

# Agenda

## Transportation Advisory Committee

The 1st Meeting of the Transportation Advisory Committee

January 28, 2020, 12:15 PM

Committee Room #4

The City of London is committed to making every effort to provide alternate formats and communication supports for Council, Standing or Advisory Committee meetings and information, upon request. To make a request related to this meeting, please contact [advisorycommittee@london.ca](mailto:advisorycommittee@london.ca).

	Pages
<b>1. Call to Order</b>	
1.1 Disclosures of Pecuniary Interest	
1.2 Election of Chair and Vice Chair for term ending November 30, 2020	
<b>2. Scheduled Items</b>	
2.1 12:15 PM J. Kostyniuk, Traffic and Transportation Engineer - Connected and Automated Vehicle Strategic Plan - Update and Get Involved Input	2
2.2 12:30 PM M. Pletch, Dillon Consulting - Dundas Street Infrastructure Renewal Project	18
<b>3. Consent</b>	
3.1 11th Report of the Transportation Advisory Committee	28
3.2 Municipal Council resolution from its meeting held on January 14, 2020, with respect to the 11th Report of the Transportation Advisory Committee	31
3.3 Public Meeting Notice - Official Plan Amendment - Victoria Park Secondary Plan	32
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<b>4. Sub-Committees and Working Groups</b>	
<b>5. Items for Discussion</b>	
5.1 TAC 2020 Work Plan	49
<b>6. Adjournment</b>	

Next Meeting Date: February 25, 2020

# Connected and Automated Vehicles

Preparing a Strategic Plan for London





# CAVs in the Province of Ontario

- **Pilot Project – Automated Vehicles** ([Ontario Regulation 306/15](#))
  - Originally took effect January 1, 2016
  - Last consolidation January 1, 2019 (O.Reg. 517/18)
  - Pilot regulation is due to be revoked on January 1, 2026
- Ontario was **first province in Canada** to establish on-road pilot test program for CAVs.
- Ontario Pilot Project applies to **SAE Automation Levels 3, 4, and 5**.

# Other Key Initiatives and Resources

- [Autonomous Vehicle innovation Network \(AVIN\)](#) in Ontario
- City of Toronto [Automated Vehicle Tactical Plan](#)
- SAE International [J3016 Levels of Driving Automation](#)
- Transportation Association of Canada (TAC) [Lexicon of Terms for CAVs](#)



## SAE J3016™ LEVELS OF DRIVING AUTOMATION

	SAE LEVEL 0	SAE LEVEL 1	SAE LEVEL 2	SAE LEVEL 3	SAE LEVEL 4	SAE LEVEL 5
What does the human in the driver's seat have to do?	You are driving whenever these driver support features are engaged – even if your feet are off the pedals and you are not steering			You are <b>not</b> driving when these automated driving features are engaged – even if you are seated in “the driver’s seat”		
	You must constantly supervise these support features; you must steer, brake or accelerate as needed to maintain safety			When the feature requests, you must drive	These automated driving features will not require you to take over driving	
	These are driver support features			These are automated driving features		
What do these features do?	These features are limited to providing warnings and momentary assistance	These features provide steering OR brake/acceleration support to the driver	These features provide steering AND brake/acceleration support to the driver	These features can drive the vehicle under limited conditions and will not operate unless all required conditions are met		This feature can drive the vehicle under all conditions
Example Features	<ul style="list-style-type: none"> <li>• automatic emergency braking</li> <li>• blind spot warning</li> <li>• lane departure warning</li> </ul>	<ul style="list-style-type: none"> <li>• lane centering OR</li> <li>• adaptive cruise control</li> </ul>	<ul style="list-style-type: none"> <li>• lane centering AND</li> <li>• adaptive cruise control at the same time</li> </ul>	• traffic jam chauffeur	<ul style="list-style-type: none"> <li>• local driverless taxi</li> <li>• pedals/steering wheel may or may not be installed</li> </ul>	<ul style="list-style-type: none"> <li>• same as level 4, but feature can drive everywhere in all conditions</li> </ul>

# City of London's CAV Progress

- Staff began **monitoring and researching CAV developments** in 2016 in response to the Ontario Pilot Project.
- Developed a **CAV Staff Report and Technical Background** (CWC, May 28, 2018)
- Received **Municipal Council resolutions and direction** on June 12, 2018
- RTIWG **CAV Expert Panel** on February 21, 2019



Prepared for the  
Corporation of the City of London

**Civic Works Committee Meeting**

May 28, 2018



# Council's Strategic Plan 2019-2023

## BUILDING a Sustainable City

**Londoners can move around the city safely and easily in a manner that meets their needs.**

### EXPECTED RESULT

Increase access to transportation options.

### STRATEGY

- Build more infrastructure for walking and bicycling.
- Continue to expand options and programs to increase mobility.
- **Develop a strategic plan for a future with connected and autonomous vehicles.**
- Support Londoners to access affordable public transit where they live and work.
- Implement the London Transit Commission (LTC) 5 Year Specialized Service Plan.
- Implement the LTC Ridership Growth Strategy.
- Implement a rapid transit system to improve the reliability and capacity of existing transit service and support London Plan city building.
- Implement the LTC 5 Year Conventional Service Plan.

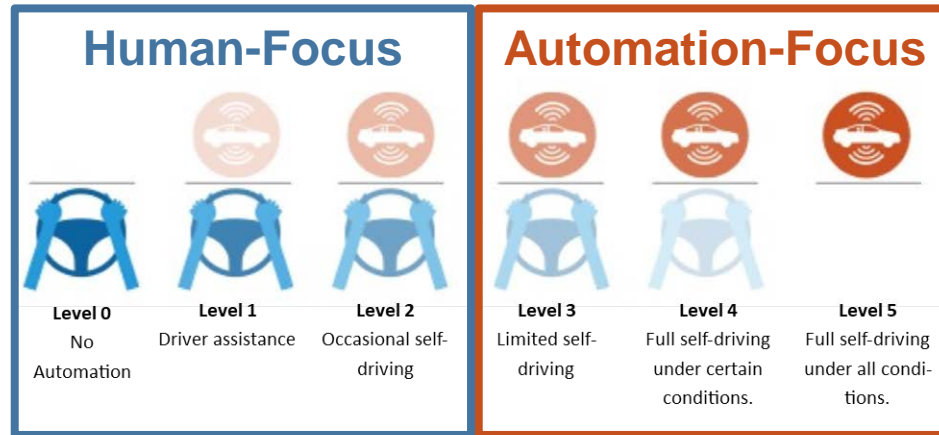
# Automated Vehicles

- Ideally, **Automated Vehicles (AVs)**:
  - Are capable of “**sensing**” the **surrounding environment**;
  - Use AI, sensors, and GPS to **successfully and safely navigate a transportation system**;
  - Provide **major improvements to road safety** by eliminating human driver error and distraction; and
  - Will likely be widely available and market-ready between **now and 2040 (i.e. 10-20 years)**.



# Automation Levels Defined

- The **Society of Automotive Engineers (SAE)** international standard that classifies vehicles automated driving systems from:
  - **Level 0 = No Automation** to **Level 5 = Full Automation**







# New Mobility and Potential

- AVs have the potential to **benefit the environment, society, and safety.**
- Two primary **ownership models** are anticipated:
  - **Individual Ownership** of widespread vehicles, similar to today; or
  - **Shared Ownership** similar to car-sharing, ride-sharing, or Mobility-as-a-Service (MaaS).

## Traditional Mobility



Ownership • Competitive • Hierarchal

1  = 1 mode [either/or]

## New Mobility



Sharing • Collaborative • Networked

1  = many modes [all]



# CAV Strategic Plan – Purpose

To better understand and prepare for the introduction of connected and automated vehicles in our community in order to improve the lives of our citizens and minimize the environmental impact of this impactful technology as it becomes more commonplace.



# CAV Strategic Plan – Vision

A sustainable community that integrates connected and automated vehicles into city-building and daily activities by pursuing improved safety, environmental stewardship, and travel mobility options.



# CAV Strategic Plan – Mission

To engage internal and external stakeholders, identify potential implications of connected and automated vehicles, and provide a strategic plan and actions that will proactively prepare for the introduction of connected and automated vehicles.



