

Cycling Advisory Committee

Report

The 5th Agenda of the Cycling Advisory Committee
April 17, 2019
Committee Room #4

Attendance PRESENT: D. Mitchell, D. Doroshenko, D. Foster, R.
Henderson, J. Jordan, W. Pol, R. Sirois and D. Szoller; P.
Shack (Secretary)

ABSENT: M. Zunti

ALSO PRESENT: A. Giesen, Sgt. S. Harding, P. Kavcic, A.
Macpherson, L. Maitland, A. Miller and S. Wilson

The meeting was called to order at 4:10 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 Parks and Recreation Master Plan

That it BE NOTED that the attached presentation from A. Macpherson, Division Manager-Parks Planning and Operations, with respect to the Parks and Recreation Master Plan, was received; it being further noted that the Cycling Advisory Committee commented that there is not enough enhanced bike parking provided.

3. Consent

3.1 4th Report of the Cycling Advisory Committee

That the 4th Report of the Cycling Advisory Committee, from its meeting held on March 20, 2019, was received.

3.2 Municipal Council resolution adopted at its meeting held on March 26, 2019, with respect to the 2019 appointments to the City of London Advisory Committees (ACS)

That the "Enhancing the Effectiveness of Advisory Committees-Executive Summary" BE ENDORSED; it being noted that the Municipal Council resolution adopted at its meeting held on March 26, 2019, with respect to the 2019 appointments to the City of London Advisory Committees, was received.

3.3 Notice of Planning Application - Draft Plan Subdivision and Zoning By-law Amendment - 1176, 1200 and 1230 Hyde Park Road and a portion of 1150 Gainsborough Road

That it BE NOTED that the Notice of Planning Application, dated April 9, 2019, from C. Smith, Senior Planner, with respect to Draft Plan Subdivision and Zoning By-law Amendment for 1176, 1200 and 1230

Hyde Park Road and a Portion of 1150 Gainsborough Road, was received.

3.4 Notice of Public Meeting - Zoning By-law Amendment - 536 and 542 Windermere Road

That it BE NOTED that the Public Meeting Notice, dated March 27, 2019, from M. Campbell, Planner II, with respect to the Zoning By-law Amendment for 536 and 542 Windermere Road, was received.

3.5 Notice of Planning Application - Official Plan and Zoning By-law Amendments - 146 Exeter Road

That it BE NOTED that the Notice of Planning Application, dated April 2, 2019, from N. Pasato, Senior Planner, with respect to the Official Plan and Zoning By-law Amendments for 146 Exeter Road, was received.

4. Sub-Committees and Working Groups

That it BE NOTED that Cycling Advisory Committee received a verbal update from D. Mitchell with respect to the sub-committee activities.

5. Items for Discussion

5.1 Share the Road's Ontario Bike Summit 2019 - R. Henderson

That the following actions be taken with respect to Share the Road's Ontario Bike Summit:

- that Civic Administration BE REQUESTED to consider sending a representative from the Cycling Advisory Committee to attend the Share the Road conference yearly;

it being noted that attached report from R. Henderson, was received.

5.2 2019 Work Plan

That it BE NOTED that the Cycling Advisory Committee held a general discussion, with respect to the 2018/2019 Draft Work Plan.

5.3 Request for Funds-London Newcomers Cyclist Handbook - London Cycle Link

That the following action be taken with respect to the request for funds from London Cycle Link for the London Newcomers Cyclist Handbook:

-that \$400.00 BE ALLOCATED from the 2019 Cycling Advisory Committee(CAC) budget for the Newcomers Cyclist booklets to be printed in 4 different languages (Arabic, English, French and Spanish) in alignment with the Bike for Newcomers Program, in fulfillment of CAC's education mandate.

6. Deferred Matters/Additional Business

None.

7. Adjournment

The meeting adjourned at 6:35 PM.



City of London Parks and Recreation Master Plan

April 2019

Cycling Advisory Committee



About the Master Plan

Creating a "Game Plan" for Parks, Recreation Programs, Sport Services and Facilities

- The Master Plan provides an overall vision and direction for making decisions.
- It is based on public input, participation trends and usage, best practices, demographic changes and growth forecasts.
- The Plan will be used by the City to guide investment in parks, recreation programs, sport services, and facilities over the next ten years and beyond.



Project Scope



- **Recreation Programming**, such as aquatic, sport, wellness, arts/crafts, dance/music, and general interest programs provided by the City and other sectors



- **Recreation and Sport Facilities**, such as community centres, pools, sports fields, playgrounds and more



- **Parks & Civic Spaces**, such as major parks, neighbourhood parks, gardens and civic squares



- **Investment in the Community**, such as neighbourhood opportunities, public engagement, sport tourism and more



Project Scope

Items out of Scope:

- **Parkland Dedication Policies** (guided by the London Plan and Parkland Conveyance & Levy By-Law)
- **Cycling and Bike Lanes** (addressed in the London Plan and Cycling Master Plan)
- **Environmentally Significant Areas** (guided by the London Plan policies and technical recommendations within individual Conservation Master Plans)
- **Arts, Culture and Heritage** (guided by the Cultural Prosperity Plan and related reports)

Although these items are addressed in other studies, the Master Plan will ensure [alignment](#)



Project Overview



Phase One

Research and Consultation



Phase Two

Development of Recommendations and Strategies



Phase Three

Testing the Master Plan and Project Finalization

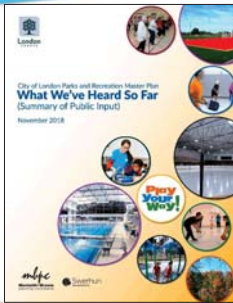


What We've Heard So Far (Background report)

Consultation Summary



What We've Heard So Far (Background report)



PARTICIPATION IN PARKS, RECREATION AND SPORT ACTIVITIES – TOP 3:

- 1 - Walking for leisure - 72%
- 2 - Hiking on Nature trails – 54%
- 3 - Cycling – 50%

What the Draft Parks and Recreation Master Plan says....

- Did we miss anything?
- Is there anything else you would like to add?

VISION

- *In London, all residents – regardless of age, ability, culture, gender, income, or where they live – have opportunity to participate and share in meaningful and accessible parks, recreation and sport experiences.*

	Goal 1: ACTIVE LIVING	We will support and promote opportunities for active living. This will be achieved through unstructured and structured experiences that encourage regular physical activity and healthy aging.
	Goal 2: INCLUSION & ACCESS	We will remove barriers to participation by adopting a model of "access for all". This will be achieved by welcoming and including all residents.
	Goal 3: CONNECTING PEOPLE & NATURE	We will strengthen residents' connections with their neighbourhoods and nature. This will be achieved through public awareness, neighbourhood-driven activities and decision making, and opportunities to estimate and enjoy London's outdoor spaces and places.
	Goal 4: SUPPORTIVE ENVIRONMENTS	We will invest strategically in parks, recreation, and sport infrastructure to support the Master Plan goals. This will be achieved by responding to demonstrated community needs through the thoughtful design, provision, and management of parks, facilities, and spaces.
	Goal 5: RECREATION CAPACITY	We will deliver exceptional parks, recreation, and sport services. This will be achieved through the use of effective and responsive practices, partnerships, innovation, leadership, and accountability at all levels.

Note: The goals of this Parks and Recreation Master Plan are aligned with the Framework for Recreation in Canada (2015).

Active Living

Strategic Direction: Make parks and facilities walkable and accessible by residents through active transportation and connections to public transit.

Recommendations:

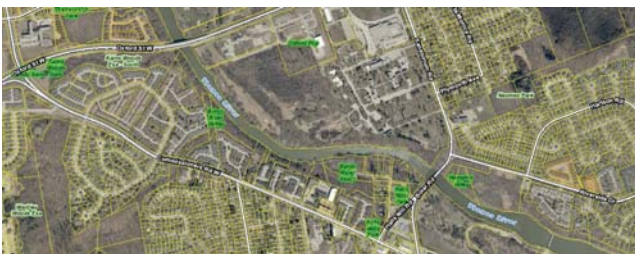
- Emphasis on physical activity and physical literacy
- Expansion of drop in programming – respond to changing demographics & diversity, offering at non-traditional sites, more accessible locations etc.
- More family recreation opportunities... to foster lifelong participation
- Working together with other service providers and stakeholders to understand participation rates and gaps

Inclusion and Access

Goal: We will remove barriers to participation by adopting a model of "access for all". This will be achieved by welcoming and including all residents.

Recommendations:

- Work with under-represented populations to identify participation rates in parks, recreation, and sport; remove barriers to participation and establish appropriate participation targets.
- Expand programs and services for the special needs population, with a focus on increasing physical activity options for school-aged children with special needs.
- Expand staff training around accessibility, including sensitivity training.
- Increase awareness



Other recommendations cover the main Goals of the Plan in the Areas of:

Supportive Environments
Recreation Capacity



Stay Involved!

You may still provide input:

1. Any questions or comments to until April 23:
dbaxter@london.ca
2. You are encouraged to read through all of the recommendations online and provide comments online:
getinvolved.london.ca/playyourway



Parks and Recreation
MASTER PLAN

We want your feedback
on the Parks and Recreation Master Plan
draft recommendations

Visit getinvolved.london.ca to review the recommendations and provide feedback.

Or if you would prefer to provide input in person please visit one of our **Open Houses**:

- Kinsmen Recreation Centre, 20 Granville St.
- Wednesday, April 3 | 1 - 3 p.m.
- Kiwanis Seniors' Community Centre, 78 Riverside Dr.
- Wednesday, April 3 | 6 - 8 p.m.

London



Cycling Advisory Committee

Report

The 4th Meeting of the Cycling Advisory Committee
March 20, 2019
Committee Room #4

Attendance PRESENT: D. Mitchell, D. Doroshenko, D. Foster, R.
Henderson, J. Jordan, W. Pol and R. Sirois; P.
Shack (Secretary)

ABSENT: D. Szoller and M. Zunti

ALSO PRESENT: A. Giesen, Sgt. S. Harding, P. Kavcic, L.
Maitland, A. Miller and S. Wilson

The meeting was called to order at 4:05 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 Cycling Interventions - What Counts and Who Decides?

That the ~~attached~~ presentation from R. Henderson, with respect to Cycling Interventions-What Counts and Who Decides, was received.

