

Transportation Advisory Committee

Report

3rd Meeting of the Transportation Advisory Committee
March 26, 2019
Committee Room #4

Attendance PRESENT: D. Foster (Chair), S. Brooks, D. Doroshenko, T. Khan, P. Moore, L. Norman and S. Wraight and J. Bunn (Committee Secretary)

ABSENT: G. Bikas and H. Moussa

ALSO PRESENT: M. Elmadhoon, Sgt. S. Harding, P. Kavcic, A. Miller, M. Ridley and S. Smith

The meeting was called to order at 12:15 PM.

1. Call to Order

1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

2. Scheduled Items

2.1 Byron South Neighbourhood Sidewalk Connectivity Plan

That it BE NOTED that the attached presentation from S. Smith, Engineering Intern, with respect to the Byron South Neighbourhood Sidewalk Connectivity Plan, was received.

3. Consent

3.1 2nd Report of the Transportation Advisory Committee

That it BE NOTED that the 2nd Report of the Transportation Advisory Committee, from its meeting held on February 26, 2019, was received.

3.2 Municipal Council Resolution - Annual New Street Light Local Improvement Program

That it BE NOTED that the Municipal Council resolution, from its meeting held on March 5, 2019, with respect to an annual New Street Light Local Improvement Program, was received.

3.3 Letter of Resignation - J. Scarterfield

That it BE NOTED that the letter of resignation from the Transportation Advisory Committee, dated February 27, 2019, from J. Scarterfield, was received.

3.4 Vision Zero Update

That it BE NOTED that the communication from J. Scarterfield, Middlesex-London Health Unit, with respect to an update on the Vision Zero London program, was received.

4. Sub-Committees and Working Groups

None.

5. Items for Discussion

5.1 2019 TAC Work Plan

That the attached 2019 Work Plan for the Transportation Advisory Committee BE FORWARDED to the Civic Works Committee for consideration.

5.2 TAC Terms of Reference

That it BE NOTED that the following items, with respect to the Transportation Advisory Committee Terms of Reference and the Advisory Committee Review, were received:

- a verbal update as well as two communications from B. Westlake-Power, Deputy City Clerk;
- the Transportation Advisory Committee Terms of Reference document; and,
- a staff report, dated March 19, 2019, from C. Saunders, City Clerk.

5.3 Community Safety and Crime Prevention Week Update

That it be noted that a verbal update from L. Norman, with respect to the Community Safety and Crime Prevention Week, was received.

6. Deferred Matters/Additional Business

6.1 (ADDED) Letter of Resignation - G. Debbert

That it BE NOTED that the letter of resignation from the Transportation Advisory Committee, dated March 20, 2019, from G. Debbert, was received.

6.2 (ADDED) Letter of Resignation - A. Stratton

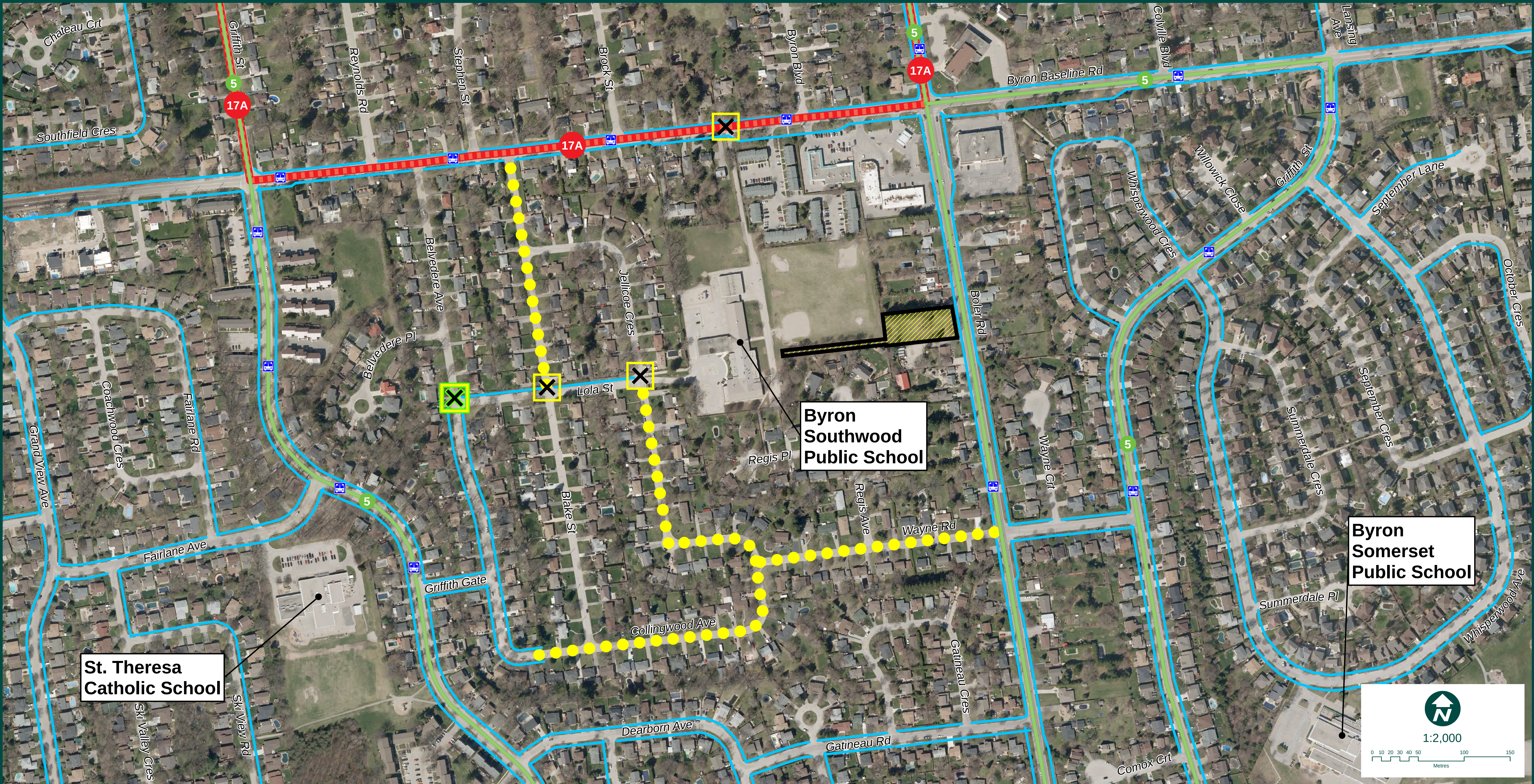
That it BE NOTED that the letter of resignation from the Transportation Advisory Committee, dated March 24, 2019, from A. Stratton, was received.

