

**MEMORANDUM**

**TO:** Genesee Transportation Council Members & Alternates  
**FROM:** James Stack, Executive Director JS  
**DATE:** October 7, 2021  
**SUBJECT:** Discussion concerning the establishment of an Active Transportation Advisory Group

**Background**

At the May 13<sup>th</sup> Planning Committee meeting, GTC staff reported that they had recently been approached by Mitch Gruber of the Rochester City Council and John Baynes of the Monroe County Legislature to establish an Active Transportation Advisory Committee comprised a diverse group of stakeholders. The intention would be to weigh in on various GTC efforts with an Active Transportation perspective. Staff noted that there have been similar requests from bicycle advocacy groups.

The 2021 Federal Certification Report includes a recommendation to “explore opportunities to encourage equity and diversity in the transportation planning process”. This proposed group would further one such opportunity and potentially serve as a template for advisory groups around other topical areas.

Article IV, Section 2 of the GTC By-Laws (as amended December 10, 2020) state that “...The chairman of the Planning Committee may appoint one or more subcommittees from amongst the committee’s members as he/she deems appropriate. The chairperson of the Planning Committee may also from time to time constitute one or more citizens advisory groups to advise the committee on matters relating to transportation planning topics. Any such group shall be constituted and meet at the discretion of the Planning Committee chairperson, with the advice and consent of the Executive Committee.”

At the August 26, 2021 GTC Board meeting, the Board authorized the Planning Committee Chairperson to establish an Active Transportation Advisory Group. The full Planning Committee will discuss the parameters and role of the Advisory Group as it relates to various transportation planning activities at its October 14, 2021 meeting.

The following items are provided for your consideration:

**1. GTC Active Transportation Advisory Group Draft Terms**

## **GTC Active Transportation Advisory Group Draft Terms**

I. **PURPOSE** - The purpose of the Active Transportation Advisory Group (ATAG) is to advise and support the GTC Planning Committee on technical development, public education, and awareness of active transportation user issues and other matters in the Genesee-Finger Lakes Region. The ATAG seeks to bring new voices to the table and enhance public input efforts, though it is not a replacement for key stakeholders on individual project advisory committees.

II. **RESPONSIBILITIES** of the Advisory Group shall include but are not limited to:

A. **Engagement - Participation in GTC Core Work Products:**

- Long Range Transportation Plan (LRTP),
- Transportation Improvement Program (TIP), and
- Unified Planning Work Program (UPWP);

The ATAG may:

- Offer perspective on TIP applications
- Act as a liaison to the public to promote the TIP public comment period
- Suggest projects for UPWP applications
- Support GTC staff in developing recommendations related to active transportation in future LRTPs

B. **Community Coordination** – The ATAG will serve as a forum for the coordination of planning activities and of active transportation at the regional level. The ATAG will facilitate technical exchange between partner agencies, community organizations, and private sector professionals. As an example, GTC constituent municipalities may send an active transportation issue to the ATAG for discussion and recommended improvements. ATAG members will help identify other individuals that can participate such that there is sufficient diversity to be representative of the community.

III. **MEMBERSHIP** - The membership of the ATAG shall not be limited but consist of members with full standing and agency partners. Attempts will be made to include broad perspectives but the size of the group will need to be manageable but a specific number has not yet been identified.

A. **Eligibility and Qualifications** - Any member of the public in the Genesee-Finger Lakes Region shall be eligible for membership. Members should commit to regularly attend meetings. These members may include public sector officials or staff that are not designated as official Agency Partners.

B. **Residents** – After an initial core of participants is identified, ATAG members will help identify other individuals that can participate such that there is sufficient diversity to be representative of the community.

- C. Agency Partners – Each of the member agencies of GTC, including the nine counties, the City of Rochester, RGRTA, NYSDOT, and G/FLRPC will have the option to add a representative and alternate to the Group.

IV. MEETINGS – Regular meetings will be held quarterly, at least two weeks before an upcoming scheduled Planning Committee meeting subject to rescheduling/cancellation.

A. Agenda – Typical meetings may include the following items:

1. GTC Project Updates
2. Presentation and Review of upcoming GTC Planning Committee items
3. Partner Updates
4. Presentation of a recently completed local plan, issue, or safety initiative
5. Public Forum

B. Committee Action – The ATAG can submit a summary of comments, typically in memo form, to the Planning Committee on upcoming action items such as TIP project inclusion.

C. Documentation – Meeting notes and materials will be compiled and distributed via the GTC website.

V. SUBCOMMITTEES - ATAG subcommittees may be established to more closely examine a project or issue or accomplish a technical task and report findings back to the full ATAG and Planning Committee.