# CAV Strategic Plan – Values

- Alignment with the London Plan
- Driven by community
- Environmental and climate sustainability
- Responsible governance
- Human health and community safety
- Information security and privacy
- Integrated mobility
- Supporting innovation
- Proactive leadership
- Stakeholder collaboration



# Strategic Areas of Focus

1. Social Equity and Health
2. Environmental Sustainability
3. Economic Sustainability
4. Data Privacy, Security, and Governance
5. Urban Form
6. Road Safety and Security
7. Integrated Mobility
8. Transportation System Efficiency
9. City Fleet and Services

# CAV Strategic Plan Timeline







# Initial Engagement

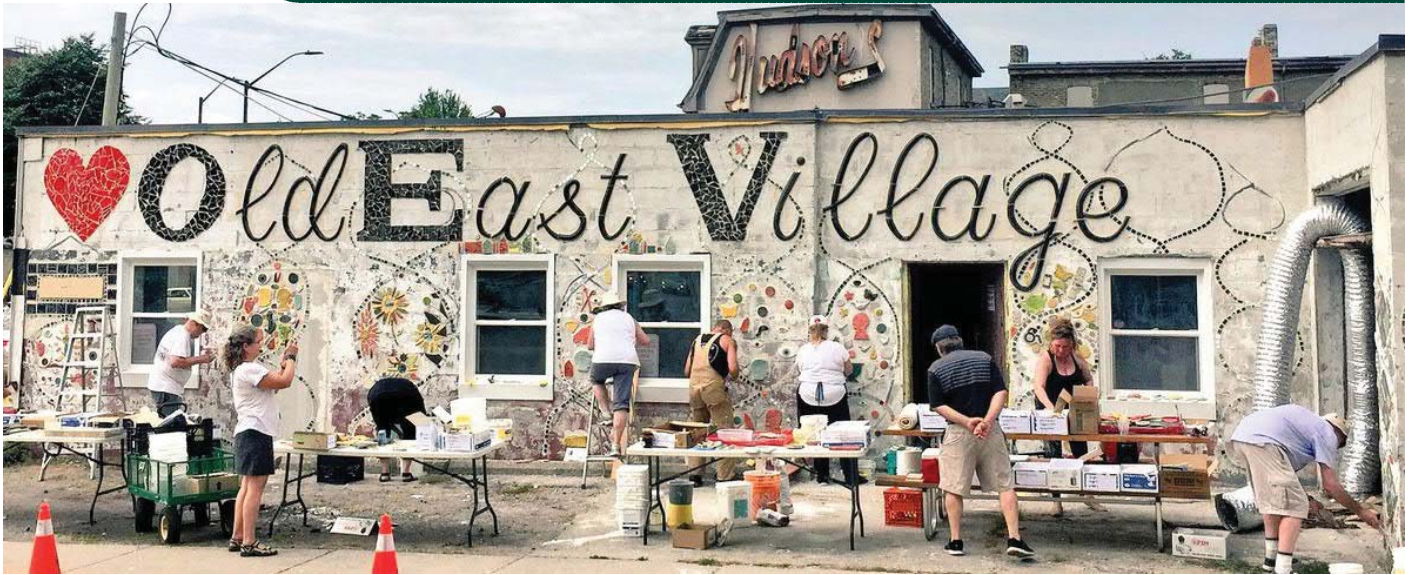
Gather initial public feedback for development of the upcoming Connected and Automated Vehicles Strategic Plan for London until **February 21**.

<https://getinvolved.london.ca/automated-vehicles>

Advisory committee initial feedback/resolutions provide by **April 28**.



## Dundas Street – Old East Village



[london.ca](http://london.ca)

Transportation Advisory Committee – January 28, 2020



## Presentation Overview

- Background and Construction Staging
- Typical Cross Sections
- Cycle Track Features
- Proposed Layout
- Discussion

[london.ca](http://london.ca)



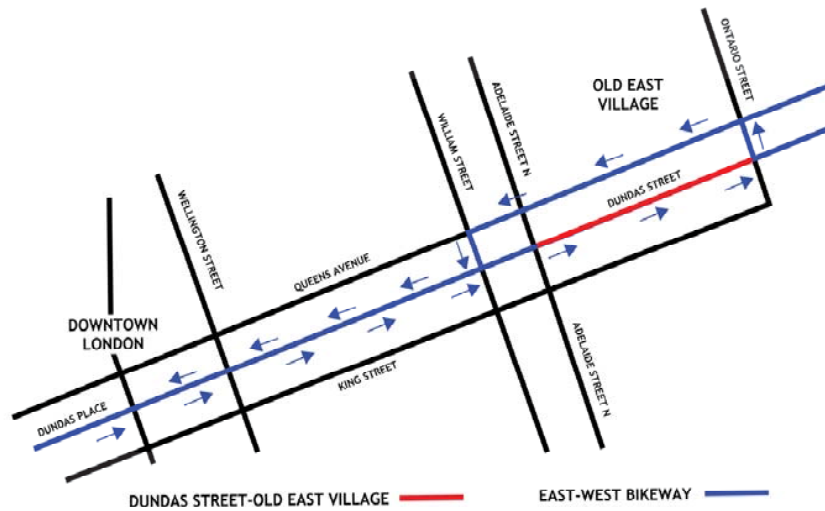
# Background

Date	Key Milestones
March 2019	East West Bikeway Approved by City Council
March 2019 to December 2019	Detailed Design
June 26, 2019	Public Information Centre #1
October 2019	Third Party Review by Urban Systems Active Transportation Consultants (Vancouver)
December 5, 2019	Public Information Centre #2
January 2020	Tendering
April 2020 to Fall 2020	Phase 1 Construction
April 2021 to Fall 2021	Phase 2 Construction

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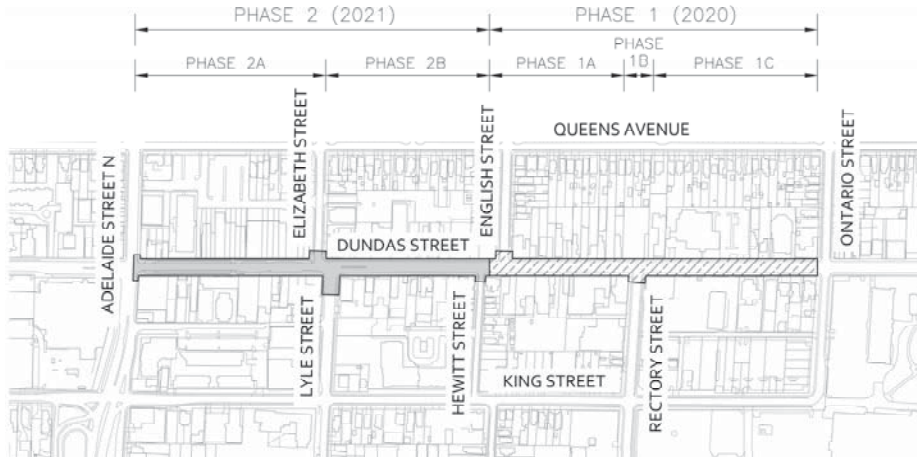
# East West Bikeway Evaluation



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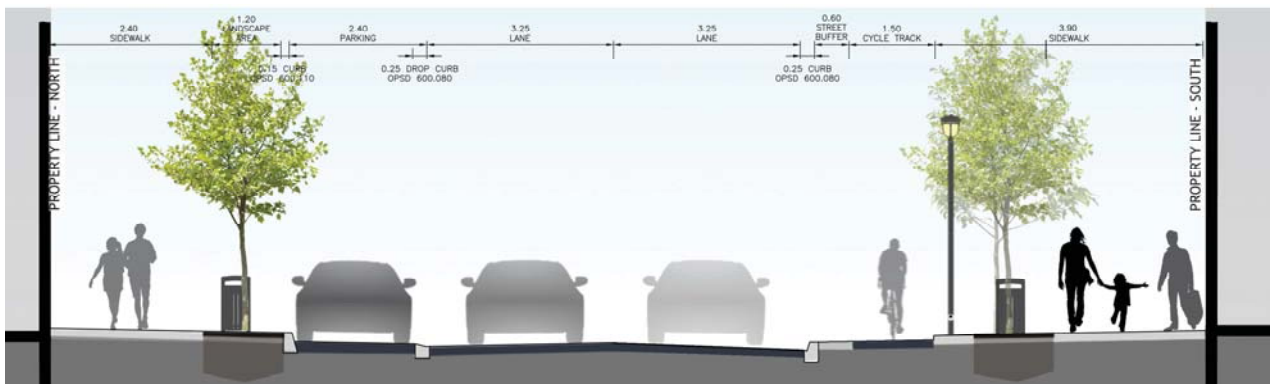
# Construction Staging



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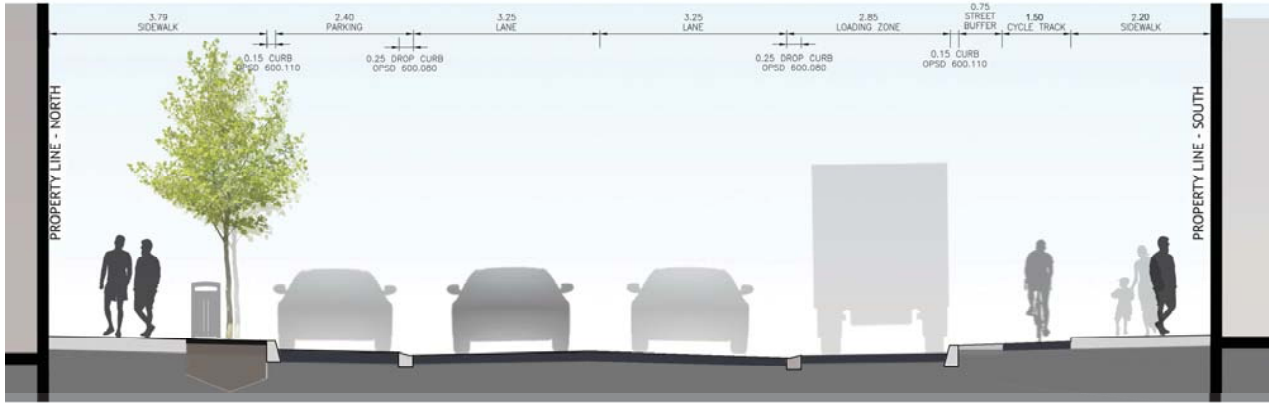
# Typical Cross Section