3. Consent

3.1 3rd Report of the Cycling Advisory Committee

That it BE NOTED that the 3rd Report of the Cycling Advisory Committee, from its meeting held on February 20, 2019, was received.

3.2 Municipal Council resolution adopted at its meeting held on March 5, 2019, with respect to the Downtown OEV East - West Bikeway Corridor Evaluation

That it BE NOTED that the Municipal Council resolution adopted at its meeting held on March 5, 2019, with respect to the Downtown OEV East-West Bikeway Corridor Evaluation, was received.

4. Sub-Committees and Working Groups

None.

5. Items for Discussion

5.1 London Police Services Pamphlet

The Cycling Advisory Committee held a general discussion, with respect to the ~~attached~~ pamphlet, entitled "Drivers, Pedestrians, Cyclists-We're in this Together", submitted by Sgt. S. Harding.

5.2 2018 and 2019 Work Plan

The Cycling Advisory Committee held a general discussion with respect to its 2018 and 2019 Work Plan

6. Deferred Matters/Additional Business

6.1 Advisory Committee Review-Interim Report-D. Foster

The Cycling Advisory Committee heard an oral presentation from D. Foster, with respect to the Advisory Committee Review-Interim Report that was presented at the Corporate Services Committee on March 19, 2019.

7. Adjournment

The meeting adjourned at 6:30 PM.



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

London
CANADA

March 27, 2019

C. Saunders
City Clerk

I hereby certify that the Municipal Council, at its meeting held on March 26, 2019 resolved:

That, 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;
- 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;
- c) the attached communication dated March 15, 2019 entitled "Enhancing the Effectiveness of Advisory Committees - Executive Summary" BE REFERRED for consideration during the Advisory Committee review process; and,
- d) the Civic Administration BE REQUESTED to meet with the Chairs of the Advisory Committees to gain their insight and feedback as part of the Advisory Committee review process;

it being noted that an exception will be required for the accessibility advisory committee based on provincial legislation;

it being further noted the Corporate Services Committee received a communication dated March 17, 2019 from Councillor M. van Holst with respect to this matter.
(2.6/7/CSC) (AS AMENDED) (2019-C12)

C. Saunders
City Clerk
/hw

cc: B. Westlake-Power, Deputy City Clerk
M. Schulthess, Deputy City Clerk
H. Lysynski, Committee Secretary
J. Bunn, Committee Secretary
P. Shack, Committee Secretary

Enhancing the Effectiveness of Advisory Committees - Executive Summary

Good governance in a municipality is heavily dependent upon the effective coordination between Municipal Council, Civic Administration and fully transparent, functional, effective & vibrant Advisory Committees. It is clear that there is a lack of trust, cooperation and coordination between these groups, which over time has rendered many AC's ineffective and underutilized.

The Clerk of the City of London's ongoing Review is the long overdue but critical first step towards rectifying this situation and needs to be supported and brought to a conclusion so that we can begin the hard work of repairing these relationships and providing value for the Citizens of London.

It is with this in mind that we respectfully submit the attached report as well as the following summary of recommendations and offer TAC as a potential test bed to pilot improvements.

Tariq Khan and Dan Foster
2019-03-15

Recommendations

A. Temporary Working Group:

1. A Working Group (WG) should be constituted to review the Clerks Interim Report on Advisory Committees, assist with further review and consultations and to work to finalize this review and report back to the CSC within 120 days. This WG should be fully mandated in terms of coordination with City Staff and external institutions and may be comprised as follows:
 - 2 City Councilors,
 - 2 Advisory Committee Members-At-Large,
 - A representative of the Office of the Mayor, and
 - 1 support person from the Clerk's office.

B. General:

1. Parent Standing Committees should take a more active role in mentoring their Advisory Committees including the introduction of a standard template for Work Plans and periodic presence at Advisory Committee meetings.
2. Standing Committees should also ensure their priorities and expectations are documented and communicated to their Advisory Committees annually in advance of the planning cycle and that senior Staff provide Standing Committees with formalized and timely updates on all relevant Work in Process.
3. Advisory Committee members should be encouraged to have departmental tours and project site visits guided and steered by concerned staff as a component of their ongoing orientation.
4. Standing Committee members should commit to periodic presence at Advisory Committee meetings.

5. Advisory committees should be encouraged to select the most suitable time for their members so this problem causing quorum issue may be avoided.
6. The Advisory Committee Chair/Vice chair should be formally empowered to take a more active role in attendance management.
7. Advisory Committee voting members who fail to attend 3 consecutive meetings should be referred to their parent Standing Committee for review and action up to and including dismissal.
8. The format of the annual reception to recognize the services of Advisory Committee members may be modified. To add value to the event, the reception may be given more formal conference style look. An Advisory Committee Conference would provide an opportunity and platform for AC members to present their experiences and recommendations to their peers as well as receive recognition for outstanding performance. The following may be categories for specific recognition:
 - Sharing 'Best Practices' of best performing Advisory Committees,
 - Recognition awards/certificate to best performing Advisory Committees,
 - Recognition awards/certificate to best performing Chairs/Vice Chairs,
 - Recognition awards/certificate to best performing members, and
 - General attendance recognition awards.

C. TAC Specific

1. Do not merge Transportation (TAC) and the Cycling (CAC) Advisory Committees into the TMAC as recommended by the Clerk in June 2018.
2. Refer the following the following recommendations regarding the Transportation Advisory Committee (TAC) Terms of Reference to the above-mentioned Working Group for review and consideration:
 - a) **Mandate:** None
 - b) **Composition - Voting Members:** Increase the size of the At-Large contingent to at least 8 members. Remove the requirement of Members-At-Large to utilize active modes of Transportation and recruit more members with the capability to devote time to Sub-Committees and Working Groups.
 - c) **Composition - Non-Voting Members:** Invite all current special interest group representatives including CAC to participate in the Non-Voting Member group.
 - d) **Term of Office:** Formalize the current temporary extension by making Advisory Committee appointments effective June 1st of the year following a Municipal Election (4 year term) so as to allow for an improved recruitment cycle which is more reflective of the interests of the incoming Council.
 - e) **Appointment Policies:** City Staff should conduct exit interviews/surveys with all outgoing appointees and report the results to Council periodically.
 - f) **Conduct:** Voting Members who do not attend 3 consecutive meetings will be referred to Civic Works Committee for review and action up to and including dismissal. All Voting Members should expect to be called upon to chair at least one Sub-Committee and/or Working Group over the course of their term of appointment.

Enhancing the Effectiveness of Advisory Committees - Report

1. Background

Ongoing Review of Advisory Committees is defined in Article 2 of the City of London policy document; **General Policy for Advisory Committees**. This document is comprehensive in a sense that it covers almost all topics from formation to operation of Advisory Committees and is currently under review. In last quarter of 2018, public forum sessions were arranged by the Clerk's office and consultations with all existing Advisory Committees related to their respective terms of references are continuing into 2019.

While preparing this document, efforts have been made to be brief, concise and to the point in order to avoid any replication/reproduction of any contents currently available in the **Terms of Reference** of Advisory Committees as well as in the **General Policy for Advisory Committees** document. The focus of this brief document is to discuss & highlight areas to be improved and provide recommendations for the improvement both in general and specific to the Transportation Advisory Committee.

2. The Role of Advisory Committees in Municipal Governance

Good governance in a municipality is heavily dependent on the effective coordination between Municipal Council, Civic Administration and transparent, fully functional, effective & vibrant Advisory Committees. From municipal government's perspective, an Advisory Committee is a group of concerned citizens who bring & contribute unique knowledge, expertise, vibrant public interface and skill sets in order to more effectively guide and steer the organization towards goals embedded in Council's vision and mission statements.

Each municipal council forms Advisory Committees as per their local requirements but unlike the structure for Commissions, there is no provincial oversight to ensure uniformity from municipality to municipality. A properly composed, structured & mandated advisory committee provides a gateway to municipal council for public interaction/relations and can be a tremendous complement to the reach & effectiveness of the council as it works to carry out a specific initiative.

That said, Advisory Committees have no authority to govern and therefore they must not issue directives to Council or Staff. Rather, being a resource, their role is to serve to make recommendations and/or provide key information, materials and public feedback. They also serve to promote municipal policies and programs which fall within their mandate.

Though mentoring is out of the normal ambit of functions of an Advisory committee, in ideal conditions, an Advisory committee comprising of key members with exceptional skill set, experience & exposure in public service programs/project in municipal settings can also offer guidance to staff in order to help them achieve their project/program's specific goals.

3. Advisory Committees - City of London

Advisory Committees in City of London are governed by the City Council's policy document: **General Policy for Advisory Committees**. The document has 23 sections and serves as the guiding document for the constitution and operations of ACs. Furthermore Terms of Reference (TOR) specific to each AC have been framed. The 13 Advisory Committees report to just 3 parent Standing Committees of Council as follows:

Community & Protective Services: Accessibility AC
 Animal Welfare AC
 Child Care AC
 Community Safety & Crime Prevention AC
 Diversity, Inclusion & Anti-Oppression AC
 Housing AC

Planning & Environment: AC on Heritage
 AC on the Environment
 Agricultural AC
 Environmental and Ecological Planning AC
 Trees and Forests AC

Civic Works: Cycling AC
 Transportation AC

3.1 Committee Effectiveness - TAC Case Study

In the backdrop of Transportation infrastructure improvement challenges, road safety and the projects conceived under Bus Rapid Transit, the Transportation Advisory Committee (TAC) was well positioned to play an important role for Council, Staff and the BRT Project Team.

Reporting to the standing Civic Works Committee (CWC) of Council, it consists of 20 members, including 7 Non-Voting members representing City Staff and 13 Voting members comprised as follows:

1. Four members-at-large
2. One representative from each of the following:
 - a) Cycling Advisory Committee
 - b) Advisory Committee on the Environment
 - c) Community Safety & Crime Prevention Advisory Committee
 - d) Accessibility Advisory Committee
 - e) London Middlesex Road Safety Committee
 - f) Canadian Automobile Association (CAA)
 - g) Urban League of London
 - h) Chamber of Commerce representative
 - i) London Development Institute

3.1.1 The above composition meets all of the requirements of an ideal municipal Advisory Committee: rich and diverse in experience & expertise and equipped with the required skill set to take on any theoretical challenge in the Transportation sector and provide its recommendations in the most efficient and effective way. For analysis of working efficiency purposes, let's apply this assumption by reviewing its role in the Bus Rapid Transit Project (BRT).