7. Adjournment

The meeting adjourned at 1:47 PM.



BYRON SOUTH NEIGHBOURHOOD SIDEWALK CONNECTIVITY PLAN

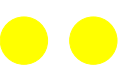


Legend

OTHER IMPROVEMENTS

-  Proposed Byron Southwood School Parking Development

SIDEWALKS

-  Existing Sidewalk
-  Proposed Sidewalk

PEDESTRIAN CROSSOVERS (PXO)

-  Existing PXO
-  Proposed PXO (D)

LTC BUS ROUTES

-  5 - Byron to Downtown
-  17A - Argyle Mall to Byron/ Riverbend

-  Bus Stop



Byron South Neighbourhood Sidewalk Connectivity Plan

Transportation Advisory Committee – March 26th, 2019



Purpose of Meeting

- Design was completed for the sidewalk plan around Byron Southwood Public School.
- Meeting today is to present which side of the street the sidewalks will be installed.

2



Next Steps

- Letters have been sent out to notify the impacted residents, indicating which side of the street will have the sidewalks installed.
- Construction is planned for Summer of 2019 when Byron Southwood School is not in session.

5



Questions?

6



Transportation Advisory Committee

Report

2nd Meeting of the Transportation Advisory Committee
February 26, 2019
Committee Room #4

Attendance PRESENT: D. Foster (Chair), G. Bikas, D. Doroshenko, T. Khan, P. Moore, L. Norman and J. Scarterfield and J. Bunn (Committee Secretary)

ABSENT: G. Debbert, H. Moussa and A. Stratton

ALSO PRESENT: M. Elmadhoon, Sgt. S. Harding, J. Kostyniuk, T. Macbeth and A. Miller

The meeting was called to order at 12:16 PM.

1. Call to Order

1.1 Disclosures of Pecuniary Interest

That it BE NOTED that no pecuniary interests were disclosed.

2. Scheduled Items

None.

3. Consent

3.1 9th and 1st Reports of the Transportation Advisory Committee

That it BE NOTED that the 9th and 1st Reports of the Transportation Advisory Committee, from the meetings held on November 27, 2018 and January 22, 2019, respectively, were received.

3.2 Notice of Planning Application - Official Plan Amendment - Victoria Park Secondary Plan

That it BE NOTED that the Notice of Planning Application, dated January 9, 2019, from M. Knieriem, Planner II, with respect to an Official Plan Amendment for the Victoria Park Secondary Plan, was received.

3.3 Notice of Public Meeting - Official Plan Amendment - Draft Old East Village Dundas Street Corridor Secondary Plan

That it BE NOTED that the Public Meeting Notice, dated January 24, 2019, from K. Killen, Senior Planner, with respect to an Official Plan Amendment for the Draft Old East Village Dundas Street Corridor Secondary Plan, was received.

3.4 Notice of Public Update Meeting - Riverside Bridge Over CN Rail Rehabilitation

That it BE NOTED that the Notice of Public Update Meeting, from I. Bartlett, Stantec Consulting Ltd. and J. Fullick, City of London, with respect to Riverside Bridge over CN Rail Rehabilitation (1-BR-08), was received.

3.5 Wonderland Road Improvements - Class Environmental Assessment Study

That it BE NOTED that the presentation, as appended to the agenda, from J. Johnson, Dillon Consulting, with respect to the Wonderland Road Improvements Class Environmental Assessment Study, was received.

4. Sub-Committees and Working Groups

None.

5. Items for Discussion

5.1 Business Travel Wise Program Expansion - Commute Ontario

That it BE NOTED that a verbal update from A. Miller, Co-ordinator Transportation Demand Management, with respect to the Business Travel Wide Program Expansion and Commute Ontario, was received.

5.2 2018 TAC Work Plan - Final

That the ~~attached~~ 2018 Transportation Advisory Committee Work Plan Summary BE FORWARDED to the Municipal Council for their information.

5.3 2019 TAC Work Plan - Draft

That it BE NOTED that the Transportation Advisory Committee (TAC) held a general discussion with respect to the 2019 TAC Work Plan.

6. Deferred Matters/Additional Business

6.1 (ADDED) 2018/2019 TAC Budget

That it BE NOTED that the Transportation Advisory Committee (TAC) held a general discussion with respect to the 2018 and 2019 TAC budgets.

7. Adjournment

The meeting adjourned at 1:58 PM.



P.O. Box 5035
300 Dufferin Avenue
London, ON
N6A 4L9

London
CANADA

March 6, 2019

K. Scherr
Managing Director, Environmental & Engineering Services and City Engineer

I hereby certify that the Municipal Council, at its meeting held on March 5, 2019 resolved:
That, on the recommendation of the Managing Director, Environmental and Engineering Services and City Engineer, an annual New Street Light Local Improvement Program with a 50% cost sharing, 100% City and 1/3 property owner with abutting property owners BE CONSIDERED alongside other investment priorities in the upcoming 2020-2023 multi-year budget process. (2019-T01) (4.1/4/CWC)

C. Saunders
City Clerk
/kmm

cc: D. MacRae, Director – Roads and Transportation
S. Maguire, Division manager – Roadway Lighting and Traffic Control
M. Ridley, Sr. Technologist
J. Kostyniuk, Traffic and Transportation Engineer
Chair and Members, Transportation Advisory Committee
Chair and Members, Community Safety and Crime Prevention Advisory Committee
List of external cc's on file in The City Clerks' Office



London-Middlesex Road Safety Committee

Jayne Scarterfield RN BScN CCHN(C)
Chair, London Middlesex Road Safety Committee
Middlesex-London Health Unit
50 King Street
LONDON ON N6A 5L7
jayne.scarterfield@mlhu.on.ca

2019 February 27

Jerri-Joanne Bunn
Committee Secretary, City Clerks Office
City of London
300 Dufferin Avenue
PO BOX 5035
LONDON ON N6A 4L9

Dear Ms. Bunn:

I would like to inform you that I will be retiring effective the end of March 2019 and must resign from the Transportation Advisory Committee (TAC) as representative for the London-Middlesex Road Safety Committee (LMRSC).