[london.ca](http://london.ca)



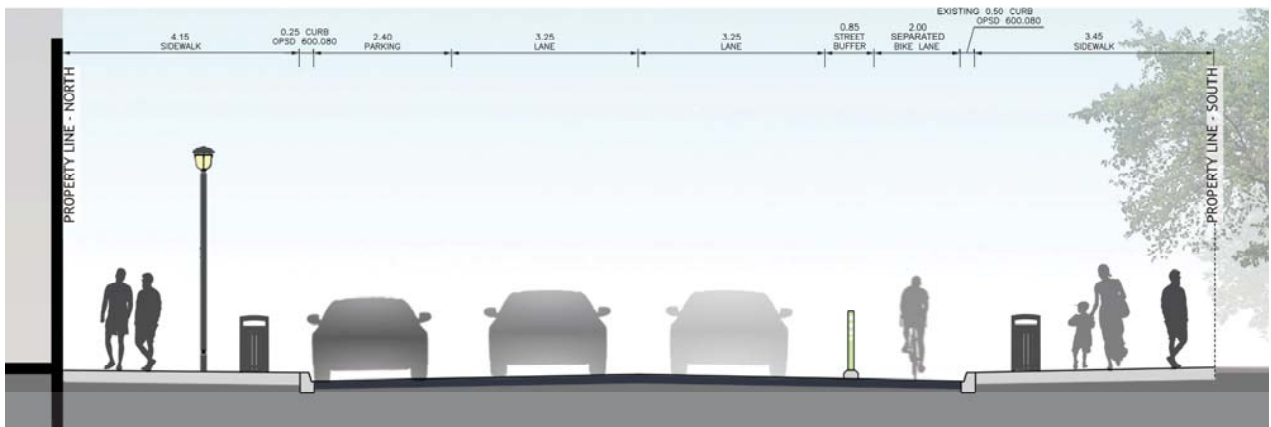
# Typical Section – Loading Zone



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# Typical Section – Approaching Ontario St.



[london.ca](http://london.ca)



# Cycle Track – Precedent Images



Typical Layout



Intersection Treatment

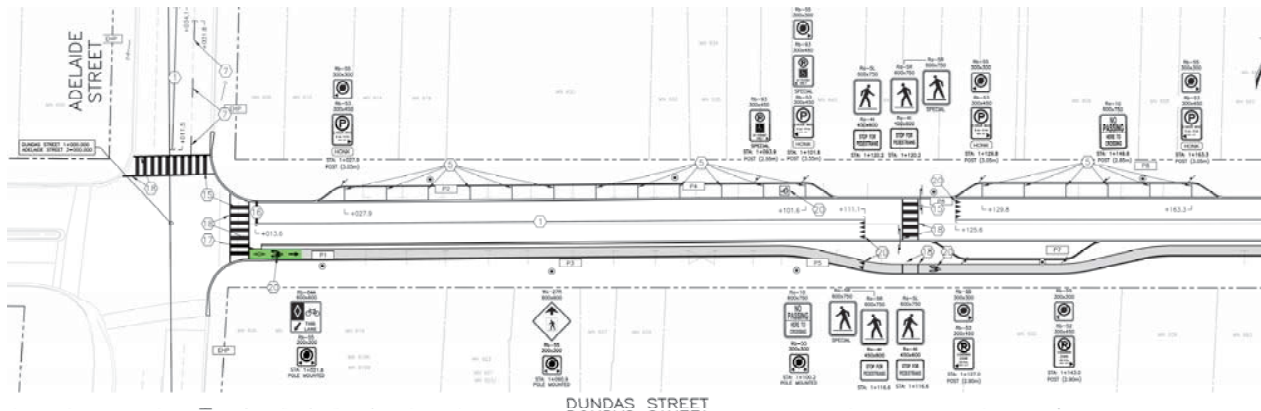


Loading Zone Treatment

[london.ca](http://london.ca)



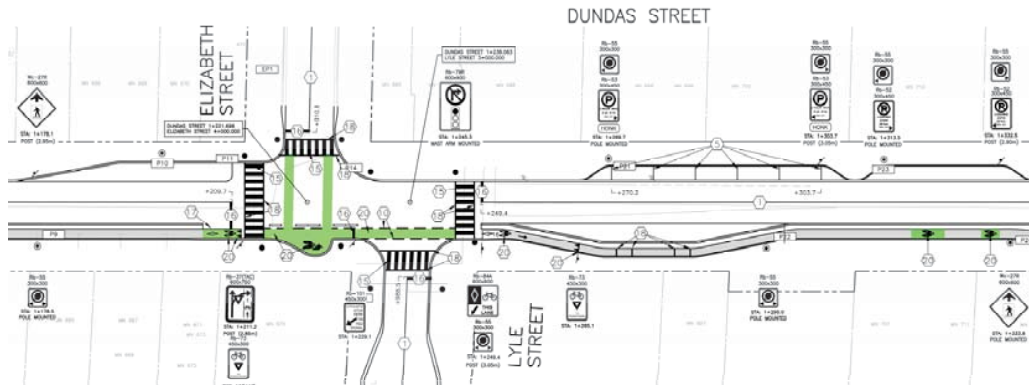
# Proposed Layout



[london.ca](http://london.ca)



# Proposed Layout



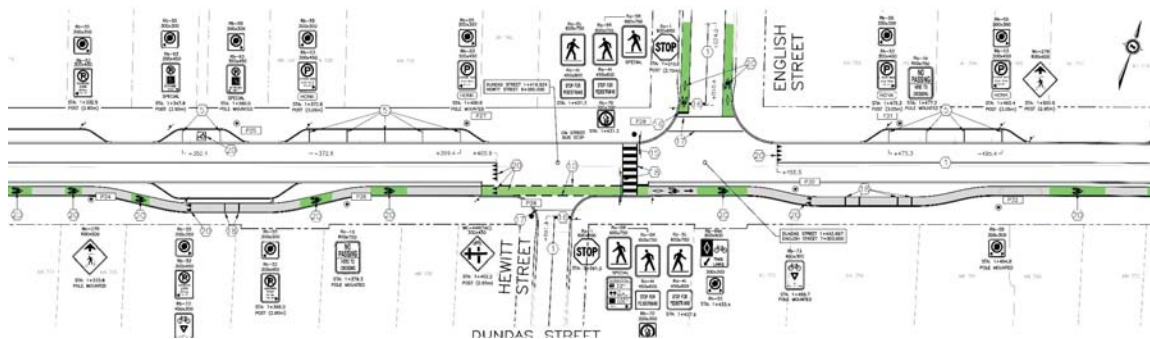
## Lyle/Elizabeth Intersection

- Jughandle left turn queue box with push button for a dedicated traffic signal
- Advanced stop bar for cyclists with concrete curb protection
- Bike lanes to Elizabeth Street
- Cycle Track behind pullout bus stop

[london.ca](http://london.ca)



# Proposed Layout



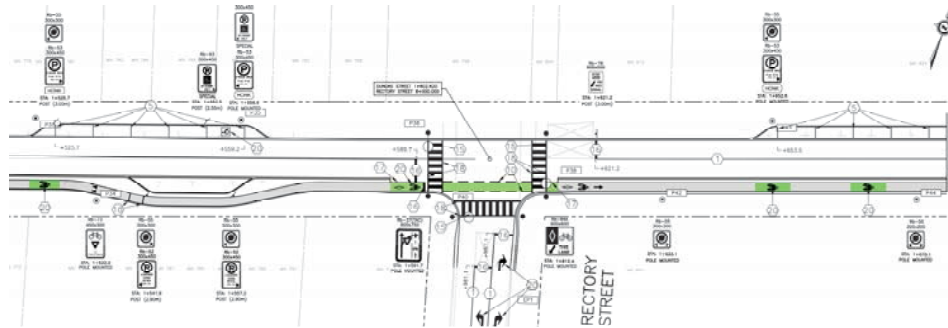
## Hewitt/English Intersection

- Converts to on-street bike lane across Hewitt Street and Pedestrian Crossover
- No left turn facilities to English Street. Intersection is not signalized.
- English Street reconstruction in 2021
- Cycle Track behind on-street bus stop

[london.ca](http://london.ca)