3.1.2 In view of the multi-year dialog on BRT (through two Council mandates) and keeping in view the mandate of TAC as per its **Terms of Reference**, the role of TAC was/is more important than generally perceived. TAC should have been able to focus narrowly on the project in order to advise/support the standing committee/council. In ideal conditions, TAC should have reviewed and evaluated the project, gathered input from public and provided feedback to the council through CWC by drafting number of proposals & presentations during 2016-2018. Somehow, we don't see any significant activity from TAC in this regard. Prima facie, from a BRT

project perspective, TAC seems to be an ineffective Advisory Committee but in reality things are altogether different and the apparent 'ineffectiveness' of TAC may not be attributed to its present members by any means. In Sections 4-6 of this document, the root cause will be analyzed in more detail.

3.1.3 There may be similar situations/cases with other Advisory Committees as well. The quorum problems, poor performance on Work Plans, inability to provide timely input, lack of coordination among Advisory Committees, Staff and respective Standing Committees etc are just the symptoms rather the root causes of the apparent 'ineffectiveness' of Advisory Committees. Detailed analysis shows that this is a complex problem and there are many inter-related factors involved which need to be addressed in order to bring about the necessary reforms. The areas which need special attention from the Clerk are discussed in Section 4 of this document.

4. Sustainability and Continuous Improvement

Effective Advisory Committees have clearly defined terms of reference and an effective methodology for its interactions with its parent Standing Committee. This is very important to ensure that its members have a clear purpose and guidelines for their membership and so that they add value and stay aligned with the objectives of Council.

4.1 Recruitment and Selection Processes

People are the building blocks of an effective Civic Administration and likewise they are the main driver of value-added outcomes for Advisory Committees. The recruitment and selection processes need enhancements make them more robust, transparent and free of political intrigue. This is especially true of TAC because the majority of the voting membership is recruited directly (or indirectly via cross-committee appointments) through these processes

4.1.1 Timing: The establishment of Committees currently occurs too early in the mandate of a new council. Due to an anomaly in the new election format in 2018, the Clerk recommended to Council the extension of Committee mandates to June 1st, 2019 in order to allow her more time to execute the Recruitment and Selection processes. We think this was a good idea and should be adopted permanently. In addition to buying the Clerk time, it also allows the new Council to establish its financial and strategic priorities, and Standing Committees prior to the Recruitment Phase, thus improving the chances of success. The other benefit of an offset four-year cycle is that outgoing Committees can continue to add-value to ongoing projects being administered by City Staff and assist in the development of Year One Committee Work Plans.

4.1.2. Effective Advertisement: The Recruitment process needs to be more robust and should include but not limited to, print, electronic & social media, automated calling, public places including shopping areas, libraries, community centres, university/college notice boards, setting up public booths at festivals/events, London Transit infrastructure like bus-stops/shelters, Bus & Railway stations, City Hall and city MP/MPP offices, worship places and so forth. The Recruitment phase should be ongoing and applications should be accepted at any time. *This is the key to the whole process.*

4.1.3 Tapping Retired Expert Resources: This is one of the most important and vital resources seemingly untapped so far as we see a very small faction of retired experts in the Advisory Committees. London is rich in retirement community, if properly approached; retired experts may be willing to contribute their experience and expertise. Reaching out to professional organizations to identify local members might reap considerable benefits.

4.1.4 Redesign of the Application forms: The Present application form is too generic and needs to be redesigned to align with the Selection process. In order to have suitable candidates for specific fields, it is very important that the application form is designed in a way that an interested candidate may identify their strengths, experiences and skills in the context of the required field. A survey type design format may also be adopted in certain sections of form where each question may have certain weighting. The form should be able to help the selection board to allocate marks to candidates for each of the desired requirements during the selection phase. In some cases an Advisory Committee may have its own customized form. If desired, we may help in the redesign of those application forms.

4.1.5 Desired Skill Sets: For certain specified Advisory Committees the Selection criteria should allow for a focus on technical expertise and experience of the candidate in the particular field/subject of the Advisory Committee. (See 4.1.7)

4.1.6 Selection Process - Vacancies – Application Waterfall: If application forms are properly redesigned, the selection process may be reduced significantly or even eliminated through criteria ranking. Council may elect the required slate of candidates and then establish an ongoing waiting list from the remaining candidates. New applications will be evaluated as per pre established criteria as received and placed on selection lists. This should provide an ongoing and immediate supply of potential candidates for appointments by Council to vacancies without being an administrative burden on City Staff.

4.1.7 University, College & Skill Development Institutions: Where applicable (See 4.1.5) it may be advisable to request a faculty member expert in a particular subject, to respective subject specific Advisory Committee. The assignment period may be from one year to four years as suited to the organization. It is general practice in the Universities and Colleges that all tenured staff do research work in their fields of expertise. A subject specific Advisory Committee is an ideal incubator for such research.

Each Advisory committee should have at least one post grad or fourth year student as its member. Board of Governors/Directors may develop an incentive of 2-5% marks for a student who actively contributes to their respective Advisory Committee. It is also observed that new comers have degrees from their country of origin but in most cases their credentials are not readily acceptable hence they go to placement centres and skill development institutes for certification. Recruitment of such students to an Advisory Committee by the concerned agencies at least for one year may be helpful for job placements. Students may be non-voting members but they will be expected to actively participate in Advisory committee meetings and its sub group meetings to add value to work of the Advisory committees.

Recommendation:

- A Working Group (WG) should be constituted to review the Clerks Interim Report on Advisory Committees, assist her with further review and consultations and to work to finalize this review and report back to the CSC within 120 days. This WG should be fully mandated in terms of coordination with City Staff and external institutions and may be comprised as follows:
 - 2 City Councilors,
 - 2 Advisory Committee Members-At-Large,
 - A representative of the Office of the Mayor, and
 - 1 support person from the Clerk's office.

5. Operations: The Business of Advisory Committees

Articles 3 & 15 of the **General Policy for Advisory Committees** describe the modus operandi for the business of Advisory Committees. Article 15 emphasizes that “The parliamentary rules outlined in the Council Procedure By-law shall be observed, as far as applicable, by each advisory committee”. Although observance of parliamentary rules are not mandatory for the business of Advisory committees, they are generally applied..

Articles 17-20 outline the Agenda and Reporting mechanisms. Article 19 provides the complete mechanism for Advisory Committee to follow when offering its opinions or recommendations on a particular subject/topic/project. Similarly Article 20 requires that Advisory Committee prepare and present their respective Annual Report and Work Plan to its parent standing committee.

Finally, Article 21 states that “Council recognizes the value of the impartial and objective advice received from committee members and the challenges and inherent restrictions facing committee members in assessing and recommending various options in a conscientious and ethical manner.”

Applying these articles within the context of the TAC Case Study reveals some very interesting but unusual observations.

5.1 Communication & Consultation: TAC prepared & submitted its 2018 Work Plan in February, but it was not approved by CWC. Rather, it was referred to Staff, in March 2018 for additional input. The Committee as constituted at that time was a group of capable, seasoned and informed members. This impasse and the resulting recommendations submitted by senior Staff may well have left CWC and Council with the unfounded impression the TAC was just another of several ‘inefficient and ineffective’ Advisory Committees. Further analysis will show this is hardly the case and that the root causes of this impasse were:

- a lack of timely **Leadership** on the part of CWC in that they failed to mentor TAC properly,
- the existence of a **Communications** gap - TAC was either unaware of or unwilling to bend to CWC priorities and expectations, and
- a marked lack of **Meaningful Consultation** between senior Staff and TAC.

It is clear that CWC failed in its responsibility to direct TAC by providing them with their priorities and expectations in the development of their annual Work Plan. Furthermore, senior Staff failed to share relevant project plans on an ongoing periodic basis, resulting in a TAC Work Plan which was developed in a vacuum with predictable results.

Further exacerbating the problem was the fact that there were unfilled vacancies amongst the Member-At-Large contingent. This was rectified by Council by March 2018 with the appointment of two new members.

TAC formed a Work Plan Working Group which properly communicated and consulted with all parties, resulting in revised Work Plan in the required template, which was submitted in June and approved by CWC later that fall. It also produced a Work In Process (WIP) document, which clearly communicated Staff project plans and consultation checkpoints and which is a project management stakeholder management best practice.

5.2 Time Boxing: Currently, Staff applies a very rigid form of Consultation with its Advisory Committees. It is very common that a project plan, an environmental assessment or a policy

document which has been in the works for many months is presented at a monthly meeting with the expectation that Committee provide a response in a span of 4-6 weeks. It has also been observed from time to time that these documents were not provided by the specified Agenda mail-out cut-off and/or have referenced Public Information Centre (PIC) meetings which have already occurred. Whether by accident or design, 'time boxing' is disrespectful to Advisory Committees and makes it virtually impossible for them to add value. Furthermore, the rigidity of the current practice of Consultation is in direct conflict with Articles 17 & 21 of the **General Policy for Advisory Committees** which reinforce the value of dialogue and information sharing from the beginning of the consultative process. This too is a project management best practice.

Recommendations:

- Parent Standing Committees should take a more active role in mentoring their Advisory Committees including the introduction of a standard template for Work Plans and periodic presence at Advisory Committee meetings.
- Standing Committees should also ensure their priorities and expectations are documented and communicated to their Advisory Committees annually in advance of the planning cycle and that senior Staff provide Standing Committees with formalized and timely updates on all relevant Work in Process.
- Advisory Committee members should be encouraged to have departmental tours and project site visits guided and steered by concerned staff as a component of their ongoing orientation.

5.3 Quorum: This has been a concern for almost every Advisory Committee. The quorum problem needs to be properly diagnosed and addressed. There are many clues throughout the TAC case study and we are sure that other Committees have their own rationales but in our experience they can be synthesized into two main root causes:

- poor morale caused by the indifference often demonstrated by Council and senior Staff, and
- scheduling conflicts caused by personal/profession commitments and the inflexibility of the current meeting format.

Recommendations:

- Standing Committee members should commit to periodic presence at Advisory Committee meetings.
- Advisory committees should be encouraged to select the most suitable time for their members so this problem causing quorum issue may be avoided.
- Chair/Vice chair should be formally empowered to take a more active role in attendance management.
- Advisory Committee voting members who fail to attend 3 consecutive meetings should be referred to their parent Standing Committee for review and action up to and including dismissal.