Sean Wraight is interim Chair of LMRSC and is able to attend TAC as the LMRSC representative pending confirmation of this appointment. Sean's contact information:

Sean Wraight, Regional Planner - Southwest
Ministry of Transportation MTO
sean.wraight@ontario.ca 519-873-4420/C:226-200-9464

I have truly enjoyed participating as a member of the Transportation Advisory Committee.

Sincerely,

A handwritten signature in blue ink that reads "J. Scarterfield". The signature is fluid and cursive, with the first name "Jayne" and last name "Scarterfield" clearly visible.

Jayne Scarterfield RN BScN CCHN(C)
Chair, London Middlesex Road Safety Committee

Hello Dan,
Vision Zero Update:
Vision Zero identifies pedestrians and cyclists as the most vulnerable road users.

Vision Zero London has created 6 themes and a timeline, with a pedestrian focus on school-age and older adults as follows:

Themes:

- **Theme 1: Pedestrian movements near bus stops (target area: pedestrians – Mar / Apr)**

It has been identified that pedestrian movements near bus stops is a current / emerging issue. Transit users often cross the street (jaywalk) as opposed to using a safe pedestrian crossing at an intersection or a designated pedestrian crosswalk. This activity often occurs due to a sense of urgency to catch the bus.

- **Theme 2: Cycling with a focus on intersections (target area: cyclists – May / Jun)**

Data shows that 66% of cyclist collisions occurred in or close to intersections. To raise awareness of cyclists among drivers at intersections, tactics can be targeted towards areas with high conflict points and/or areas with new (less familiar) cycling infrastructure such as the upcoming bike lane improvements on King Street.

- **Theme 3: Respect the (speed) limit (target area: pedestrians – July / Aug)**

Because of its high success rate, we will be continuing and expanding last year's "respect the limit" campaign which empowered residents to help encourage people to reduce speed in residential areas. This year, with a focus on our most vulnerable road users, the City will partner with the Age Friendly Network to create campaign materials that encourage slower speeds in areas with high volumes of elderly citizens in addition to the children-at-play versions used in residential areas.

- **Theme 4: 40km/h school zones (target area: pedestrians – Sep / Oct)**

To help drivers adjust and understand the scope of these new limits, promotion for 40km/h school zones will begin in the fall, when "back to school" is top of mind.

- **Theme 5: Winter walking city-wide (target area: pedestrians – Nov / Dec)**

As winter weather kicks in, pedestrians, especially the elderly and the very young, often require assistance when navigating on the right of way due to snowy or slippery conditions. The City will shift its focus to pedestrian navigation tips as we move into the fall months.

- **Theme 6: Red-Light Cameras – "Embrace the Red"**

The Committee is also in early stages for developing an educational campaign on Roundabouts.

Yours truly,
Jayne

Jayne Scarterfield RN BScN CCHN(C) Public Health Nurse
Healthy Communities & Injury Prevention/Road Safety
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jayne.scarterfield@mlhu.on.ca 519-663-5317x2246



**TRANSPORTATION ADVISORY COMMITTEE
2019 WORK PLAN
(as at March 2019)**

Updated: March 15, 2019

	Project/Initiative	Background	Lead/ Responsible	Proposed Timeline	Proposed Budget	Link to Strategic Plan	Status
TAC 18.5	Connected And Autonomous Vehicles (CAV)	While discussions on the potential benefits of driverless vehicles have increased, it is not well understood what the adoption of the technology will mean for London. It is time for policymakers and transportation professionals to proactively evaluate, assess and plan for the onset of vehicle automation.	City Staff	Q3-2020		<u>Building A Sustainable City</u> 1A, 2B, 5B <u>Growing Our Economy</u> 3A, 4B, 4C	Initial Presentation received June 26 th . CAVWG has been established by CWC to develop a strategy by mid-2020. RTIWG hosted an expert panel on Feb 21. Invitation sent to TAC.
TAC 18.8	TDM Best Practice Research – Land Use Policies	Considering the TAC specific interest in Land Use Policies, the Committee can work with City staff to research and document best practices from other North American municipalities that integrate land use decisions with TDM. Specifically, municipalities where land use encourages transit, vanpooling, carpooling and active transportation (such as walking and cycling), as well as infrastructure to encourage telework.	City Staff	Ongoing		<u>Strengthening Our Community</u> <u>Building A Sustainable City</u> <u>Growing Our Economy</u>	Lowest priority of the 3 TDM items submitted in 2018. Ties into implementations of Rapid Transit, Cycling Master Plan & Complete Streets Manual projects.
TAC 18.10	Transportation Intelligent Mobility Management System (TIMMS)	Project includes upgrading current traffic signal communications systems, development of a new Transportation Management Centre, adaptive “smart” traffic signals along select corridors, enhanced transit signal priority, travel time monitoring, incident/event identification and management and real-time information. The TIMMS project would be implemented over the next decade or so with major upgrade work likely occurring in 2019.	City Staff	Q1-2020		<u>Strengthening Our Community</u> 5E, 5F <u>Building A Sustainable City</u> 1C, 2A, 2C <u>Leading in Public Service</u> 5B, 5D	TAC to provide feedback on the TIMMS policy, scope of work and implementation plan.
TAC 18.11	Transportation Management Association (TMA)	The City has received funding from the Public Transit Infrastructure Fund (PTIF) to develop a feasibility study and business case for developing a Downtown Transportation Management Association (TMA) which would be a 1 st for London. TAC will be consulted for recommendations for invitees for a TDM Primer session and input on governance model and geographic area for TMA.	City Staff	Ongoing		<u>Strengthening Our Community</u> <u>Building A Sustainable City</u> <u>Growing Our Economy</u>	TDM Primer is tied to Rapid Transit. Other consultations will be ongoing.