# Proposed Layout



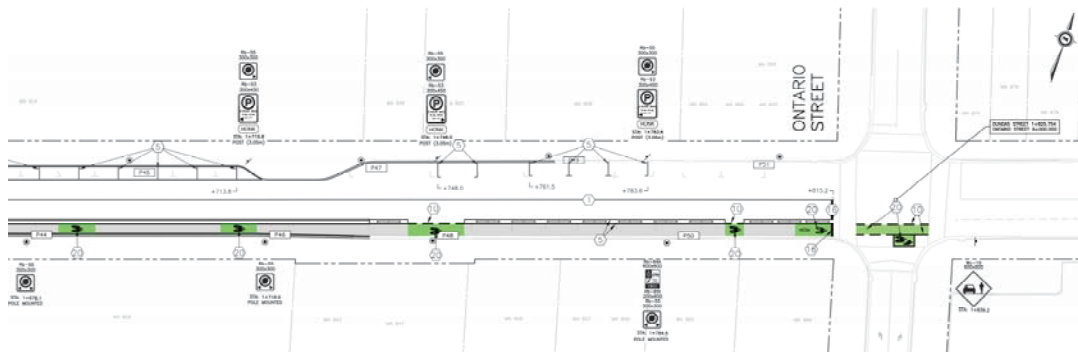
### Rectory Street Intersection

- Converts to on-street bike lane across Rectory Street

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# Proposed Layout



### Ontario Street Intersection

- Cycle track converts to on-street separated bike lane approaching Ontario Street
- Precast curbs and flexible bollard design (similar to King Street & Colborne Street)
- Existing curb and roadway to remain. Future reconstruction as part of BRT Project
- Two stage left turn queue box added at Ontario Street

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# Discussion

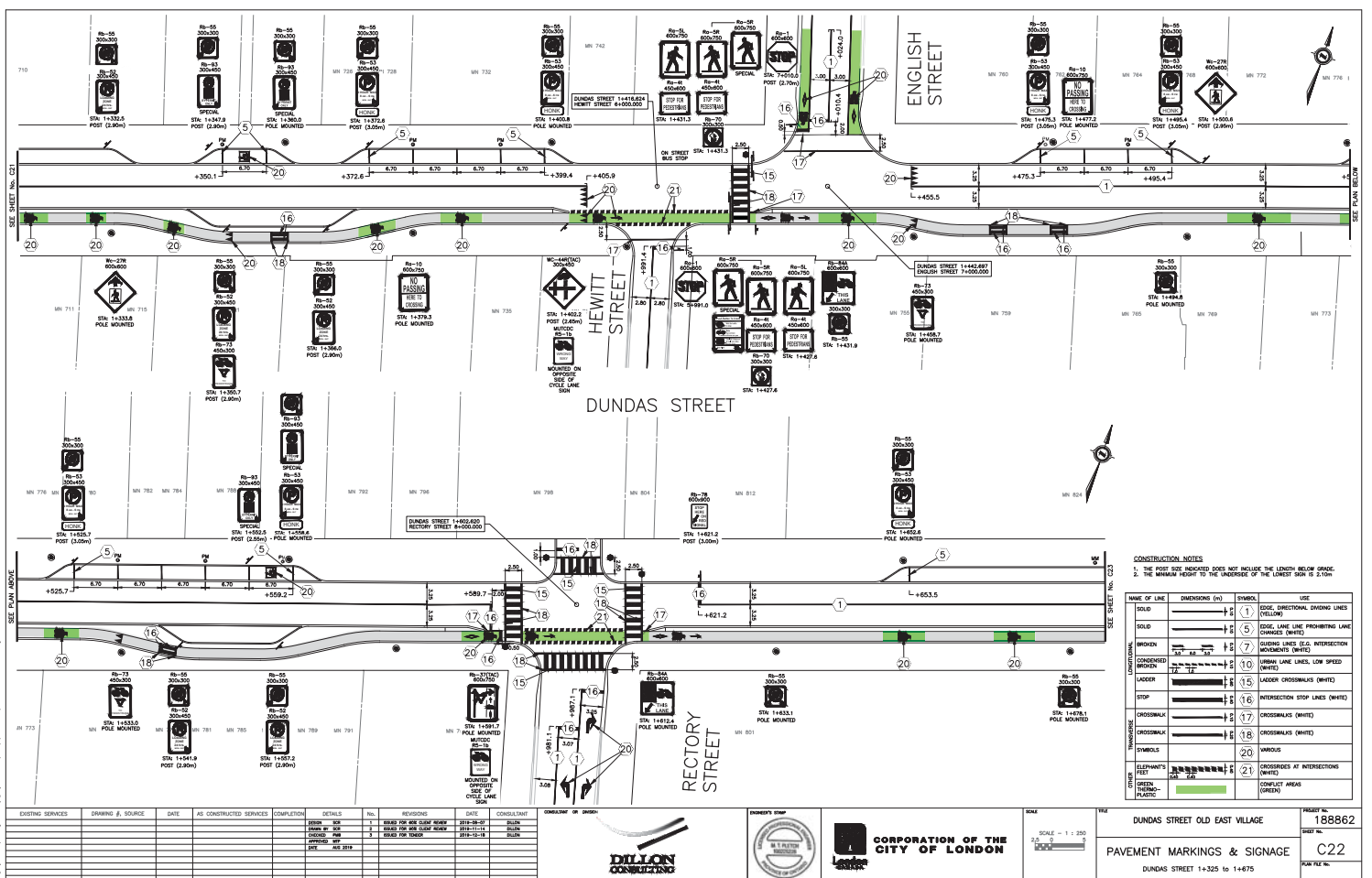
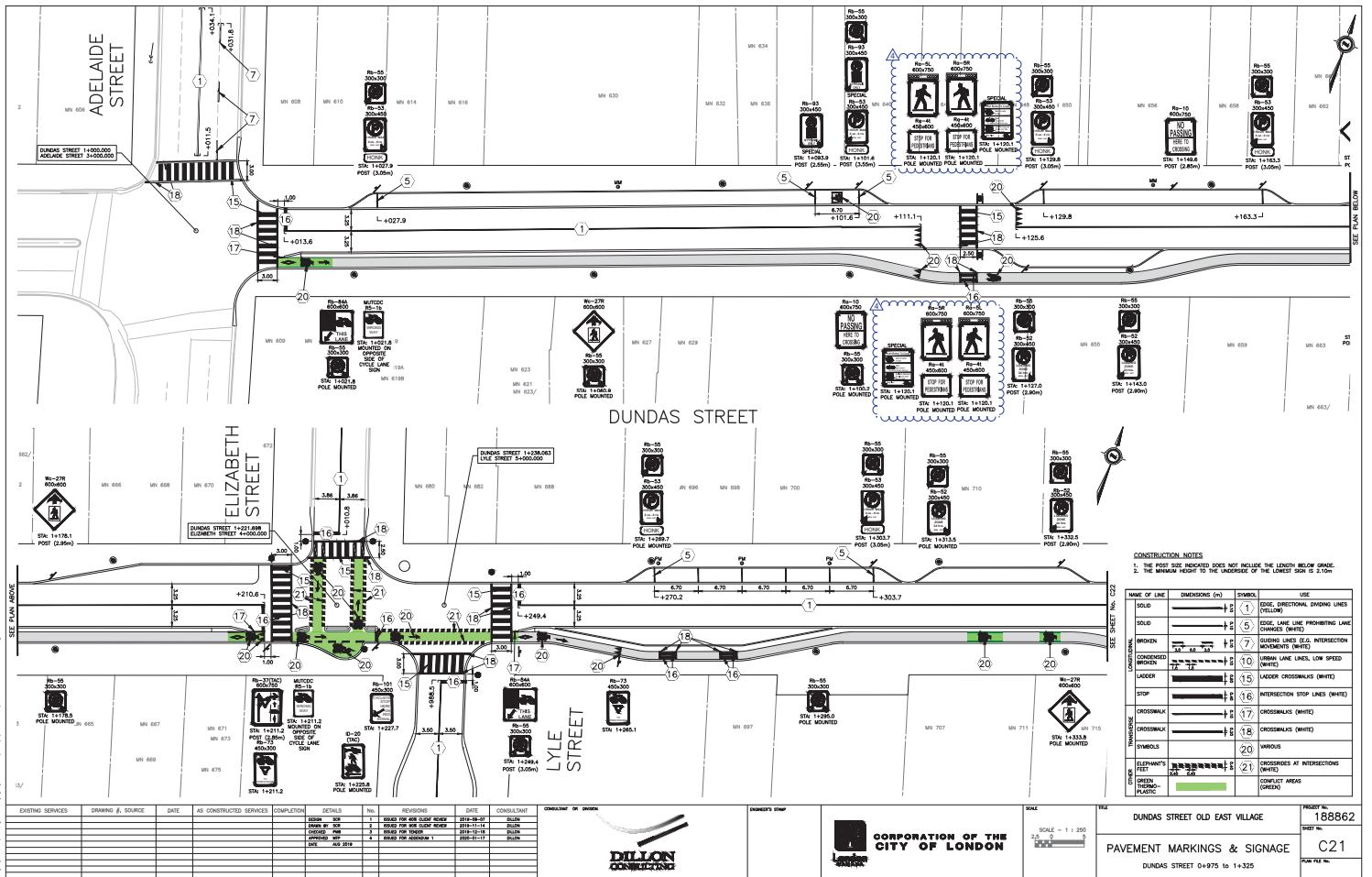
[london.ca](http://london.ca)

