.

In particular, the Blue Route Team will:

- Coordinate the Blue Route responsibilities of its member organizations, agencies, and departments
- Review, evaluate, and approve route development plans
- Approve the use and installation of official Blue Route signs on all designated routes
- Advise on Blue Route communications, marketing and promotions
- Provide input and advice on Government and Bicycle Nova Scotia decisions affecting the Blue Route including matters of funding, strategy, planning, procedure, policy and legislation
- View this document as a living document and update it as deemed necessary
- Prepare an annual progress update
- Establish annual outcome goals

Structure and Membership

The Blue Route Team will include representation from:

- Bicycle Nova Scotia (BNS) co-chair
- The Department of Transportation and Infrastructure Renewal (TIR) co- chair,
- The Department of Natural Resources (DNR)
- The Department of Health and Wellness (DHW)
- The Department of Communities Culture and Heritage (CCH)
- Tourism Nova Scotia (TNS)
- The Department of Energy (DoE)
- The Union of Nova Scotia Municipalities (UNSM)

Each Blue Route Team member organization and department will appoint one representative. Members may invite guests to advise the Team and support their roles on the Blue Route Team as they see fit.

Operations

- Meeting will be coordinated by the committee co-chairs
- BNS and TIR will designate co-chairs from within their organizations
- The Blue Route Team meets once per month unless otherwise indicated by the committee co-chairs. Subcommittees or working groups may hold additional meetings on an as needed basis.
- Quorum must be achieved in order for the BRT to make official decisions. Quorum for the Blue Route Team will be achieved when five members are present.¹
- The committee co-chairs will keep a record of all official decisions made by the committee
- The committee may invite non-voting guests to attend meetings and provide advice
- All materials and agendas must be submitted for review one week prior to meetings

¹ Members may call-in to meetings to establish quorum for official decisions.

Decision Making

Official decisions of the Blue Route Team, including route designations, will be made by the consensus of appointed representatives.²

Under the direction of the Team, tasks will be designated to members of the group and their organizations, or to independent consultants. All policy, research, or projects produced under the direction of this committee will be subject to committee approval.

Roles and Responsibilities - Each member of the Blue Route Team is responsible to:

- Work towards achieving targeted deadlines as outlined in the project plan
- Read relevant documents prior to meetings
- Attend meetings and prepare to discuss agenda items
- Represent respective department or organization and team perspectives and inform and update their respective employers, employees, members and/or stakeholders on the progress of this project on an on-going basis

Senior leadership from the departments represented on the Blue Route Team will come together as required to provide necessary direction and support to the work of the Blue Route Team.

It will be understood that the level of involvement of team members may vary, and reflect the responsibilities of their respective departments in the development of the Blue Route.

Reporting Structure

Blue Route Team representatives in Government will report to their respective Deputy Ministers on the progress of the Blue Route Team and will adhere to a reporting structure, which meets the approval of that Deputy Minister / CEO.

Principles

- Evidence Informed – decisions are based on the best available information, research, analysis, public engagement, and partner advice.
- Innovation & Excellence – goals are pursued through a spirit of exploration, creativity and learning.
- Inclusion & Equity – we respect the similarities and differences among departmental mandates.
- Collaboration – The Blue Route Team will encourage a collaborative effort among participating departments, other levels of government, communities and organizations.

Changes in Representation or Operations

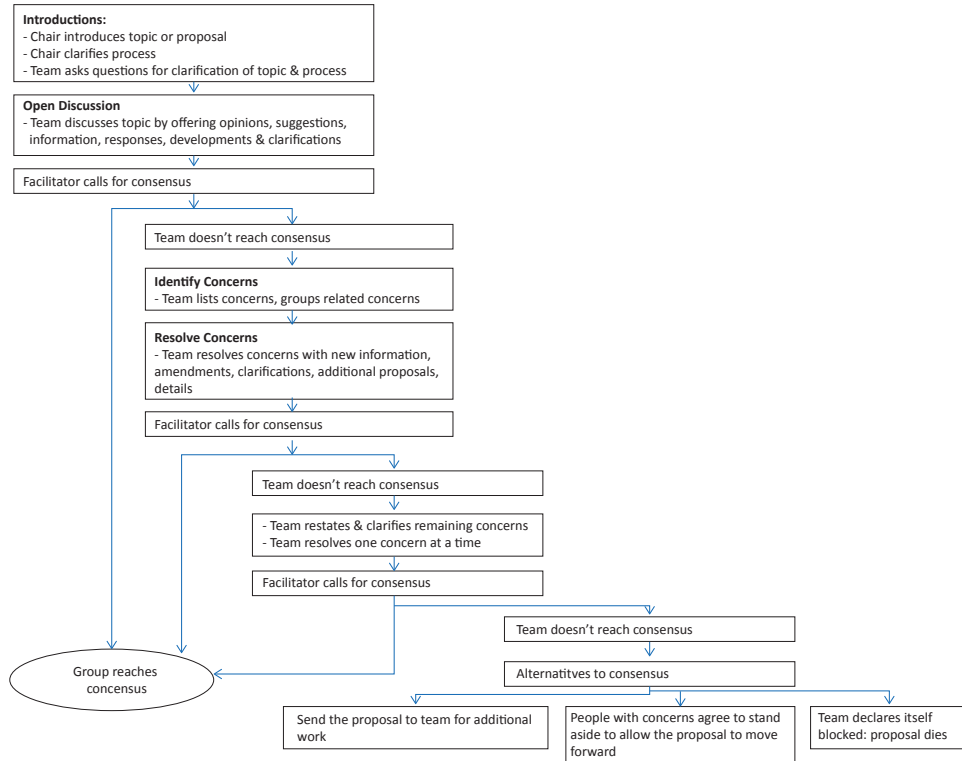
Each member organization or department may change their appointed representative as they see fit by informing the committee co-chairs.

Changes to the structure or operations of the Blue Route Team may be made by an official decision of its members and a subsequent revision of the Blue Route Team Terms of Reference.

In the event of the dissolution of the Blue Route Team, Bicycle Nova Scotia and the Department of Transportation and Infrastructure Renewal will determine the redistribution of the Blue Route Team's responsibilities.

² Figure 1 describes the process of consensus based decision making

Figure 1.



Adapted from CT. Lawrence Butler and Amy Rothstein, “On Conflict and Consensus.” (Food Not Bombs Publishing, 1991) in “The performer’s Guide to the Collaborative Process” by Sheila Kerrian (Heinemann, 2001)