	Project/Initiative	Background	Lead/ Responsible	Proposed Timeline	Proposed Budget	Link to Strategic Plan	Status
TAC 18.12	Business Travel Wise Program Expansion	City Staff plans to engage local employers to participate in the program which encourages commuting Londoners to use options other than driving alone through programs and incentives. The <i>Commute Ontario</i> project will include actions such as: expanded carpooling; <i>ActiveSwitch</i> walking and cycling rewards program; <i>Emergency Ride Home</i> program; ongoing campaigns, incentives and rewards and -tracking tools to measure ROI.	City Staff	Ongoing		Strengthening Our Community Building A Sustainable City Growing Our Economy	Update: Commute Ontario has launched. Staff request TAC members to suggest companies to participate in the program or Allison can provide information to forward to contacts.
TAC18.16	TAC Terms of Reference	In preparation for the City Clerk pending Review of Advisory Committees, a Workiing Group lead by tariq Khan has been established to review the TAC Terms of Reference.	Tariq Khan	Q1-2019		Leading in Public Service	Draft to be complete for circulation and comments prior to March TAC.
TAC 19.1	2019 TAC Work Plan	Work Plan Work Group to review 2018 Carry-Over Items and suggestions by City Staff and TAC Members for the 2019 WorkPlan.	Tariq Khan Dan Foster	Q1-2019		TAC Terms of Reference - Planning	Final Draft circulated March 6 th and there were no additional comments. Will table at the March 2019 TAC meeting.
TAC 19.2	Sidewalk Warranted Program	The 2019 Sidewalk Program is an ongoing annual program responding to resident requests to improve walkability and accessibility in their neighbourhoods through the installation of sidewalks	City Staff	Q1/2-2019		Building A Sustainable City	Staff to present to TAC the Byron South Sidewalk Connectivity Plan.
TAC 19.3	Highbury Ave South Rehabilitation	The City is planning some rehabilitation work on Highbury Avenue S from Power Street to near Highway 401. This section of Highbury includes the Wenige Bridge and a section of concrete roadway which is over 40 years old.	City Staff	Q3/4-2019		Building A Sustainable City	Wenige Bridge rehab design in its initiation stage for construction in 2020 with the roadway to follow in 2021 & 22.
TAC 19.4	2019 Vision Zero London Road Safety Strategy	Monitor progress and provide suggestions on London Road Safety Strategy action items.	LMRSC/Jayne Scarterfield	Ongoing		Leading in Public Service	LMRSC has finalized its 2019 WorkPlan which will be reviewed and received by TAC at March TAC. Jayne will provide periodic updates and any requests for TAC input as required.

	Project/Initiative	Background	Lead/ Responsible	Proposed Timeline	Proposed Budget	Link to Strategic Plan	Status
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Environmental Assessment Studies

TAC EA 18.4	Discover Wonderland	Environmental assessment for Wonderland Rd from Southdale Rd to Sarnia Rd.	City Staff	Q3-2019		Building A Sustainable City	Presented initial study to TAC on September 25 th . A follow-up presentation was reviewed and received at Feb TAC meeting.
TAC EA 18.5	Intersection: Western & Sarnia Roads	Study for improvements to Western Rd and Sarnia Rd / Philip Aziz Ave Intersection.	City Staff	Q2-2019		Building A Sustainable City	Project awaiting co-ordination with BRT.

Good morning

The City Clerk's Office is continuing its work on the Advisory Committee Review. The next request of you as current members, is for your specific input related to your committee's Terms of Reference. As you are likely aware, the Terms of Reference can be found here: http://www.london.ca/city-hall/committees/advisory-committees/Documents/Terms_of_Reference_-_Transportation_Advisory_Committee.pdf In addition, the General Terms of Reference for all committees, can be found here: <http://www.london.ca/city-hall/committees/advisory-committees/Documents/General%20Policy%20for%20Advisory%20Committees.pdf>

Some committees and individual members have provided some feedback already; please note that recent recommendations related to Terms of Reference changes (that have been referred to the review process) have been considered already. We are looking for additional comment from the Committees and individual members related to existing Terms of Reference for committees. Specifically, what works? What doesn't work? What would you like to see?

It may be that you have additional comments outside of the Terms of Reference, and of course those are welcome also.

We intend to attend your upcoming meetings to discuss further, however this advance notice is intended to help shape discussion and offer additional input opportunities. Your comments may be sent by email to: bwestlak@london.ca , or by reply to this email.



Barb Westlake-Power

Deputy City Clerk

City Clerk's Office

City of London

P.O. Box 5035, London ON N6A 4L9

P: 519.661.CITY (2489) x 5391 | Fax: 519.661.4892

bwestlak@london.ca | www.london.ca

Terms of Reference

Transportation Advisory Committee

Role

While it is the legislative mandate of the Municipal Council to make the final decision on all matters that affect the Municipality, the role of an advisory committee is to provide recommendations, advice and information to the Municipal Council on those specialized matters which relate to the purpose of the advisory committee, to facilitate public input to City Council on programs and ideas and to assist in enhancing the quality of life of the community, in keeping with the Municipal Council's Strategic Plan principles. Advisory committees shall conduct themselves in keeping with the policies set by the Municipal Council pertaining to advisory committees, and also in keeping with the Council Procedure By-law.

Mandate

The Transportation Advisory Committee reports to the Municipal Council through the Civic Works Committee. The Transportation Advisory Committee will advise and support City Council in the implementation of the City's Transportation Master Plan (TMP), including the Active Transportation and Transportation Demand Management (with the exception of the cycling components of these City plans and programs*), and the London Road Safety Strategy (LRSS) aspects by:

- reviewing the following for conformity with the objectives of effective transportation planning:
 - transportation master planning studies and implementation projects carried out for the City of London;
 - the long term capital plans for pedestrians, transit, road and parking facilities;
 - significant land use plans that affect transportation matters;
 - Area Planning Studies, Secondary Plans and Official Plan Reviews.
- publicizing the benefits and importance of the initiatives designed to achieve the objectives of the TMP and LRSS;
- assisting the development of new active transportation and transportation demand management policies, strategies and programs;
- encouraging public participation in the initiatives designed to achieve the objectives of the TMP and LRSS;
- advising on measures required to implement the City's commitment to active transportation;
- recommending and advising on new transportation planning initiatives in the context of available approved budgets and under future potential budget allocations; and
- assist in monitoring the effectiveness of active transportation facilities and support programs.