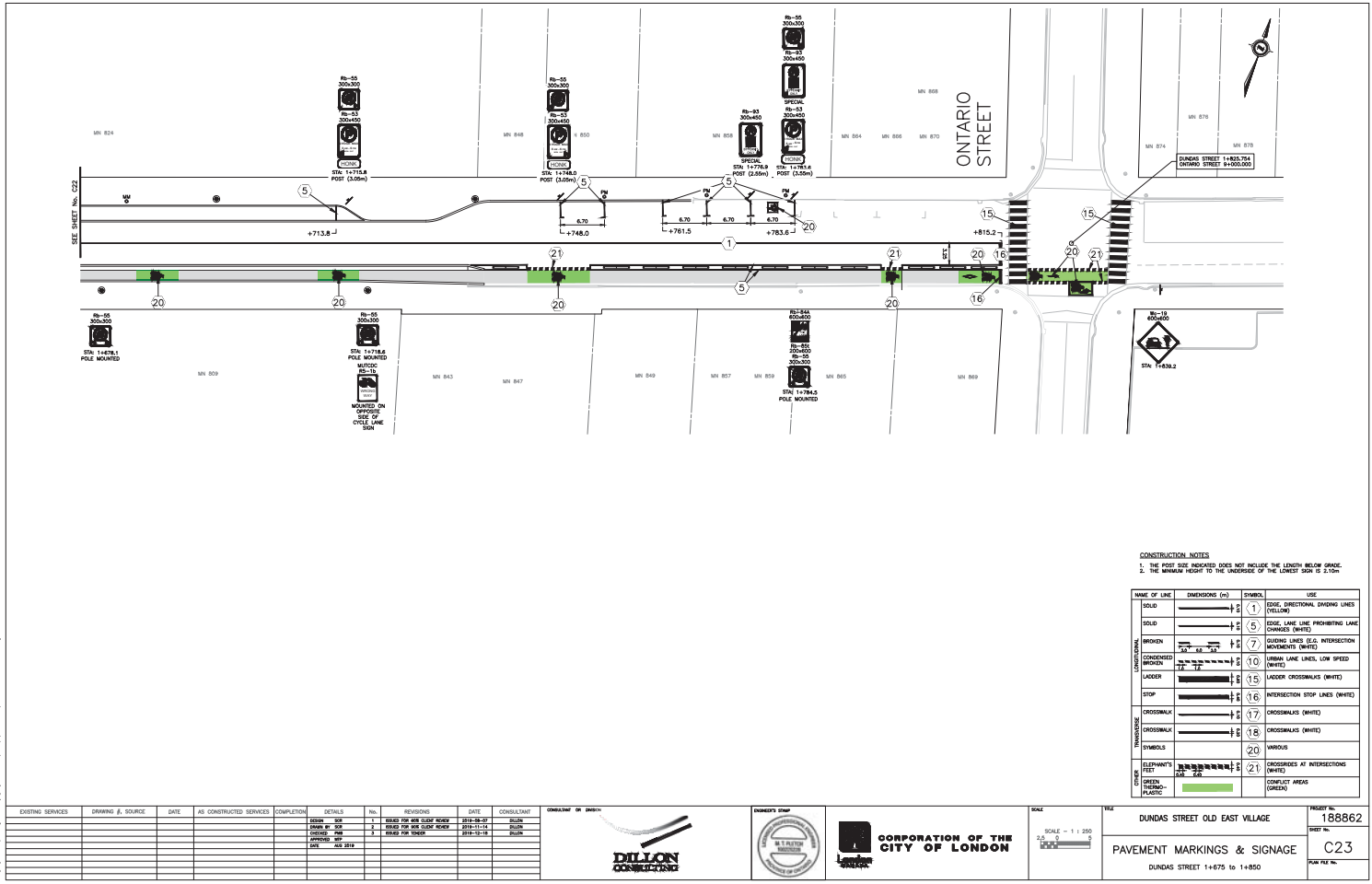


**Attachment: Contract Drawings**

**C21 to C23 – Pavement Markings and Signage**

[london.ca](http://london.ca)





**CONSTRUCTION NOTES**

1. THE POLE SIZE INDICATED DOES NOT INCLUDE THE LENGTH BELOW GROUND.
2. THE MINIMUM HEIGHT TO THE UNDERSIDE OF THE LATEST SIGN IS 2.10m.

NAME OF LINE	DIMENSIONS (m)	SYMBOL	USE
CONSTRUCTION	SOLID	(1)	TRAIL, DIRECTIONAL DIVIDING LINES (YELLOW)
	SOLID	(5)	EDGE LINE, PROHIBITING LINE (YELLOW)
	BROKEN	(7)	WARNING LINES (E.G. INTERSECTION INDICATORS) (WHITE)
	CONDENSED BROKEN	(10)	URBAN LINE LINES, LOW SPEED (WHITE)
	LOOPER	(15)	WALKER CROSSWALKS (WHITE)
TRAFFIC	STOP	(16)	INTERSECTION STOP LINES (WHITE)
	CROSSWALK	(17)	CROSSWALKS (WHITE)
	CROSSWALK	(18)	CROSSWALKS (WHITE)
TRAFFIC	SYMBOLS	(20)	VARIOUS
	STRENGTHY FEET	(21)	CROSSWALKS AT INTERSECTIONS (WHITE)
TRAFFIC	GREEN PAVING PLASTIC	(22)	CONCRETE AREAS (GREEN)

EXISTING SERVICES	DRAWING #, SOURCE	DATE	AS CONSTRUCTED SERVICES	COMPLETION	DETAILS	NO.	REVISIONS	DATE	CONTRACT
					ROAD FOR USE (LEFT HAND)	1		2012-08-27	2012
					ROAD FOR USE (LEFT HAND)	2		2012-11-14	2012
					ROAD FOR USE	3		2012-11-14	2012

SCALE = 1 : 1 250  
 0 5 10 15 20 M

**PROJECT TITLE**  
 DUNDAS STREET OLD EAST VILLAGE  
**PAVEMENT MARKINGS & SIGNAGE**  
 DUNDAS STREET 1-4-675 TO 1-4-850

**PROJECT NO.**  
 188862  
**SHEET NO.**  
 C23  
**PLAN FILE NO.**

# Transportation Advisory Committee

## Report

The 11th Meeting of the Transportation Advisory Committee  
November 26, 2019  
Committee Room #4

Attendance PRESENT: D. Foster (Chair), A. Abiola, G. Bikas, D. Doroshenko, B. Gibson, T. Kerr, T. Khan, P. Moore and M. Rice and J. Bunn (Committee Secretary)

ABSENT: M.D. Ross and S. Wraight

ALSO PRESENT: G. Dales, M. Elmadhoon, K. Grabowski, Sgt. S. Harding, T. Hitchon, P. Kavcic, J. Kostyniuk, T. Macbeth, T. MacDaniel, D. MacRae, M. Metcalfe, A. Miller and A. Sones

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

### 1. Call to Order

#### 1.1 Disclosures of Pecuniary Interest

G. Bikas discloses a pecuniary interest in Item 3.5 of the 11th Report of the Transportation Advisory Committee, having to do with the Wenige Expressway Bridge and Highbury Avenue Rehabilitations, by indicating that his employer owns property adjacent to the project.

### 2. Scheduled Items

#### 2.1 Veterans Memorial Parkway Extension – Project Update

That it BE NOTED that the presentation, as appended to the agenda, and a delegation from I. Bartlett, Stantec, with respect to a project update on the Veterans Memorial Parkway Extension, was received.

#### 2.2 Municipal Environmental Assessment Process

That it BE NOTED that the attached presentation from A. Sones, Environmental Services Engineer, with respect to the Municipal Environmental Assessment Process, was received.

#### 2.3 Transportation Demand Management Activities – Introduction and Update

That it BE NOTED that the attached presentation from A. Miller, Co-Ordinator, Transportation Demand Management, with respect to and introduction and update on Transportation Demand Management Activities, was received.

#### 2.4 London's Transportation 2018 Emission Information

That it BE NOTED that the attached presentation, and the communication appended to the agenda, from A. Abiola, with respect to London's Transportation 2018 Emission Information, were received.

### **3. Consent**

#### **3.1 10th Report of the Transportation Advisory Committee**

That it BE NOTED that the 10th Report of the Transportation Advisory Committee, from its meeting held on October 22, 2019, was received.