5.4 Recognition & Rewards: Article 22 of the **General Policy for Advisory Committees** recognizes the services of members of Advisory committees: “The Municipal Council shall host an annual reception, subject to budget availability, to honour those members-at-large and those agency representatives who have served the Municipal Council, without remuneration by the Municipality, as a voting member of one or more of its advisory committees and whose attendance has been in keeping with set policy.” This is an excellent gesture on the part of Council which is designed to encourage members Advisory Committees. There is an opportunity for participants to take home more than just the value of a “meet & greet” experience. Such events may be made productive and interactive if a performance-highlight component is added which may be structured to recognize and reward high performing teams and allowing them to share their ‘Best Practices’ with their peers and Council. This would also reinforce the value of public service in general and Advisory Committees in particular.

Recommendation:

- The format of the annual reception to recognize the services of Advisory Committee members may be modified. To add value to the event, the reception may be given more formal i.e. conference-style look. An Advisory Committee Conference would provide an opportunity and platform for AC members to present their experiences and recommendations to their peers as well as receive recognition for outstanding performance. The following may be categories for specific recognition:
 - Sharing ‘Best Practices’ of best performing Advisory Committee,
 - Recognition awards/certificate to best performing Advisory Committees,
 - Recognition awards/certificate to best performing Chairs/Vice Chairs,
 - Recognition awards/certificate to best performing members, and
 - General attendance recognition awards.

6. Merger of TAC and CAC into TMAC

We do not think the merger of Transportation (TAC) and Cycling (CAC) Advisory Committees is in the public interest. It is our contention that the City of London benefits from a strong separate voice for Cycling, comprised of passionate advocates which has clearly added value for their community. To water this down in the recommended TMAC structure would be a mistake for cyclists, pedestrians, mobility-challenged citizens and motorists alike.

Similarly, as outlined in the analysis and recommendations flowing out of above mentioned TAC Case Study we feel strongly that TAC has much unrealized potential to add value. There is clearly a need for a voice for the other modes of Transportation. However, there also needs to be a greater commitment on the part of appointees to more actively participate in outside activities such as Sub-Committees and Working Groups.

Recommendations:

- Do not merge Transportation (TAC) and the Cycling (CAC) Advisory Committees into the TMAC as recommended by the Clerk in June 2018.
- Refer the following the following recommendations regarding the Transportation Advisory Committee (TAC) Terms of Reference to the above-mentioned Working Group for review and consideration:
 - **Mandate:** None
 - **Composition - Voting Members:** Increase the size of the At-Large contingent to at least 8 members. Remove the requirement of Members-At-Large to utilize active

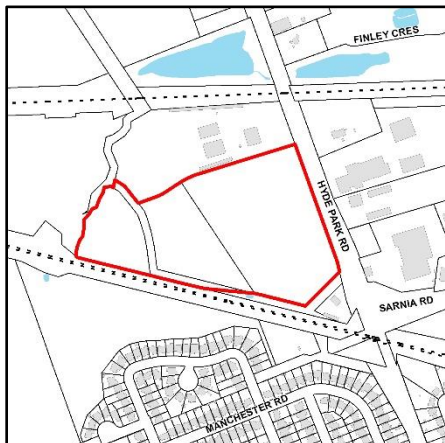
- modes of Transportation and recruit more members with the capability to devote time to Sub-Committees and Working Groups.
- **Composition - Non-Voting Members:** Invite all current special interest group representatives including CAC to participate in the Non-Voting Member group.
 - **Term of Office:** Formalize the current temporary extension by making Advisory Committee appointments effective June 1st of the year following a Municipal Election (4 year term) so as to allow for an improved recruitment cycle which is more reflective of the interests of the incoming Council.
 - **Appointment Policies:** City Staff should conduct exit interviews/surveys with all outgoing appointees and report the results to Council periodically.
 - **Conduct:** Voting Members who do not attend 3 consecutive meetings will be referred to Civic Works Committee for review and action up to and including dismissal. All Voting Members should expect to be called upon to chair at least one Sub-Committee and/or Working Group over the course of their term of appointment.



NOTICE OF PLANNING APPLICATION

Draft Plan of Subdivision and Zoning By-law Amendment

1176, 1200 and 1230 Hyde Park Road and a Portion of 1150 Gainsborough Rd



File: 39T-19502 / Z-9040

Applicant: Northwest Crossings London Limited

What is Proposed?

Draft Plan of Subdivision and Zoning amendment to allow:

- Two (2) mixed use residential blocks, five (5) residential blocks, two (2) open space blocks, served by one (1) new local street.



LEARN MORE & PROVIDE INPUT

Please provide any comments by **May 24, 2019**

Craig Smith

lcsmith@london.ca

519-661-CITY (2489) ext. 5924

Development Services, City of London, 300 Dufferin Avenue, 6th Floor,
London ON PO BOX 5035 N6A 4L9

File: 39T-19502 / Z-9040

london.ca/planapps

You may also discuss any concerns you have with your Ward Councillor:

Steve Lehman

slehman@london.ca

519-661-CITY (2489) ext. 4008

**If you are a landlord, please post a copy of this notice where your tenants can see it.
We want to make sure they have a chance to take part.**

Date of Notice: April 9, 2019

Application Details

Commonly Used Planning Terms are available at london.ca/planapps.

Requested Draft Plan of Subdivision

Consideration of a Draft Plan of Subdivision consisting of Two (2) mixed use residential blocks, five (5) residential blocks, two (2) open space blocks, served by one (1) new local street.

Requested Zoning By-law Amendment

To change the zoning from Holding Restricted Service Commercial Special Provision (h*RSC1(13)/RSC2(9)/RSC3(11)/RSC4(8)/RSC5(6)/RSC5(4)) Zone and an Open Space (OS1) Zone to a Business District Commercial Special Provision Bonus (BDC2(*)*B(*)*H22, a Residential Special Provision (R5-7(*)/R6-5(*)/R7(*)*H14/R8-4(*)) Zone, a Residential Special Provision (R5-7(**)/R6-5(**)/R7(**)*H12/R8-4(**) Zone, an Open Space Special Provision (OS1(*) Zone and an Open Space Special Provision (OS5 (*) Zone . Changes to the currently permitted land uses and development regulations are summarized below. The complete Zoning By-law is available at london.ca/planapps.

Requested Zoning (Please refer to attached map)

Zone(s):

- **BDC 2 (*)*B Zone** – to permit a range of commercial uses on the first floor and residential use above the first floor to a maximum height of 22 metres (approx. 6 storeys) and maximum density of 75 units per hectare;
- **(R5-7(*)/R6-5(*)/R7(*)*H14/R8-4(*)) Zone-** to permit a range of cluster forms of residential dwellings, including townhouses, street townhouses and apartments with 75 units per hectare and a maximum height of 14 metres (approx. 4 storeys);
- **(R5-7(**)/R6-5(**)/R7(**)*H12/R8-4(**) Zone-** to permit a range of cluster forms of residential dwellings, including townhouses, street townhouses and apartments with 75 units per hectare and a maximum height of 12 metres (approx. 3 storeys);
- **(OS1(*) Zone** – to permit conservation lands, conservation works, public and private parks, with a minimum 5 metre lot frontage: and
- **(OS5 (*)** - to permit conservation lands with no lot frontage.

The City may also consider applying holding provisions in the zoning to ensure adequate provision of municipal services, that a subdivision agreement or development agreement is entered into and to ensure the completion of an archaeological assessment.

An Environmental Impact Study has been prepared by Stantec Consulting Ltd. dated February 9, 2019 to assist in the evaluation of this application. The EIS report is available for public review during regular business hours at the City of London Development Services, 6th floor, City Hall, or on the website at london.ca/planapps.

Planning Policies

Any change to the Zoning By-law must conform to the policies of the Official Plan, London's long-range planning document. These lands are currently designated as Site Specific Policy 10.1.3 in the Official Plan, which permits mixed use buildings and cluster forms of residential development, as the main uses. The subject lands are in the 'Neighbourhoods' and 'Green Space' Place Types in *The London Plan*.

How Can You Participate in the Planning Process?

You have received this Notice because someone has applied for a Draft Plan of Subdivision and to change the zoning of land located within 120 metres of a property you own, or your landlord has posted the notice of application in your building. The City reviews and makes decisions on such planning applications in accordance with the requirements of the *Planning Act*. The ways you can participate in the City's planning review and decision making process are summarized below. For more detailed information about the public process, go to the [Participating in the Planning Process](https://london.ca/planapps) page at london.ca.

See More Information

You can review additional information and material about this application by:

- visiting Development Services at 300 Dufferin Ave, 6th floor, Monday to Friday between 8:30am and 4:30pm;
- contacting the City's Planner listed on the first page of this Notice; or
- viewing the application-specific page at london.ca/planapps.

Reply to this Notice of Application

We are inviting your comments on the requested changes at this time so that we can consider them as we review the application and prepare a report that will include Development Services staff's recommendation to the City's Planning and Environment Committee. Planning considerations usually include such matters as land use, development intensity, and form of development.

Attend a Future Public Participation Meeting

The Planning and Environment Committee will consider the requested Draft Plan of Subdivision and zoning changes on a date that has not yet been scheduled. The City will send you another notice inviting you to attend this meeting, which is required by the *Planning Act*. You will also be invited to provide your comments at this public participation meeting. The Planning and Environment Committee will make a recommendation to Council, which will make its decision at a future Council meeting. The Council Decision will inform the decision of the Director, Development Services, who is the Approval Authority for Draft Plans of Subdivision.

What Are Your Legal Rights?

Notification of Council and Approval Authority's Decision

If you wish to be notified of the Approval Authority's decision in respect of the proposed draft plan of subdivision, you must make a written request to the Director, Development Services, City of London, 300 Dufferin Ave., P.O. Box 5035, London ON N6A 4L9, or at developmentservices@london.ca. You will also be notified if you provide written comments, or make a written request to the City of London for conditions of draft approval to be included in the Decision.

If you wish to be notified of the decision of the City of London on the proposed zoning by-law amendment, you must make a written request to the City Clerk, 300 Dufferin Ave., P.O. Box 5035, London, ON, N6A 4L9, or at docservices@london.ca. You will also be notified if you speak to the Planning and Environment Committee at the public meeting about this application and leave your name and address with the Secretary of the Committee.