(*Note: The cycling functions of transportation mobility are handled by the Cycling Advisory Committee.)

Composition

Voting Members

Thirteen members consisting of:

- Four members-at-large
- One representative from each of the following:
 - Cycling Advisory Committee
 - Advisory Committee on the Environment
 - Community Safety & Crime Prevention Advisory Committee
 - Accessibility Advisory Committee
 - London Middlesex Road Safety Committee
 - Canadian Automobile Association (CAA)
 - Urban League of London
 - Chamber of Commerce representative (preferably with an interest in transportation demand management)
 - London Development Institute

Non-Voting Resource Group

One, or more representatives from the staff of the following service areas/organizations will be available to attend committee meetings when necessary:

- Environmental & Engineering Services
- Planning Services
- Development & Compliance Services
- London Transit Commission
- London Police Service
- Middlesex-London Health Unit
- One Post-Secondary Student

Sub-committees and Working Groups

The Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide secretariat support to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the Advisory Committee as well as outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the Advisory Committee.

Term of Office

Appointments to advisory committees shall be for a four-year term, commencing March 1 of the first year of a Council term and ending on February 28 or, in the case of a leap year, February 29 of the first year of the following Council term.

Appointment Policies

Appointments shall be in keeping with Council Policy.

Qualifications

Any person who has a general interest in transportation issues may be appointed as a member-at-large. Members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee. The representatives must be members of the organizations they represent.

Conduct

The conduct of Advisory Committee members shall be in keeping with Council Policy.

Meetings

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the advisory committee. Length of meetings shall vary depending on the agenda. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location and are in addition to the regular meetings of the Advisory Committee.

Remuneration

Advisory committee members shall serve without remuneration.

TO:	CHAIR AND MEMBERS CORPORATE SERVICES COMMITTEE MEETING ON MARCH 19, 2019
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT:	ADVISORY COMMITTEE REVIEW – INTERIM REPORT

RECOMMENDATION

That, on the recommendation of the City Clerk, the following actions be taken with respect to the 2019 appointments to the City of London Advisory Committees (ACs):

- a) the Civic Administration, who currently serve as non-voting resources to ACs, BE REQUESTED to assist in the ACs work plan development, based on advice or initiatives that are related to work currently being undertaken by the Civic Administration; and
- b) notwithstanding the current Terms of Reference for each Advisory Committee, the current voting member recruitment for the abbreviated term of June 1, 2019 to February 28, 2021 (previously approved by Council), BE CONDUCTED seeking only 'members-at-large' for appointment;

it being noted that an exception will be required for the Accessibility Advisory Committee based on provincial legislation.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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- Finance and Administrative Services Committee – February 27, 2012
- Strategic Priorities and Policy Committee – December 16, 2013
- Strategic Priorities and Policy Committee – March 17, 2014
- Civic Works Committee – June 19, 2018
- Corporate Services Committee – November 13, 2018

BACKGROUND

The following direction was given, following the November 13, 2018 update report:

“That the following actions be taken with respect to the recruitment and appointment of Advisory Committee members for the up-coming term:

- a) the recruitment for voting members, BE UNDERTAKEN;
- b) the appointments for the above-noted recruitment BE LIMITED to a term from June 1, 2019 to February 28, 2021; it being noted that the current terms of Advisory Committee members will be extended to the date of June 1, 2019; and,
- c) the City Clerk BE DIRECTED to report back to the Corporate Services Committee with respect to input from current Advisory Committee members related to existing Terms of Reference and the recommendations from the Diverse Voices for Change project, prior to the end of February 2019.”

Recruitment, Application and General Comments

In late November 2018, the Civic Administration hosted two workshops to discuss with the community, the role of Advisory Committees (ACs) and more specifically, the application process and barriers to participating as a member of an AC. These sessions were scheduled in conjunction with scheduled AC meetings, in order to encourage the

public to attend a portion of the meeting to see the experience first-hand, as well as to encourage the participation of current members. Approximately 25 individuals participated, the majority of whom were current AC members.

Comments received related to the application and recruitment process were as follows (*indicating multiple notations):

- application needs a “save” function
- better notation about publication of (personal) information
- should have a word limit to encourage “quality over quantity”
- questions are repetitive, therefore answers are similar
- asking about past contributions/experience, can be a deterrent to first-time applicants
- use yes/no questions so application is less wordy
- use plain language *
- there should be minimum qualifications to apply; testing would be beneficial
- leading with a qualifications questions (work experience) is intimidating
- needs to be available in accessible formats
- applicants with experience should be ‘fast-tracked’
- develop applications specific to each committee
- some questions are overly specific
- include information and expectations on application form
- inform shelters, when recruiting
- pre-qualifications for members should be established
- need quicker replacement of members; faster recruitment (establish ‘triggers’ for recruitment, thresholds for membership numbers)
- use social media, community centres, notice boards with foot traffic
- the AC chair should be involved with appointments
- utilize Western; targeted recruitment
- need to be able to remove members that are not participating/contributing
- utilize the Youth Advisory Committee
- use direct mail to recruit
- need different techniques for different demographics
- the current agenda/minute page would deter some applications

These comments are quite similar to issues identified by the Diverse Voices for Change (DV4C) initiative. A separate report will be submitted at a future date responding specifically to the recommendations of the DV4C.

Additional information gathered during these sessions was more generally about the construct of the ACs, including potential barriers that may limit or restrict an individual's ability to apply and/or participate in ACs. The comments received were as follows (*indicating multiple notations):

Participation/Committee Work –

- current meeting days/times are good
- daytime meetings restrict membership
- committee should establish own meeting times
- virtual meetings – off-site/remote participation in meetings
- staggered terms would be beneficial*
- 2 year terms would be less intimidating *; not all individuals can commit to 4 years (ie. students)
- a manual for members would be helpful*
- poor attendance results in quorum issues
- committees need ‘diverse points of view and experience’ from the membership
- increase members-at-large

General/Additional Comments –

- commitment requirements need to be known upfront (including working groups and subcommittee participation); better information up front (orientation)*
- minutes/reports should reflect the discussion at meetings
- establish a 'buddy system'; mentor for new members
- increase Councillor involvement
- allow AC members to be involved with/participate in new Councillor orientation
- sub-committees require support – that's where the work happens
- being able to use outside resources for subcommittees is helpful
- want to see respect for their work
- utilize workshops and webinars

The most common comments were related to the need for better “orientation” when new members start (especially mid-term), as well as clearer understanding of expectations from Council related to the Advisory Committees' work. The potential to move to staggered terms of appointment could assist in easing this issue; this proposal will be reported in additional detail at a later date.