#### **3.2 Municipal Council Resolution - Procurement of an Advanced Traffic Management System and New Traffic Signal Controllers**

That it BE NOTED that the Municipal Council resolution, from its meeting held on October 29, 2019, with respect to the procurement of an Advanced Traffic Management System and new traffic signal controllers, was received.

#### **3.3 Public Meeting Notice - Official Plan Amendment - Revised Victoria Park Area Secondary Plan**

That it BE NOTED that the Public Meeting Notice, dated November 14, 2019, from M. Knieriem, Planner II, with respect to an Official Plan Amendment related to the Revised Victoria Park Area Secondary Plan, was received.

#### **3.4 Stopping and Parking Restrictions in Bicycle Lanes**

That it BE NOTED that the Memo dated November 12, 2019, from Roads and Transportation, Development and Compliance Services, with respect to stopping and parking restrictions in bicycle lanes, was received.

#### **3.5 Wenige Expressway Bridge and Highbury Avenue Rehabilitations**

That it BE NOTED that the Memo dated November 6, 2019, from T. Hitchon, Technologist II, with respect to the Wenige Expressway Bridge and Highbury Avenue rehabilitations, was received.

#### **3.6 Transportation Advisory Committee 2019 Work Plan**

That it BE NOTED that the 2019 Transportation Advisory Committee Work Plan, as at November 2019, was received.

#### **3.7 (ADDED) Notice of Planning Application - Official Plan Amendment - City-Wide Urban Design Guidelines**

That it BE NOTED that the Notice of Planning Application, dated November 21, 2019, from A. Lockwood, Urban Designer, with respect to an Official Plan Amendment related to the City-Wide Urban Design Guidelines, was received.

### **4. Sub-Committees and Working Groups**

#### **4.1 Street Parking Review Working Group Report**

That the Civic Administration BE REQUESTED to review the ~~attached~~ Street Parking Review Working Group Report, from its meeting held on November 6, 2019, and provide the requested statistics to the above-noted Working Group.

**5. Items for Discussion**

None.

**6. Adjournment**

The meeting adjourned at 2:15 PM.



London  
CANADA

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

January 15, 2020

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

I hereby certify that the Municipal Council, at its meeting held on January 14, 2020 resolved:

That the following actions be taken with respect to the 11th Report of the Transportation Advisory Committee, from its meeting held on November 26, 2019:

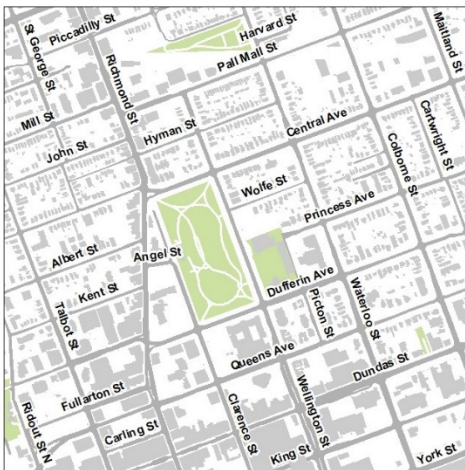
- a) the Civic Administration BE REQUESTED to review the ~~attached~~ Street Parking Review Working Group Report, from its meeting held on November 6, 2019, and provide the requested statistics to the above-noted Working Group; and,
- b) clauses 1.1, 2.1 to 2.4, and 3.1 to 3.7 BE RECEIVED. (2.2/1/CWC)

C. Saunders  
City Clerk  
/ap

cc: Chair and Members, Transportation Advisory Committee  
K. Lee, Administrative Assistant II, Environmental and Engineering Services  
P. McClennan, Executive Administration Assistant, Managing Director and City Engineer

## Official Plan Amendment

### Victoria Park Secondary Plan



**File: O-8978**

**Applicant: The Corporation of the City of London**

#### What is Proposed?

A revised Victoria Park Secondary Plan will be presented and recommended for adoption. Revisions were made based on feedback from the Draft Secondary Plan.

The Secondary Plan contains:

- A long term vision for the Secondary Plan area
- Detailed policies to guide future development including building heights, setbacks, land use, public realm, connections, and views

## YOU ARE INVITED!

Further to the Notice of Application you received on January 3, 2020, you are invited to a public meeting of the Planning and Environment Committee to be held:

**Meeting Date and Time:** Monday, February 3, 2020, no earlier than 4:30 p.m.

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

For more information contact:

Michelle Knieriem  
mknieriem@london.ca  
519-661-CITY (2489) ext. 4549  
City Planning, City of London,  
206 Dundas Street, London ON N6A 1G7  
File: O-8978

<http://www.getinvolved.london.ca/victoriapark>

To speak to your Ward Councillor:

Councillor Arielle Kayabaga  
akayabaga@london.ca  
519-661-CITY (2489) ext. 4013

**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.**



# Application Details

Commonly Used Planning Terms are available at [london.ca/planapps](http://london.ca/planapps).

## Requested Amendment to the Current Official Plan

To add the Victoria Park Secondary Plan to the list of adopted Secondary Plans in Section 20.2 and 20.3 of the Official Plan. To add the Victoria Park Secondary Plan to Schedule D of the Official Plan. Modifications may also be required to Policy 3.5.4 that provides guidance for the Woodfield Neighbourhood.

## Requested Amendment to The London Plan (New Official Plan)

To add the Victoria Park Secondary Plan to the list of adopted Secondary Plans in Policy 1565 of The London Plan. To add the Victoria Park Secondary Plan to Map 7. Modifications may also be required to Policies 1033-1038 for the Woodfield Neighbourhood Specific Policy Area.

# How Can You Participate in the Planning Process?

You have received this Notice because someone has applied to change the Official Plan designation 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](http://london.ca/planapps) page at [london.ca](http://london.ca).

## See More Information

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

- visiting City Planning 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](http://london.ca/planapps).

## Attend This Public Participation Meeting

The Planning and Environment Committee will consider the requested Official Plan 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 official plan 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](mailto: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.

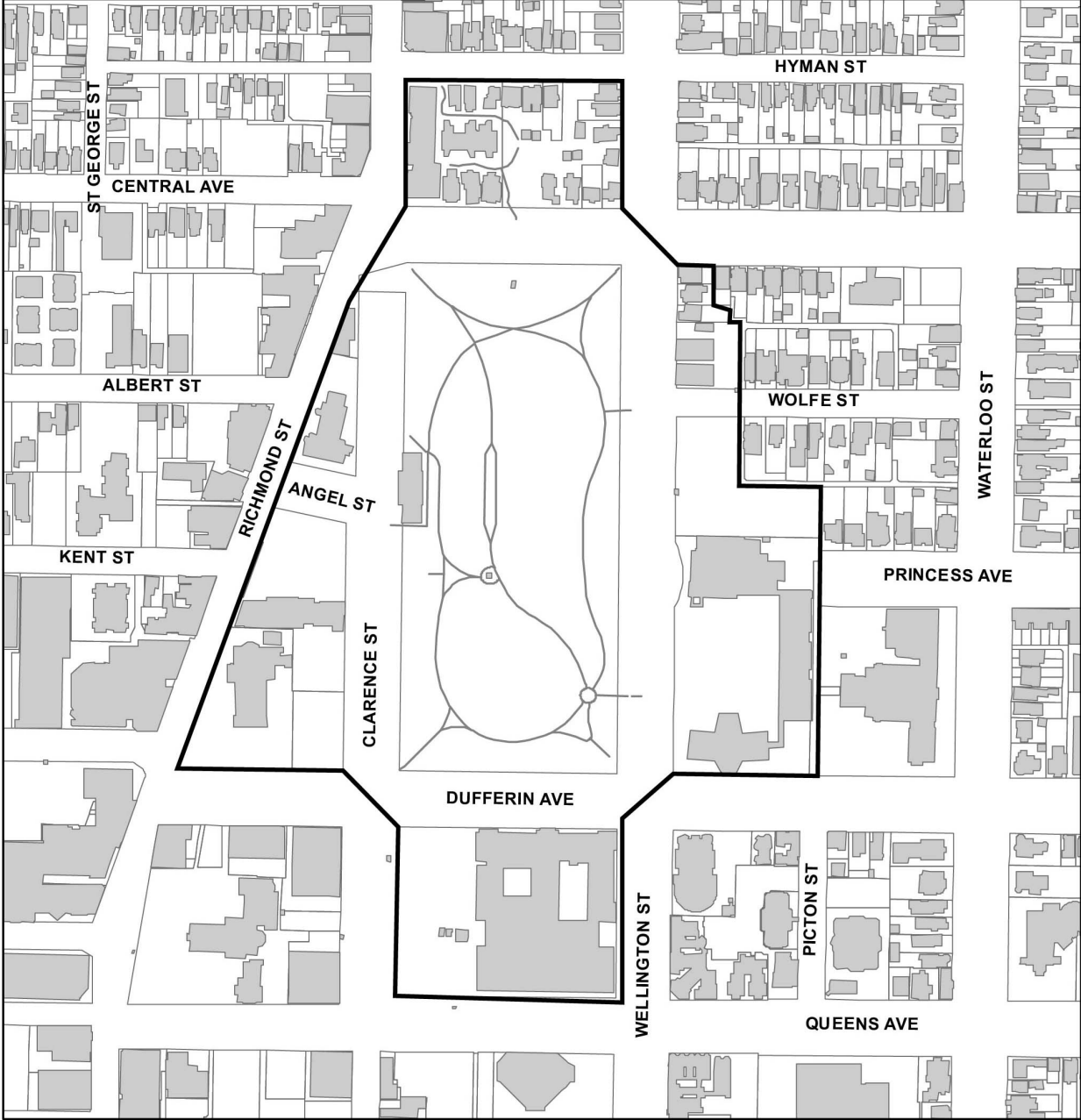
For more information go to <http://elto.gov.on.ca/tribunals/lpat/about-lpat/>.