Right to Appeal to the Local Planning Appeal Tribunal

If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the City of London in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body is not entitled to appeal the decision of the Director, Development Services to the Local Planning Appeal Tribunal.

If a person or public body does not make oral submissions at a public meeting, if one is held, or make written submissions to the City of London in respect of the proposed plan of subdivision before the approval authority gives or refuses to give approval to the draft plan of subdivision, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the City of London to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

For more information go to <http://elto.gov.on.ca/tribunals/lpat/about-lpat/>.

Notice of Collection of Personal Information

Personal information collected and recorded at the Public Participation Meeting, or through written submissions on this subject, is collected under the authority of the *Municipal Act*, 2001, as amended, and the *Planning Act*, 1990 R.S.O. 1990, c.P.13 and will be used by Members of Council and City of London staff in their consideration of this matter. The written submissions, including names and contact information and the associated reports arising from the public participation process, will be made available to the public, including publishing on the City's website. Video recordings of the Public Participation Meeting may also be posted to the City of

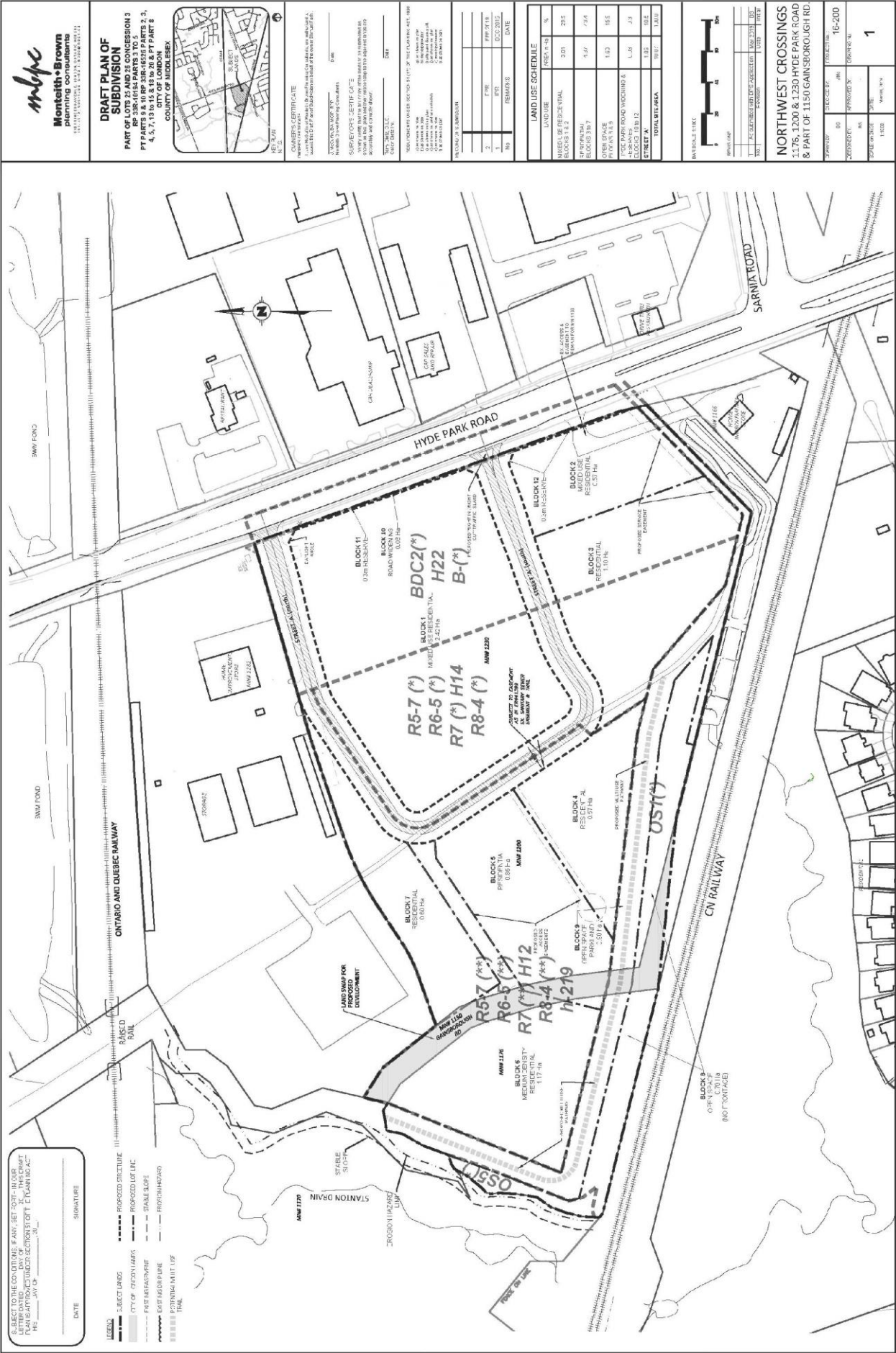
London's website. Questions about this collection should be referred to Cathy Saunders, City Clerk, 519-661-CITY(2489) ext. 4937.

Accessibility – Alternative accessible formats or communication supports are available upon request. Please contact accessibility@london.ca or 519-661-CITY(2489) extension 2425 for more information.

The above image represents the applicant's proposal as submitted and may change.



Requested Zoning



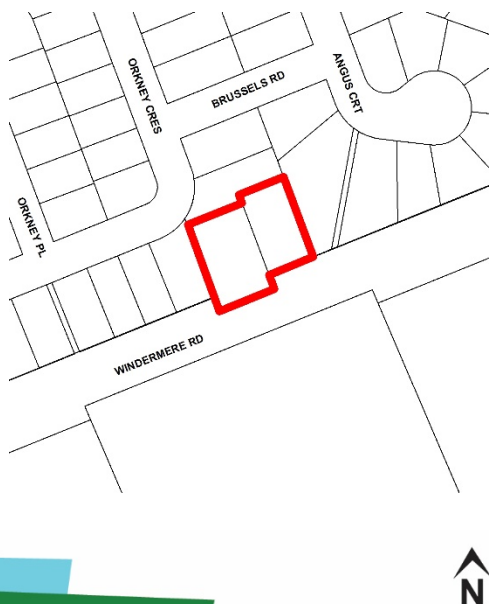
The above image represents the applicant's proposal as submitted and may change.



PUBLIC MEETING NOTICE

Zoning By-Law Amendment

536 and 542 Windermere Road



File: Z-8945

Applicant: 2492222 Ontario Inc.

What is Proposed?

Zoning amendment to allow:

- cluster “back-to-back” townhouse dwellings
- reduced minimum front yard depth (after road-widening dedication), reduced (westerly) minimum interior side yard depth, and an increased maximum yard encroachment for porches/patios (after road-widening dedication)

YOU ARE INVITED!

Further to the Notice of Application you received on August 29, 2018 and September 26, 2018, and the Public Meeting Notice you received on December 19, 2018 you are invited to a public meeting of the Planning and Environment Committee to be held:

Meeting Date and Time: Monday, April 15, 2019, no earlier than 5:30 p.m.

Meeting Location: City Hall, 300 Dufferin Avenue, 3rd Floor

For more information contact:

Melissa Campbell
mecampbell@london.ca
519-661-CITY (2489) ext. 4650
City Planning, City of London,
206 Dundas St., London ON N6A 1G7
File: Z-8945

london.ca/planapps

To speak to your Ward Councillor:

Maureen Cassidy
mcassidy@london.ca
519-661-CITY (2489) ext. 4005

**If you are a landlord, please post a copy of this notice where your tenants can see it.
We want to make sure they have a chance to take part.**

Date of Notice: March 27, 2019

Application Details

Commonly Used Planning Terms are available at london.ca/planapps.

Requested Zoning By-law Amendment

To change the zoning from a Residential R1 Zone to a Residential R5 Special Provision Zone. Changes to the currently permitted land uses and development regulations are summarized below. The complete Zoning By-law is available at london.ca/planapps.

Current Zoning

Zone: Residential R1 (R1-6) Zone

Permitted Uses: single detached dwellings

Height: maximum 10.5 metres

Requested Zoning

Zone: Residential R5 Special Provision (R5-7(_)) Zone

Permitted Uses: cluster townhouse dwellings and cluster stacked townhouse dwellings

Special Provision(s): reduced minimum front yard depth of 2.1 metres, reduced (westerly) minimum interior side yard depth of 1.7 metres, increased maximum yard encroachment for porches/patios of 0.2 metres from the front lot line.

Residential Density: maximum 60 units per hectare

Height: maximum 12.0 metres

The City may also consider the Holding Residential R5 Special Provision (h-5•h-•R5-5(_)) Zone. Residential density maximum 45 units per hectare. Special provisions for a reduced minimum front yard depth of 2.1 metres; reduced (westerly) minimum interior side yard depth of 3.0 metres; increased maximum yard encroachment for porches/patios of 0.2 metres from the front lot line; and reduced maximum height of 10.5 metres. Holding provisions for public site plan review and an archaeological assessment.

Planning Policies

Any change to the Zoning By-law must conform to the policies of the Official Plan, London's long-range planning document. These lands are currently designated as Low Density Residential in the Official Plan, which permits single detached, semi-detached, and duplex dwellings as the main use. Infill housing may be in the form of single detached, semi-detached, and attached dwellings, cluster housing and low-rise apartments.

The subject lands are in the Neighbourhoods Place Type in *The London Plan*, permitting a range of residential uses including single detached, semi-detached, duplex and converted dwellings, townhouses, stacked townhouses, triplexes, fourplexes and low-rise apartments.

How Can You Participate in the Planning Process?

You have received this Notice because someone has applied to change the zoning of land located within 120 metres of a property you own, or your landlord has posted the notice of application in your building. The City reviews and makes decisions on such planning applications in accordance with the requirements of the *Planning Act*. If you previously provided written or verbal comments about this application, we have considered your comments as part of our review of the application and in the preparation of the planning report and recommendation to the Planning and Environment Committee. The additional ways you can participate in the City's planning review and decision making process are summarized below. For more detailed information about the public process, go to the [Participating in the Planning Process](https://london.ca/planapps) page at london.ca.

See More Information

You can review additional information and material about this application by:

- visiting Planning Services at 206 Dundas Street, Monday to Friday between 8:30am and 4:30pm;
- contacting the City's Planner listed on the first page of this Notice; or
- viewing the application-specific page at london.ca/planapps.