Terms of Reference

Previous reports from the City Clerk's Office have addressed the overlap of mandates and Terms of Reference matters of existing Advisory Committees. Areas of jurisdiction that cross committee mandates include: the environment (climate change, conservation, etc.), transportation (including safety, cycling and pedestrians), transit, planning matters, 'social services' and public safety. In addition, the memberships overlap with representation on each other's committees. This is a known matter, and while there is significant overlap, there remains separate and distinct over-arching mandates for each AC. In addition to the open house-style events, ACs and the Civic Administration were asked for feedback specific to the Terms of Reference for each AC. This consultation is not yet complete, but is well underway. Below is a summary of the feedback received at the time of this report preparation. Further information will be provided in subsequent reports.

In reviewing the Terms of Reference with members of the **Civic Administration**, the following comments were provided:

- structure of all Terms of Reference(s) should be the same – consistency between the documents for each AC
- add Human Resources Division and Accessibility Specialist to Staff Resources (ACCAC) and the Diversity Specialist as a specific resource for DIAAC.
- add Emergency and Security Management Division to the Non-voting resource group of the Community Safety and Crime Prevention Advisory Committee
- language clarity for membership requirements (per the AODA) for the ACCAC
- some ACs have unbalanced representation in the membership; this has happened slowly over time
- Animal Welfare Advisory Committee should include representation from the Humane Society, the City's animal service provider and the Health Unit
- appointments need to be balanced in the community representation, with clarity of roles for advice (not direction or leadership); there needs to be safeguards to prevent advocacy
- add Parks & Recreation Services as a non-voting resource for the Cycling Advisory Committee
- some Terms of Reference/mandates are within the purview of more than one standing committee making reporting relationships confusing
- duplication of mandates between ACs can cause confusion; getting collaboration between committees is challenging
- better clarity is needed regarding the scope and relationship between governance (Council) and the ACs – clarification of the path from advisory through governance, and then how any applicable implementation (including resourcing) will happen
- needs to be better clarity of the roles of staff – from all areas of the civic administration

In consultation with the **AC members**, this is what we heard:

- there needs to be flexibility in the Terms of Reference
- non-voting/resource members should be evaluated on an on-going basis; needs for resources can change from one meeting to the next
- it is helpful to have specific staff in attendance when a review of one of their files/projects is being discussed
- timing of the AAC meetings seldom allows for meaningful commentary on applications, due to the deadlines for comment; when comments are made, there's not any follow up to know what happened
- more work provided directly to the ACs would help them maintain a focus
- the Terms of Reference are very complete (referring to the General Terms, as well as those specific to the London Advisory Committee on Heritage)
- in many cases the maximum terms identified are exceeded, particularly for members who are appointed to represent other groups/organizations/committees; in some instances this would escalate an existing difficulty in finding members
- term lengths for Chair and Vice-chair – has a nomination ever been refused by Council? Is this more of a guideline for ACs to consider?

There have been ten requests in the past two years from Advisory Committees to amend their Terms of Reference. In all but one case, these change requests have been specific to the membership outlined in the Terms of Reference. In many cases, revisions are being suggested to change specifics in membership requirements due to difficulty in filling the roles and/or because organizations no longer exist.

Additional comments that were not necessarily specific to the Terms of Reference are as follows:

Civic Administration

- AC members would benefit from training on their role at the start of the term; including parliamentary procedure (orientation) *
- staff resources need training/information on their role
- need to better understand how to apply for ACs and how appointments are completed
- there should be resources and support for all ACs (rooms, projectors, wi-fi, etc.)
- a personal reply should go to each applicant
- need for training of all AC members on City policies related to diversity, equity, inclusion, merit, etc.; roles of the City vs. the Provincial or Federal government; and the need for transparency related to policy and strategy development undertaken by staff
- AC members are not always aware of information that is already available or under consideration when making recommendations
- More clarity should be provided to the AC members as to their advisory role
- work plans could be very effective tools for the ACs, particularly if formulated in consultation with staff; at times ACs can move away from work plans, and their mandates due to a lack of awareness of work being undertaken by the Civic Administration
- purposeful consultation (when timing works) with ACs is very effective
- the working relationship between some members of the ACs and staff can sometimes be strained due to opposing viewpoints
- at times resource members (staff) confuse their role
- enhanced training of the Chairs of ACs would be beneficial to help keep committees within their assigned scope (Terms of Reference/mandate)
- AC work should be directly related to work that is already being undertaken by the Civic Administration
- the number of committees should be reduced
- standards need to be established for recommendations that are made by the ACs

- timing needs to be adjusted to allow staff adequate opportunity to be aware of recommendations/respond, prior to being brought forward in AC reports to standing committees/council

Advisory Committee members

- AAC rarely had items sent to the committee to review

DISCUSSION

As outlined above, there are varying opinions of what works, what does not work, and what could be improved. There were also some common themes that emerged that can be put into action in the immediate/near future. There are additional matters that will require further consideration and review.

The attached revised draft application is proposed to be utilized on the city website for the current committee recruitment. The application has been simplified to eliminate repetitive questions and attempts to use more common language and be somewhat less formal. Some of the recommendations have not yet been worked into the application form, due to some technical limitations. The City Clerk’s office will continue to work on modernizing this process in accordance with the input that has been received. A project request will be submitted in the next IT project intake process for further improvements to the application process.

It is suggested that a separate application, that may be more formal, be developed for the city’s boards and commissions where specific skill sets and experience may be more desirable or necessary for the board membership.

As well, there will be additional outreach undertaken to advise the public as to the active recruitment, including requesting the direct involvement of current AC members to share information within their established networks.

The feedback related to the existing Terms of Reference was primarily related to commentary about ‘assignments’ not being provided directly to the ACs to focus on.