## **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](mailto:accessibility@london.ca) or 519-661-CITY(2489) extension 2425 for more information.***

# Secondary Plan Area Boundary



November 25, 2019

Ms. Cathy Saunders  
City Clerk  
City of London

Ms. Saunders:

Please be advised that, with this correspondence, I give notice of withdrawal from my appointments to the City of London's Traffic Advisory Committee and Community Safety and Crime Prevention Committee.

Zygmunt M. Gorski  
361 Hale Street  
London, Ontario  
N5W 1G5



## General Policy for Advisory Committees

**Policy Name:** General Policy for Advisory Committees

**Legislative History:** Adopted August 22, 2017 (By-law No. CPOL.-59-291); Amended July 24, 2018 (By-law No. CPOL.-59(a)-401); Enacted November 6, 2018 (CPOL.-381-506)

**Last Review Date:** September 17, 2018

**Service Area Lead:** City Clerk

### 1. Policy Statement

- 1.1 This policy establishes the various expectations and protocols for City Council's Advisory Committees.

### 2. Definitions

- 2.1 Not applicable.

### 3. Applicability

- 3.1 This policy applies to any Advisory Committee of the City Council.

### 4. The Policy

#### 4.1 Role of Advisory Committees

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 not give direction to the Civic Administration or to any local board or commission, nor shall Advisory Committees request, without the approval of the Municipal Council, the preparation of any administrative reports, research or work assignments. This does not preclude Advisory Committees from directly asking the Civic Administration for information and data when, in the opinion of the Civic Administration, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

#### 4.2 Ongoing Review of Advisory Committees

The terms of reference for each Advisory Committee shall be reviewed on an ongoing basis by its parent Standing Committee in order to ensure that the terms of reference, the need and the role of each Advisory Committee remains relevant and appropriate. The results of such reviews shall be reported to the Strategic Priorities and Policy Committee, together with any recommendations that a Standing Committee might have with respect to changes in the Council's Advisory Committee structure, or to the terms of reference of individual advisory committees.

#### 4.3 Resignations and Appointments

Advisory Committee members wishing to resign their appointment mid-term shall submit their resignation in writing to the City Clerk. When the resignation is

accepted by the City Clerk, the City Clerk shall also consider the need to replace the Advisory Committee member, having regard to the remaining composition of the Advisory Committee, the current workload of the advisory committee and the length of time remaining in the Council term. If the City Clerk deems it advisable to replace the Advisory Committee member, then vacancies for citizen-at-large or sectoral Advisory Committee members shall be publicly advertised and residents of the Municipality shall be invited to apply to fill the vacancy. Vacancies for Advisory Committee members who represent a particular organization/agency shall be nominated by that organization/agency and the City Clerk shall have the delegated authority to confirm those appointments on behalf of the Municipal Council. All Advisory Committee appointments occurring mid-term shall be recommended by the committee mandated with that task by the Municipal Council, for consideration by the Municipal Council, with the exception of those appointments otherwise delegated to the City Clerk. Individuals who are unsuccessful in being appointed to an Advisory Committee at the beginning of a Council term shall be notified by the City Clerk of any vacancies that arise on the Advisory Committee to which they applied during that term, and be given an opportunity to re-apply for the vacancy.

The City Clerk shall, in the month of September immediately preceding a new Council term, invite applications for a Striking Committee being established by the Municipal Council to nominate appointments to Advisory Committees at the beginning of each new Council term.

The Striking Committee shall be comprised of the following voting members and will be provided secretariat support by a Committee Secretary designated by the City Clerk:

- 1 Past Member of the Diversity, Inclusion and Anti-Oppression Advisory Committee
- 1 Representative of Pillar Non-Profit Network
- 1 Representative of the Urban League of London
- 1 Representative of the London and District Labour Council
- 1 Representative of the London Chamber of Commerce
- 5 Citizens-at-Large selected by the outgoing Municipal Council

The Strategic Priorities and Policy Committee shall meet in advance of the last Council meeting of a Council term to review the applications for Striking Committee and nominate appointees for the Municipal Council's consideration by no later than the last regular Council meeting of the Council term.

Vacancies for citizen-at-large and sectoral Advisory Committee members shall be publicly advertised. All Advisory Committee appointments to be made at the commencement of a Council term shall be recommended by the Striking Committee for consideration by the Strategic Priorities and Policy Committee and recommendation to the Municipal Council, with the exception of Advisory Committee members who represent a particular organization/agency. Advisory Committee members who represent a particular organization/agency shall be confirmed by the City Clerk, on behalf of the Municipal Council. The Striking Committee may, at its discretion, liaise with the outgoing Advisory Committee chairs with respect to the qualifications of any returning citizen-at-large and sectoral applicants. The City Clerk shall advise the Striking Committee of any considerations with respect to the attendance history of applicants, and any other relevant information that may assist the Striking Committee in its review of the applicants. All applications shall be sought and handled in keeping with the Council Policy established to set the guidelines for same and where a Provincial Statute prescribes the type of appointments to be made by the City to an Advisory Committee, the Statute shall be complied with.

#### 4.4 Eligibility for Appointment

Council Members and individuals from the Civic Administration shall not be appointed as voting members to Advisory Committees, nor shall any residents who

are not of legal voting age in the Province of Ontario. Advisory Committee members who represent a particular organization or agency shall be nominated by the organization or agency of which they are a member. No member of the Striking Committee noted in part 4.3 shall be eligible for appointment to an Advisory Committee or City Agency, Board or Commission, for the term for which that Striking Committee is recommending appointments.

#### 4.5 Term of Appointment

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.

#### 4.6 Maximum Length of Service

Advisory Committee members shall serve on the same Advisory Committee no longer than two consecutive full terms plus, if applicable, one preceding partial term in those cases where Advisory Committee members are initially appointed mid-term to fill a vacancy.

#### 4.7 Remuneration

Advisory Committee members shall serve without remuneration.

#### 4.8 Orientation Sessions

Following the Advisory Committee appointment process at the beginning of each Council term, the City Clerk's Office shall conduct an orientation session for new Advisory Committee members and shall provide training on parliamentary procedure for the Advisory Committee. The City Clerk's Office shall also conduct orientation sessions for new replacement members during the term. An orientation manual will be provided to each member of the Advisory Committee.

#### 4.9 Bus Tickets and Parking at City Hall

Advisory Committee members shall be provided with either free parking in the Civic Square Parking Garage or with two free L.T.C. bus tickets when attending Advisory Committee meetings or when conducting Advisory Committee-related work at City Hall. In the event of a public transit stoppage, appointed members of City of London Advisory Committees who face financial barriers in securing alternative transportation when attending Advisory Committee meetings, or when conducting Advisory Committee-related work at City Hall, may be eligible for full reimbursement of those alternative transportation costs. Reimbursement of alternative transportation costs is subject to the submission of detailed receipts to the City Clerk, including supporting documentation providing information as to origin, destination, date, time, method and purpose of any travel for which they are seeking reimbursement. The City Clerk shall review such requests for reimbursement and may grant full or partial reimbursement based upon the information submitted and subject to budget availability.

#### 4.10 Staff Support

Advisory Committee meetings shall be attended by staff representatives of the appropriate civic departments to provide resource support and general liaison. However, in order to ensure optimum use of staff resources, particular staff shall not be required to attend an Advisory Committee meeting which does not have matters falling within that staff's purview on the agenda. The affected Managing Director shall determine the representative from their Service Area who shall attend particular Advisory Committee meetings. Staff representatives shall not vote at Advisory Committee meetings. The day-to-day support of Advisory Committees (such as the co-ordination of meeting schedules, the preparation of Advisory Committee agendas and reports and the communication of Advisory Committee actions) shall be provided by the City Clerk's Office.