Attend This Public Participation Meeting

The Planning and Environment Committee will consider the requested zoning changes at this meeting, which is required by the *Planning Act*. You will be invited to provide your comments at this public participation meeting. A neighbourhood or community association may exist in your area. If it reflects your views on this application, you may wish to select a representative of the association to speak on your behalf at the public participation meeting. The Planning and

Environment Committee will make a recommendation to Council, which will make its decision at a future Council meeting.

What Are Your Legal Rights?

Notification of Council Decision

If you wish to be notified of the decision of the City of London on the proposed zoning by-law amendment, you must make a written request to the City Clerk, 300 Dufferin Ave., P.O. Box 5035, London, ON, N6A 4L9, or at docservices@london.ca. You will also be notified if you speak to the Planning and Environment Committee at the public meeting about this application and leave your name and address with the Secretary of the Committee.

Right to Appeal to the Local Planning Appeal Tribunal

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the City of London to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

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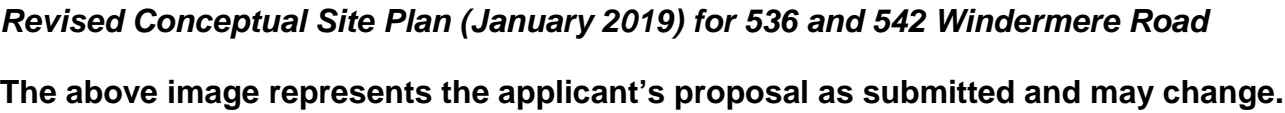
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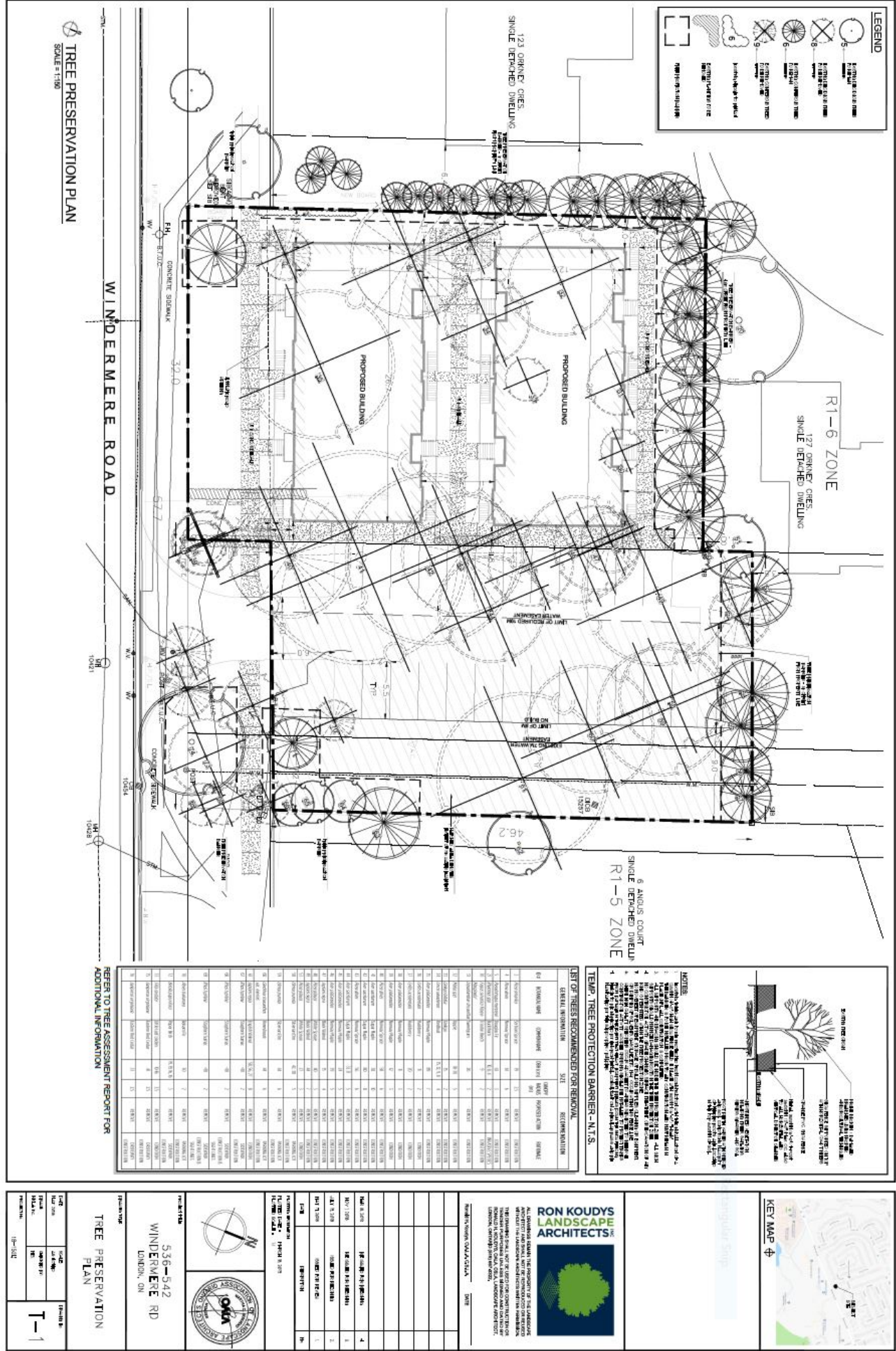
Accessibility – Alternative accessible formats or communication supports are available upon request. Please contact accessibility@london.ca or 519-661-CITY (2489) extension 2425 for more information.

Revised Conceptual Site Plan (January 2019) for 536 and 542 Windermere Road

The above image represents the applicant's proposal as submitted and may change.



Tree Preservation Plan



Revised Tree Preservation Plan (March 2019) for 536 and 542 Windermere Road

The above image represents the applicant's proposal as submitted and may change.

Building Renderings



Conceptual Rendering for 536 and 542 Windermere Road

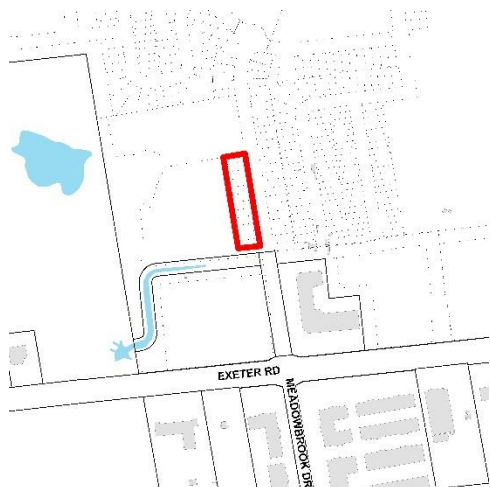
The above image represents the applicant’s proposal as submitted and may change.



NOTICE OF PLANNING APPLICATION

Official Plan and Zoning By-law Amendments

**Address - 146 Exeter Road (Richardson
Subdivision 39T-15501, Lots 7-18)**



File: OZ-9038

Applicant: City of London

What is Proposed?

Official Plan and Zoning amendments to allow:

- Single detached dwellings on a portion of the site.

LEARN MORE & PROVIDE INPUT

Please provide any comments by **May 1, 2019**

Nancy Pasato

npasato@london.ca

519-661-CITY (2489) ext. 4586

Development Services, City of London, 300 Dufferin Avenue, 6th Floor,
London ON PO BOX 5035 N6A 4L9

File: OZ-9038

london.ca/planapps

You may also discuss any concerns you have with your Ward Councillor:

Elizabeth Pelosa

epelosa@london.ca

519-661-CITY (2489) ext. 4012

**If you are a landlord, please post a copy of this notice where your tenants can see it.
We want to make sure they have a chance to take part.**

Date of Notice: April 2, 2019

Application Details

Commonly Used Planning Terms are available at london.ca/planapps.

Requested Amendment to the Current Official Plan

To change the designation of the property from “Multi-Family, Medium Density Residential” to “Low Density Residential” to permit single detached dwellings; and to amend Section 20.5 of the Official Plan (Southwest Area Secondary Plan), Schedule 4 (Southwest Area Land Use Plan), from “Medium Density Residential” to “Low Density Residential” to permit single detached dwellings; and Schedule 10 (Central Longwoods Residential Neighbourhood Land Use Designations), from “Medium Density Residential” to “Low Density Residential” to permit single detached dwellings.

Requested Amendment to The London Plan (New Official Plan)

As per policy 1565, to amend the Southwest Area Secondary Plan, Schedule 4 (Southwest Area Land Use Plan), from “Medium Density Residential” to “Low Density Residential” to permit single detached dwellings; and Schedule 10 (Central Longwoods Residential Neighbourhood Land Use Designations), from “Medium Density Residential” to “Low Density Residential” to permit single detached dwellings.

Requested Zoning By-law Amendment

To change the zoning from an Open Space (OS1) Zone to a Residential R1 Special Provision (R1-4(29)) Zone to permit single detached dwelling with a minimum lot frontage of 12 meters and a minimum lot area of 360 square meters, with a special provision to limit garages from projecting beyond the façade of the dwelling or façade (front face) of any porch, limiting garages to no more than 50% of lot frontage. Changes to the currently permitted land uses and development regulations are summarized below. The complete Zoning By-law is available at london.ca/planapps.

Current Zoning

Zone: Open Space (OS1)

Permitted Uses: conservation lands, conservation works, cultivation of land for agricultural/horticultural purposes, golf courses, private parks, public parks, recreational golf courses, recreational buildings associated with conservation lands and public parks, campground, managed forest.

Requested Zoning

Zone: Residential R1 Special Provision (R1-4(29))

Permitted Uses: single detached dwelling with a minimum lot frontage of 12 meters and a minimum lot area of 360 square meters

Special Provision(s): limit garages from projecting beyond the façade of the dwelling or façade (front face) of any porch, limiting garages to no more than 50% of lot frontage

Residential Density: one unit per lot

Height: 9.0 meters

This property is also the subject of an application for draft plan of subdivision (39T-15501 - Richardson Subdivision - granted draft approval January 27, 2019).

Planning Policies

Any change to the Zoning By-law must conform to the policies of the Official Plan, London’s long-range planning document. These lands are currently designated as Multi-Family, Medium Density Residential in the Official Plan, which permits [--->insert current permitted uses <---] as the main uses.