Recommendation: the Civic Administration, who currently serve as non-voting resources to ACs, BE REQUESTED to assist in the ACs work plan development, based on advice or initiatives that are related to work currently being undertaken by the Civic Administration;

Recommendation: That, notwithstanding the current Terms of Reference for each Advisory Committee, the current voting member recruitment for the abbreviated term of June 1, 2019 to February 28, 2021, BE CONDUCTED to appoint all voting members as ‘members-at-large’; it being noted that an exception will be required for the Accessibility Advisory Committee based on provincial legislation.

Subject to the approval of the above-noted recommendations, the population of voting members, for the abbreviated term, is outlined in the following table. This proposed totals of temporary (2 year) members generally reflect the current voting membership total. None of the ACs have proposed a need to reduce their membership numbers.

Advisory Committee	Current Voting Members	Proposed Temporary Members
Accessibility Advisory Committee (ACCAC)	Min. 7 members (the majority of which shall be persons with disabilities 1 parent representing children with disabilities 5 members (who may have a disability)	Up to 13 members, the majority of whom shall be individuals with disabilities
Advisory Committee on the Environment (ACE)	9 members-at-large 1 rep of environmental/interest group 1 rep of industrial/commercial/institutional sector 1 rep from TREA 1 rep from EEPAC	Up to 13 members-at-large
Agricultural Advisory Committee (AAC)	4 members-at-large 1 alternate member-at-large 1 rep Middlesex Federation of Agriculture 1 rep Christian Farmers Federation 1 rep Middlesex Soil and Crop Improvement Association	Up to 8 members-at-large
Animal Welfare Advisory Committee (AWAC)	10 members-at-large 1 rep Animal Rescue Group 1 Wildlife Rehabilitator/Naturalist 1 Vet/Vet Tech 1 Local Pet Shop Owner 1 rep Friends of Captive Animals 1 rep London Dog Owners Association	Up to 16 members-at-large
Childcare Advisory Committee (CCAC)	7 (minimum) Licensed Child Care Providers 1 rep Fanshawe ECE Program 1 rep Ontario Early Years Child and Family Centres 4 Informed Community Members	Up to 13 members-at-large
Community Safety and Crime Prevention (CSCP)	5 members-at-large 1 youth rep (18-25) 1 rep Thames Valley D.S.B. 1 rep London District Catholic S.B. 1 rep Thames Valley Council of Home & School Associations 1 rep London District Catholic School Council 1 rep Neighbourhood Watch London 1 rep London and Area Council of Women 1 rep Safety Village 1 rep Child Safety Middlesex London 1 rep London Youth Advisory Council	Up to 15 members-at-large
Cycling Advisory Committee (CAC)	2 members-at-large 1 rep from the TAC 1 rep from the ACE 1 rep from London Middlesex Road Safety Committee 1 rep TREA 1 rep from Cycling Club (Ontario Cycling Association member) 1 rep from Chamber of Commerce, with transportation demand management interest 1 rep LDI 1 rep London Cycle Link 1 rep Urban League of London	Up to 11 members-at-large

Diversity, Inclusion and Anti-Oppression Advisory Committee	10 members-at-large 1 member – primarily French speaking	Up to 11 members-at-large
Environmental and Ecological Planning Advisory Committee	17-23 appointments (may have knowledge and expertise in biology, ornithology, geology, botany, zoology, landscape architecture, forestry, ecology, resource management, hydrology, geography, geography, environmental planning, limnology and/or natural history) 1 rep from ACE	Up to 23 members-at-large
London Advisory Committee on Heritage (LACH)	3 members-at-large 1 youth-orientated organization rep Reps from: built heritage, local history, archaeology/anthropology, natural heritage, movable heritage (archives), movable heritage (museum/gallery), neighbourhoods, development community, London and area Planning consultants, the Indigenous population and London Society of Architects	Up to 15 members-at-large
London Housing Advisory Committee (LHAC)	9 members-at-large 2 alternate members-at-large 1 rep – non-profit sector 1 rep – tenants sector 1 rep – private sector 1 rep – Emergency Housing Sector	Up to 15 members-at-large
Transportation Advisory Committee (TAC)	4 members-at-large 1 rep – CAC 1 rep – ACE 1 rep – CSCP 1 rep – ACCAC 1 rep – London Middlesex Road Safety Committee 1 rep – Canadian Automobile Assoc. 1 rep – Urban League 1 rep – Chamber of Commerce 1 rep – LDI	Up to 13 members-at-large
Trees and Forests Advisory Committee (TFAC)	5 members-at-large 1 rep – forestry expertise 1 rep – local business association, or tree-related business 1 rep – active community planting group 1 rep – Western University 1 rep – Urban League of London	Up to 10 members-at-large

*Noting that 'specialized' resources may be sought by the voting membership.

There are a variety of goals that may be accomplished with this direction.

1. the recommendation of DV4C to make the appointment process less formal
2. potential reduction of special interest groups and advocacy, in favour of citizens-at-large (general interest); improved community representation
3. easier recruitment, less requirement to seek specific qualifications for members
*noting that anyone can attend meetings, and the AC may seek contributions from specific areas at any time
4. easier recruitment by streamlining the time commitment; some members participate in multiple ACs in addition to the 'main' committee they have been appointed to, which generally also has sub-committee/working group commitments

- 5. better management of term limits; voting members that are appointed by specific organizations/groups/sectors have not had the term limits imposed
- 6. simplify the appointment process for the Striking Committee, which could ease the appointment process at the Standing Committee

With respect to the Terms of Reference for Advisory Committees, there are some overlaps in mandates and memberships. Changing the voting appointments to more general (less rigid requirements) and discontinuing the cross-membership of committees, for a two-year appointment may present an opportunity for broader participation, making the committee’s mandate similarities less of a concern.

In all cases, Advisory Committees may request the attendance and participation of resources at any time. The resources (non-voting) that an AC may choose to engage do not require an appointment by the municipal council. An additional benefit may be a better use the civic administration who would only be called upon to attend AC meetings when required or requested.

FINANCIAL IMPACT

N/A – at this time.

CONCLUSION

The above-noted actions and recommendations are proposed in order to provide some immediate improvement to issues that have been identified. The two-year term is a unique opportunity to see if the suggested changes have an impact and to determine if further changes should be brought forward in the future.

There remains a need for Council to examine the current structure to determine whether all ACs are viable in their current state. This will be reviewed in greater detail (and include the additional consultation feedback) in future reports. The two-year term, with the revised recruitment processes will help facilitate this examination. In addition, the two-year term will provide some additional time to structure an implementation of staggered terms should it be the direction of Council to do so.

PREPARED BY:	CONCURRED BY:
Barb Westlake-Power Deputy City Clerk	Michael Schulthess Deputy City Clerk
RECOMMENDED BY:	
Cathy Saunders City Clerk	

Application for Appointment to City of London Advisory Committees

We are committed to providing a fully accessible recruitment process. Please let us know if you require any accommodation: accessibility@london.ca.

Please complete all fields. You may save and email your completed application to advisorycommittee@london.ca. Or, you may print it and mail it to the City Clerk's Office, London City Hall, PO Box 5035, London ON N6A 4L9.

The personal information on this form is collected under the authority of the *Municipal Act, 2001* and will be used to assist the Municipal Council in selecting appointees for various City of London Boards, Commissions and Committees. Questions about this collection may be referred to the City Clerk, 300 Dufferin Avenue, London ON; Tel: 519-661-2489 ext. 4937

Application

I am interested in serving on the following committee(s):

- ☐ Accessibility Advisory Committee
Do you have a disability? ☐ Yes ☐ No
- ☐ Advisory Committee on the Environment
- ☐ Agricultural Advisory Committee
- ☐ Animal Welfare Advisory Committee
- ☐ Childcare Advisory Committee
- ☐ Community Safety and Crime Prevention Advisory Committee
- ☐ Cycling Advisory Committee
- ☐ Diversity, Inclusion and Anti-Oppression Advisory Committee
- ☐ Environmental and Ecological Advisory Committee
- ☐ London Advisory Committee on Heritage
- ☐ London Housing Advisory Committee
- ☐ Transportation Advisory Committee
- ☐ Trees and Forests Advisory Committee

Contact Information

Name _____

Address _____

City, Province, Postal Code _____

Phone Number _____

Email _____

Experience and Qualifications

If you have experience on a London Advisory Committee, please provide dates and details.

(maximum 750 characters, attach an extra sheet if you need more space)

What do you hope to contribute or learn as part of an Advisory Committee?
(maximum 750 characters, attach an extra sheet if you need more space)

How will you support the work of an Advisory Committee?
(maximum 750 characters, attach an extra sheet if you need more space)

Please describe additional experience, training, or community involvement that will help you in your role as an Advisory Committee Member.
(maximum 750 characters, attach an extra sheet if you need more space)

Confirmations

You must be able to make these confirmations to apply for this role.

- ☐ I am a resident of London.
- ☐ I am at least 18 years old.
- ☐ I am not a City employee or Council member.
- ☐ I understand that the commitment may be up to 4 hours per month to attend meetings and prepare.
- ☐ I understand that my application will be included on a public agenda that is published on the City website.

By submitting this application for consideration, you are declaring that the information in your application is true.

The City of London has a strong commitment to workplace diversity and inclusion, and this commitment extends to our Advisory Committee appointments. An inclusive workplace creates a more supportive environment and ultimately helps us to provide better service to our diverse community.

Municipal Council approves all appointments. The appointment process is governed by [Council's policy on Advisory Committees](#). For more information, please contact the City Clerk's Office at 519-661-2489, ext. 4599.

(Optional) How did you hear about this opportunity?

- ☐ City website
- ☐ Social media (e.g. Facebook, Twitter)
- ☐ Contact from the City Clerk's Office
- ☐ Conference or networking event
- ☐ Friend or co-worker
- ☐ Printed newspaper advertisement
- ☐ Other – specify _____

From: Westlake-Power, Barb
Sent: Thursday, March 21, 2019 10:35 AM
To: Bunn, Jerri-Joanne <jbunn@London.ca>
Subject: TAC - March 26

Jerri – for the information of the committee, would you please provide the following:

The following motion was passed by the Corporate Service Committee (and Council) in November 2018:

That the following actions be taken with respect to the recruitment and appointment of Advisory Committee members for the up-coming term:

- a) the recruitment for voting members, BE UNDERTAKEN;
- b) the appointments for the above-noted recruitment BE LIMITED to a term from June 1, 2019 to February 28, 2021; it being noted that the current terms of Advisory Committee members will be extended to the date of June 1, 2019; and,
- c) the City Clerk BE DIRECTED to report back to the Corporate Services Committee with respect to input from current Advisory Committee members related to existing Terms of Reference and the recommendations from the Diverse Voices for Change project, prior to the end of February 2019.

This direction of Council is the basis for the report that was provided to the Corporate Services Committee on March 19.



Barb Westlake-Power

Deputy City Clerk
City Clerk's Office
City of London

P.O. Box 5035, London ON N6A 4L9
P: 519.661.CITY (2489) x 5391 | Fax: 519.661.4892
bwestlak@london.ca | www.london.ca

March 20, 2019

Attention: Jerri-Joanne Bunn
Committee Secretary, City Clerk's Office
City of London
300 Dufferin Avenue
PO Box 5035
London, Ontario N6A 4L9

Dear Ms. Bunn:

It is with regret that I must resign my position on the Transportation Advisory Committee due to increased personal and work commitments. I have discussed this with Gerry Macartney, CEO of the London Chamber of Commerce and I trust that you will contact him to determine when a successor may become available.

I have enjoyed working with the committee and the comradery that we shared.

Please wish everyone the best, from me, and I look forward to seeing you all again at other community events and functions.

Yours Truly,
Debbert Engineering Inc.



Gordon W. Debbert, P. Eng.
President

March 24, 2019

Dear TAC Chair and members,

For personal and scheduling reasons, I am resigning my position with the City of London Council's Transportation Advisory Committee, effectively immediately.

I'd like to take this opportunity to thank the Urban League and City Council for allowing me to serve on the committee for the past four years, City staff for being so supportive and helpful, and the TAC members who I've had the pleasure to work alongside.

I look forward to seeing the TAC's future progress on important transportation issues.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Stratton', with a stylized, cursive script.

Amanda Stratton

Cc: Urban League of London