The subject lands are in the Neighbourhoods Place Type in *The London Plan*, permitting a range of residential uses, including single detached dwellings.

How Can You Participate in the Planning Process?

You have received this Notice because someone has applied to change the Official Plan designation and the zoning of land located within 120 metres of a property you own, or your landlord has posted the notice of application in your building. The City reviews and makes decisions on such planning applications in accordance with the requirements of the *Planning Act*. The ways you can participate in the City’s planning review and decision making process are summarized below. For more detailed information about the public process, go to the [Participating in the Planning Process](http://london.ca/participating-in-the-planning-process) page at london.ca.

See More Information

You can review additional information and material about this application by:

- visiting Development Services at 300 Dufferin Ave, 6th floor, Monday to Friday between 8:30am and 4:30pm;
- contacting the City's Planner listed on the first page of this Notice; or
- viewing the application-specific page at london.ca/planapps.

Reply to this Notice of Application

We are inviting your comments on the requested changes at this time so that we can consider them as we review the application and prepare a report that will include Development Services staff's recommendation to the City's Planning and Environment Committee. Planning considerations usually include such matters as land use, development intensity, and form of development.

Attend a Future Public Participation Meeting

The Planning and Environment Committee will consider the requested Official Plan and zoning changes on a date that has not yet been scheduled. The City will send you another notice inviting you to attend this meeting, which is required by the *Planning Act*. You will also be invited to provide your comments at this public participation meeting. The Planning and Environment Committee will make a recommendation to Council, which will make its decision at a future Council meeting.

What Are Your Legal Rights?

Notification of Council Decision

If you wish to be notified of the decision of the City of London on the proposed official plan amendment and zoning by-law amendment, you must make a written request to the City Clerk, 300 Dufferin Ave., P.O. Box 5035, London, ON, N6A 4L9, or at docservices@london.ca. You will also be notified if you speak to the Planning and Environment Committee at the public meeting about this application and leave your name and address with the Secretary of the Committee.

Right to Appeal to the Local Planning Appeal Tribunal

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the City of London to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

If a person or public body would otherwise have an ability to appeal the decision of the Council of the Corporation of the City of London to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body is not entitled to appeal the decision.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the City of London before the by-law is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

For more information go to <http://elto.gov.on.ca/tribunals/omb/about-the-omb/>.

Notice of Collection of Personal Information

Personal information collected and recorded at the Public Participation Meeting, or through written submissions on this subject, is collected under the authority of the *Municipal Act*, 2001, as amended, and the *Planning Act*, 1990 R.S.O. 1990, c.P.13 and will be used by Members of Council and City of London staff in their consideration of this matter. The written submissions, including names and contact information and the associated reports arising from the public participation process, will be made available to the public, including publishing on the City's website. Video recordings of the Public Participation Meeting may also be posted to the City of London's website. Questions about this collection should be referred to Cathy Saunders, City Clerk, 519-661-CITY(2489) ext. 4937.

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Ontario Bike Summit. Organized by Share the Road
 April 1-2, 2019, Toronto ON
 Report contact: Rebecca Henderson

Organization	Presentation	Relevance to CAC	Possible workplan action
City of Kitchener	<ul style="list-style-type: none"> - In the City of Kitchener during their festival, BikeFest, has a program, “Workshops on Wheels”. The program provides guided bike tours in every neighbourhood. All ages, all abilities. No sign up, just show up. - Teaches residents where to ride in their neighbourhood (cycling isn’t just for downtown). - Helps to find solutions to current gaps in the cycling network and make recommendations - Goal is to introduce how to bike to run errands, get to dinner, take kids to daycare, etc. 	<p>London Celebrates Cycling festival</p> <ul style="list-style-type: none"> - Target multiple neighbourhoods <p>Questions for CAC:</p> <ul style="list-style-type: none"> - How has cycling engagement and advocacy changed over the years in London? What have we done as a committee to encourage greater engagement? - How can engagement positivity address community resistance (aka bikelash) when implementing change? - How do we get all ages and abilities to have a voice 	<ul style="list-style-type: none"> - Support the City to target multiple neighbourhood bike tours for the 2020 London Celebrates Cycling - People of all ages and abilities should have the option to ride a bike, in every part of the city.
City of Ottawa	<p>How is Ottawa putting cycling on the map?</p> <ul style="list-style-type: none"> - https://maps.bikeottawa.ca/routing/ - www.openstreetmap.org - GPS tagged photos www.mapillary.com - Interactive maps that can find solutions routing cycling problems - The City is partnering with BikeOttawa.ca 	<p>Open source data can:</p> <ul style="list-style-type: none"> - Build a community of cycling - Community members assist with labels, counts, images, integrated, detailed, supported - Open license, free, global - Level of Traffic Stress 	<p>Sub-committee on possibilities for open source mapping data for our city</p> <ul style="list-style-type: none"> - Plan: A focus on bridging gaps in the existing cycling network – both on and off-road.
Green Up, Peterborough	<ul style="list-style-type: none"> - Provides 90% of program delivery for the City. They can leverage non-profit funding, matching grants so that it costs less for the City - City purchases an event, and Green-up delivers the program. - Bicycling safety and awareness programs - Data collection and reporting (beyond the counts) https://www.greenup.on.ca/programcategories/active-transportation/ 	<p>Benefits of working with a non-profit</p> <ul style="list-style-type: none"> - Passionate and well informed - Their mandate provides credibility in the eyes of the community, not competitors, strong collaborators - Budget conscious 	<p>Consider areas of event planning, program delivery, research data that can be leveraged through non-profit orgs.</p>

NABSA (North American Bike Share Organization)	<ul style="list-style-type: none"> - Bikeshare partnerships, collaborates with PeopleForBikes, National Association of City Transportation Officials, Better Bike Share, The Institute for Transportation and Development Policy - Conference September 30 – October 2, 2019 Indianapolis, Indiana - Equity goals: Increase access, increase ridership, increase diversity - Changing system models, or diversifying - Guidelines for the regulation and management of shared active transportation 	<p>Questions for CAC to ask:</p> <ul style="list-style-type: none"> - How to fund the system? - Who owns the system? - Who runs the system? - One operator or several? - How much involvement with the city? - Who will be responsible for accessibility and use education? - How do we use it and make it work? - How to understand route choices? - Route choice analysis? - How can the bikeshare data tell us this? - Workshops, rides, subsidized passes for low income residents 	<p>Vision: A Bike share that integrates and complements public transit, short trips, overall public system</p> <ul style="list-style-type: none"> - What is the role of supporting bike share in London?
Suburban Community Bike Hub	<ul style="list-style-type: none"> - Bike hubs are community spaces where you can come and learn about cycling and meet other people who cycle, workshops, bike rides - Carefully designed to help people start cycling and keep cycling in neighbourhoods with the greatest cycling potential - Step 1. Locate neighbourhoods most suitable to cycling by mapping (pop density, trips under 5km, cars/household size ratio) + organizations with vision overlap - Step 2. Identify local barriers by surveying residents – materials, skills and knowledge, positive norms and design programming to address these barriers - Step 3. Remove barriers and start cycling, workshops and guided rides, mentorship, bike loans - Step 4. Keep Cycling, practical support such as drop in bike repair, group rides, civic engagement 	<p>Strengthening Neighbourhoods Strategy</p> <p>CAC Questions:</p> <ul style="list-style-type: none"> - How do we shift cycling in the suburbs? - How do we support and sustain the acceleration of cycling uptake in newcomer populations? - What are the cultural questions that need to be explored? 	<p>Programming that supports the acceleration of cycling uptake in London</p> <ul style="list-style-type: none"> - Current program: Bikes for Newcomers is a collaboration between London Cycle Link and Cross Cultural Learning Centre - Support for education materials?
Kingston Coalition for Active	<ul style="list-style-type: none"> - Revised 2016 active transportation master plan - “Building the Big Tent for road safety” - To win bike lanes, don’t talk about the bike 	<p>CAC questions:</p> <ul style="list-style-type: none"> - What are our communication strategies for cycling uptake, and bike lanes? 	<p>What can CAC learn from Kingston’s Master Plan?</p>

Transportation (KCAT)	<ul style="list-style-type: none"> - They met with Rothman business school to ask them for help to communicate with businesses about how bikes are good for business - They met with health professionals, doctors for safe cycling “Bike lanes are safer for motorists” and reduce congestion - Elevate youth and bring them into the discussion 	<ul style="list-style-type: none"> - How are we framing cycling in our community, and is it working? - To build biking infrastructure, we have to have economists, health professionals and other experts at the table. 	What strategies can we support in our workplan?
CycleWR, Waterloo Region	<p>Ride the Riding project</p> <ul style="list-style-type: none"> - Good success with their Ride the Riding project - 3 cities, 4 townships, 166 candidates, not incl school board candidates, over 50 candidates that supported cycling “Ride the Riding” to learn more about what works in their own ward 	<p>CAC questions:</p> <p>How can we support London Cycle Link, or other advocacy orgs, to provide a similar service during our elections, and beyond?</p> <p>How can this link to the City of Kitchener’s work of a ride in every ward?</p>	

Cycling Advisory Committee Work Plan – 2018/19 Combined

Updated June 28, 2018 - Dave Mitchell

July 11, 2018 April 8, 2019 by WG

	Activity	Background	Responsibility	Proposed Timeline	Proposed Budget	Cycling Master Plan Alignment	Link to Strategic Plan	Status
CAC 18.1	Assist the City in enhancing cycling connections throughout the City to the Provincial cycling network.	<ul style="list-style-type: none"> To be provided through Cycling Master Plan, EA input Explore potential of rail corridor to St Thomas Help define preferred route to attach to Trans Canada Trail in St Thomas 	Transportation Doug MacRae	???		<ul style="list-style-type: none"> Action #3 Identifying Touring Loop Routes 	CITY BUILDING POLICIES Elevate London's Profile as a Regional Cultural Centre 534 Advance the eco-tourism, agri-tourism, and cultural tourism opportunities available in the city and support linkage links to surrounding regional cultural facilities.	Discussion with St.Thomas and Elgin county are currently on hold pending completion of a rail segment. Update?
CAC 18.2	Provide recommendations for better integration of the	<ul style="list-style-type: none"> To be provided through Cycling Master Plan, EA input. 	CAC Environmental Programs Jay Stanford Allison Miller	Ongoing		<ul style="list-style-type: none"> Action #7 Identifying & Enhancing Local Cycling Hubs 	Our Strategy 60 Direction #6 Place a new	Consulting firm hired is MMM.

	recreational and commuter cycling networks					<ul style="list-style-type: none"> • Action #8 Enhancing Bicycle Parking • Action #9 Establishing Performance Measures • Action #10 Designing & Implementing Crossings & Transitions 	emphasis on Creating attractive mobility choices	
CAC 18.3	Provide recommendations for better integration of the recreational and commuter cycling networks	<ul style="list-style-type: none"> • Participate in analysis • Dundas/Queens couplet 	CAC Transportation Peter Kavcic	Ongoing				Ongoing. Update?
CAC 18.4	Provide recommendations for better integration of the recreational and commuter cycling networks	<ul style="list-style-type: none"> • King St cycle track 	CAC Transportation Peter Kavcic	Q2-2019				Underway Begins on April 8, 2019. To be complete in ~12 weeks.
CAC 18.5	Provide input to CoL Cycling web presence	<ul style="list-style-type: none"> • CoL cycling portal on website • london.ca/cycling 	CAC Allison Miller Jay Stanford Website says contact is Andrew Gleison?	Stage 1 Mar-May 2018 - beta Stage 2 TBD - public launch		<ul style="list-style-type: none"> • Action #6 Creating a Cycling Specific Web Presence 	** This is live, but we need an update	Analysis has been submitted - awaiting content launch and potential for promotion through CAC

CAC 18.6	Promote safe cycling infrastructure through education and improved facilities and infrastructure	<ul style="list-style-type: none"> • Need to support / initiate City, business and other community partner initiatives relating to mapping, bicycle parking, cycling lanes, etc. • Promotional outreach for cycling • Promotion of the Cycling Master Plan 	CAC Transportation Doug MacRae	Ongoing		<ul style="list-style-type: none"> • Action #2 Establishing a Winter Cycling Network • Action #8 Enhancing Bicycle Parking • Action #9 Establishing Performance Measures 	Our Strategy 60 Direction #7 Build strong, healthy and attractive neighbourhoods for everyone 6. Identify, create and promote cycling destinations in London and connect these destinations to neighbourhoods through a safe cycling network.	Complete?
CAC 18.7	Improved facilities and infrastructure	<ul style="list-style-type: none"> • Colborne St cycle track 	CAC Transportation Doug Macrae	Q2 -2018				Official launch June 28, 2018 - Q2 Complete
CAC 18.8	Improved facilities and infrastructure	<ul style="list-style-type: none"> • Kiwanis Park Bridge 	CAC Transportation Doug Macrae					No official launch. Complete.
CAC 18.9	Improved facilities and infrastructure	<ul style="list-style-type: none"> • North Branch 	CAC Transportation Doug Macrae					
CAC 18.10	Education	<ul style="list-style-type: none"> • Promotion of user friendly version of Cycling Master Plan 	CAC Allison Miller Jay Stanford	Ongoing 2016				No update since first mentioned
CAC 18.11	Education	<ul style="list-style-type: none"> • Cycling map 	CAC Fanshawe Wil Pol Jay Stanford					

CAC 18.12	Addressing Bicycle Theft	<ul style="list-style-type: none"> Promotion of best practices in bicycle security 	CAC Bike security working group			<ul style="list-style-type: none"> Action #8 Enhancing Bicycle Parking 		Working group has stalled since the vacancy of B. McCall.
CAC 18.13	Provide input and recommendations to Environmental Assessments relating to road and cycling infrastructure to assist in managing and upgrading transportation infrastructure.	<ul style="list-style-type: none"> EA's provide a primary opportunity to ensure cycling priorities are taken into consideration for new roadworks and infrastructure projects. 	CAC	Ongoing			Our Strategy 60 Direction #7 Build strong, healthy and attractive neighbourhoods for everyone 6. Identify, create and promote cycling destinations in London and connect these destinations to neighbourhoods through a safe cycling network.	Building a master list similar to the one used by TAC to keep track of EA and CAC representatives at them.
CAC 18.14	Educational Initiatives	<ul style="list-style-type: none"> Attend Share the Road conference 	Rebecca Henderson	April 20-19	\$200	<ul style="list-style-type: none"> Action #9 Establishing Performance Measures 		Report received
CAC 18.15	Recognition Program	<ul style="list-style-type: none"> Dovetail into Mayor's annual recognition awards 	Cycling Award sub-committee					On hold until post election
CAC 18.16	Assist in the annual London Celebrates Cycling event	<ul style="list-style-type: none"> Work with city staff and stakeholders to provide a signature event that promotes all components of cycling culture 	London Celebrates Cycling subcommittee	Mar-Jun 2018		<ul style="list-style-type: none"> Action #5 Identifying & Implementing CAN-Bike Program Action #12 Establishing 	CITY BUILDING POLICIES Support cultural and innovative programming to create a city that exudes innovation,	Complete. Allison Millar has created a report but has year to be reviewed by CAC

						High-Profile Events <ul style="list-style-type: none"> Action #9 Establishing Performance Measures 	vibrancy, creativity and entrepreneurialism 535 - 539	
CAC 18.17	Safe cycling education and enforcement	<ul style="list-style-type: none"> Multiple requests to council recommending non-child cycling on sidewalks indicating a need for a campaign 	CAC	TBD		<ul style="list-style-type: none"> Action #5 Identifying & Implementing CAN-Bike Program Action #11 Enhancing Enforcement 		
CAC 18.18	Continue to identify / assess specific routes (to be mapped and signed) for key destinations and loops.	<ul style="list-style-type: none"> Continue to support cycling infrastructure at the municipal, provincial and federal levels. Monitor implementation of initiatives identified in the cycling master plan including potential stand-alone initiatives. 	CAC	Ongoing			Strengthening Our Community – 5.1; Building a Sustainable City – 1.a, 2.a, 5.b	
CAC 18.19	Provide recommendations on operational requirements / improvements which will facilitate	<ul style="list-style-type: none"> Operational priorities (i.e. – street cleaning, snow plowing) need to be established and/or coordinated to ensure key cycling routes are 	CAC	Ongoing			Strengthening Our Community – 5.1; Building a Sustainable City – 1.a, 2.a, 5.b	

	cycling	maintained appropriately and that operational activities are not 'out of sync' (i.e. – cleaning streets before sidewalks, then putting all the sand from the sidewalks onto the street & cycling lanes that had just been cleaned....)						
CAC 19.1	Cordon Counts of Dundas and Queens couplet before and after count data							
CAC 19.2	East-West Cycle Track	<ul style="list-style-type: none"> • Provide an official recommendation to City Staff 	CAC WG					
CAC 19.3	Analysis of Colborne Cycle track, data collection and parking in the lane	<ul style="list-style-type: none"> • Acknowledge benefits • Provide recommendations • Comment on the consultation process with CAC (What were the recommendations from CAC, and how did it influence the outcome?) 	CAC WG					
CAC 19.4	Assist in the annual London Celebrates Cycling event	<ul style="list-style-type: none"> • Work with city staff and stakeholders to provide a signature event that promotes all components of cycling culture 	London Celebrates Cycling subcommittee	Mar-Jun 2019		<ul style="list-style-type: none"> • Action #5 Identifying & Implementing CAN-Bike Program 	CITY BUILDING POLICIES Support cultural and innovative programming to create a city that exudes innovation,	Kick Off planning session schedule for April 9th 2019

						<ul style="list-style-type: none">• Action #12 Establishing High-Profile Events• Action #9 Establishing Performance Measures	vibrancy, creativity and entrepreneurialism 535 - 539	
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April 9, 2019

Dear Cycling Advisory Committee,

This is a request for funds in the amount of \$400 to provide London newcomers with a cyclists' handbook in their own language. The handbook provides information about our traffic laws and safe cycling habits. We have identified language and cultural gaps with our Bikes for Newcomers program, and there is an urgent need to provide education in Arabic, Spanish, English and French.

What is Bikes for Newcomers?

A working bicycle can be life-changing. It can mean freedom to get to school or visit friends, or can mean getting a job that is further than walking distance. The Bikes for Newcomers project provides refurbished bikes to newcomers to Canada, to increase mobility and welcome newcomers into the London cycling community.

The project started as a tangible response to the Syrian refugee crisis and has continued to meet the needs of many individuals and families who are restarting their lives in London and need help to get around. London Cycle Link is partnering with the [Cross Cultural Learner Centre](#) and [LUSO Community Services](#) to help distribute the bicycles to families in need. In 2018 we received a grant from the Ontario Ministry of Tourism, Culture and Sport to offer locks, lights, and bells, making the refurbished bikes even more useful. The grant also supports our welcoming efforts by offering free Squeaky Wheel Bike Co-op memberships and workshops to newcomers.

24-hour Repair Marathon

On Groundhog Day 2019, we held a 24-hour bike fixing marathon to refurbish as many bikes as we could to distribute to newcomers. Twenty-eight bikes were fixed in total and a lot of fun was had by all - a big thanks to all the volunteers who came out to fix bikes in the wee hours of the morning!

Support B4N

If you want to support this project you can donate your:

time - Volunteer build nights are Tuesdays from 6:30-9:00pm at the Squeaky Wheel Bike Co-op (809 Dundas Street, London)

money - We accept donations in person at the Squeaky Wheel Bike Co-op during open hours and are working to offer this online

bicycle - Drop off your bicycle during open hours or contact London Cycle Link at info@londoncyclelink.ca to arrange pick-up. Please note, it is helpful if bikes are in good condition (ie. don't require a huge effort to get working). Donated bikes will be refurbished and either paired with newcomers or offered as affordable used bikes to the wider community.

REQUEST OF THE CYCLING ADVISORY COMMITTEE:

Booklets

In addition to a bike and workshops, we have a gap in education and there is an urgent need to provide newcomers with a cyclists' handbook in their own language. In the interim, we have received permission to reprint The Windsor-County Essex handbook free of charge. The handbook provides information about our traffic laws and safe cycling habits. Printing costs are estimated to be \$2 per book.

We are asking funding for:

- 100 prints in Arabic
- 40 prints in English
- 40 prints in French
- 20 prints in Spanish

Total request: 200 prints x \$2 = \$400

Thank you,

Rebecca Henderson

Board Member, London Cycle Link