#### 4.11 Expenditures by Advisory Committees

- a) Any annual budget allocation to an Advisory Committee shall be at the sole discretion of the Municipal Council and subject to the Municipal Council's annual budget deliberations, taking into consideration the requests of the advisory committees.
- b) All expenditures by an Advisory Committee must relate to matters directly within its mandate.
- c) Each Advisory Committee shall provide an annual report to the Municipal Council, through the appropriate Standing Committee, detailing all expenses incurred against its annual budget allocation and in a format established by the City Clerk.
- d) All Advisory Committee expense information is considered to be public information and shall be made available upon request to the City Clerk.
- e) Authorization for expenditures shall be as follows:
  - i) the City Clerk, or their designate, shall have the authority to process all payments for standard items within the Advisory Committee's mandate, subject to budget availability, such as costs associated with Council-approved events (e.g. speaker's gifts, mailing costs, room rentals, refreshments, etc. for open houses and workshops), costs associated with workshops and conferences attended by members of an Advisory Committee which are relevant to that Advisory Committee's mandate, plaques issued by the London Advisory Committee on Heritage, communication supports for persons with disabilities, and purchase of publications to assist in carrying out the Advisory Committee's mandate;
  - ii) expenses associated with communication and/or promotional efforts being undertaken by an Advisory Committee, within its mandate, are to be approved by Communications for consistency in messaging and proper branding, via the Committee Secretary, prior to those expenses being incurred. If Communications approves the content of those items, then the City Clerk, or their designate, shall have the authority to process those expenses, subject to budget availability. Expenses associated with communication and/or promotional efforts that are not to the satisfaction of Communications, shall require the approval of the Municipal Council, via the appropriate Standing Committee; and
  - iii) financial grants/contributions or awards to third party individuals, organizations or groups shall be directed to the appropriate service area to be addressed through the approval and reporting processes already established by the Municipal Council for those situations, unless that authority is explicitly provided for by the Municipal Council in an Advisory Committee's mandate. If that authority has been explicitly provided for in an Advisory Committee's mandate, then the City Clerk, or their designate, shall have the authority to process those particular expenditures.

#### 4.12 Election of Chair and Vice Chair

The presiding officer of all Advisory Committees shall be referred to as "Chair". Advisory Committees shall elect, from among their voting members, a Chair and a Vice Chair at their first meeting each year. An Advisory Committee member shall not serve as a Chair or as a Vice Chair for more than two consecutive years unless approved, on an exception basis, by the Municipal Council.



#### 4.13 Sub-Committees/Working Groups

Advisory Committees may form sub-committees or working groups as may be necessary. Meetings of working groups that have been formed by the Advisory Committee may meet at any time and at any location but shall meet on different dates than the Advisory Committee. Staff support, including a recording secretary from the City Clerk's Office, shall not be provided to such sub-committees or working groups unless otherwise approved by the appropriate Managing Director.

#### 4.14 Schedule and Location of Meetings

Advisory Committees shall meet at a frequency determined by the Municipal Council as part of the Advisory Committee's mandate. However, if there is a time-sensitive matter that must be attended to in the opinion of the Chair and the Committee Secretary, a special meeting of the Advisory Committee may be called to deal with the time-sensitive matter. Advisory Committee meetings shall be held at City Hall and shall be open to the public, except during closed sessions which may be held in accordance with the Council Procedure By-law. Advisory Committee meetings may, with the approval of the Municipal Council, be held away from City Hall for a specific purpose.

#### 4.15 Parliamentary Procedures

The parliamentary rules outlined in the Council Procedure By-law shall be observed, as far as applicable, by each Advisory Committee; however, Advisory Committee members should recognize that many individuals feel more comfortable when exchanging views with their peers in an informal atmosphere where they have an opportunity to appreciate the abilities and knowledge of other Advisory Committee members.

#### 4.16 Attendance at Meetings

Advisory Committee members, including members-at-large and agency representatives, shall be deemed to have resigned their appointments if they are absent from 25% of their regular Advisory Committee meetings, without the prior consent of the Municipal Council, unless they are absent for health reasons, in which case the continuation of their appointment shall be determined by the City Clerk, in consultation with the Advisory Committee Chair. While alternate members are encouraged to regularly attend meetings so as to remain current with the Advisory Committee's business, the 25% attendance rule shall only apply to absences from those meetings for which they have been requested to attend as a voting member, but have not done so.

The City Clerk shall be required to give written notice to any member who has exceeded the above absence threshold and shall invite the absentee to provide a written explanation for the absences, on the understanding that such written explanation will be reviewed with the Advisory Committee Chair before a decision is made by the City Clerk.

Advisory Committee members shall inform their committee's recording secretary of any anticipated absences from upcoming meetings and such advance notice shall be recorded in the Advisory Committee's report.

#### 4.17 Advisory Committee Agendas

Advisory Committee agendas shall be prepared by the committee's recording secretary. Agendas shall be distributed electronically to Advisory Committee members at least five business days in advance of a meeting. Agendas shall be based on the written communications that relate to matters within the mandate of the Advisory Committee. Agenda material that is received after the agenda has been prepared and mailed (but before the meeting) shall be placed on the agenda for the next following meeting.

Advisory Committees shall not consider a matter that is not listed on its agenda, unless such a matter is deemed, by the Advisory Committee, to be a matter of legitimate urgency. Such matters that are not considered urgent by the Advisory Committee shall be listed on the next agenda for the next following meeting.

#### 4.18 Advisory Committee Reports

Reports of Advisory Committee meetings shall be prepared by the Committee's Recording Secretary in a format which is consistent with the reports of the Council's Standing Committees. Advisory Committee reports shall be forwarded exclusively to the standing committee to which the Advisory Committee reports for its consideration/information save and except where the Municipal Council may, from time to time, determine it would like there to be a mutual exchange of advisory committee reports between specific Advisory Committees. Advisory Committee reports shall also be listed on the respective Advisory Committee's next agenda for information purposes. Any request of staff included in an Advisory Committee report shall be directed through the appropriate Service Area head.

An Advisory Committee chair, or their designate, may be requested by the Standing Committee to which it reports to be a delegation at the Standing Committee's meeting in order to provide further information or clarification with respect to matters coming forward from the Advisory Committee. The above does not preclude an Advisory Committee chair, or their designate, from initiating their own request for delegation status at the Standing Committee to which the Advisory Committee reports, if the Advisory Committee wishes them to do so.

On the rare occasion where there is a matter that falls within the mandate of an Advisory Committee that does not fall within the mandate of the Standing Committee to which it reports, the Advisory Committee, through a motion adopted by a majority of its members, may recommend to its Standing Committee that the Advisory Committee's recommendation be referred to the Standing Committee having responsibility for the matter by virtue of its mandate. Similarly, if there is a public meeting being held by another Standing Committee, which is relevant to the mandate of a particular Advisory Committee, the Advisory Committee may, through a motion adopted by a majority of its members, direct the Chair or his/her designate to make representation, on behalf of the Advisory Committee, to the appropriate Standing Committee in order to provide the position of the Advisory Committee on matters falling within the Advisory Committee's jurisdiction. In these instances, the City Clerk will determine the appropriate Standing Committee for a matter, based on the jurisdictions outlined in the Council Procedure By-law.

The Advisory Committee chair, or their designate, shall accurately represent the views of the Advisory Committee as a whole, when presenting on an Advisory Committee's behalf.

#### 4.19 Reporting Time Frames for Matters Referred to Advisory Committees

- a) Reporting time frames for matters referred to Council-appointed Advisory Committees where such matters involve development or business-related applications or initiatives being processed by the City of London for various types of required approvals (hereinafter referred to as "a matter") shall be as follows:
  - i) when a matter has been listed on the agenda of an Advisory Committee for which advice is being sought from the Advisory Committee, that Advisory Committee will provide its written advice to the requestor or requesting body by no later than 35 days after the matter has been first listed on the agenda of the Advisory Committee, unless the requestor or requesting body has identified a different deadline date in its referral request to the Advisory Committee for exceptional situations;
  - ii) when an Advisory Committee deems it necessary to refer a matter to one of its sub-committees or working groups for consideration, that

particular sub-committee or working group will be expected to complete its review and to report back to its parent Advisory Committee in time for the Advisory Committee to meet the 35 day deadline or any different specified deadline date;

- iii) when it appears to an Advisory Committee that it will be unable to meet the 35 day deadline or a different specified deadline date for providing advice on a matter referred to it:
  - A) the Advisory Committee may ask the requestor or the requesting body for an extension of the 35 day deadline or of the different specified deadline date, to a date to be suggested by the Advisory Committee; however, the decision of the requestor or of the requesting body with respect to agreeing to such extension will be final; and
  - B) the Advisory Committee, failing the acceptability of the process outlined in section (i) above, may give its Chair (or designate) the power to act with respect to providing a response on the matter by the 35 day deadline or by a different specified deadline date, to the requestor or the requesting body;
- iv) when requestors or requesting bodies are transmitting matters to Advisory Committees for their advice, the requestors and requesting bodies will be mindful of the established monthly meeting dates or such other regular meeting dates of the particular Advisory Committee with a view to maximizing the time available to an Advisory Committee to provide its written advice to a requestor or requesting body; and
- v) when an Advisory Committee had not responded to the requestor or the requesting body by the 35 day deadline or by the different deadline date, the requestor or the requesting body may proceed with the processing of the matter in the absence of advice from the Advisory Committee.

#### 4.20 Annual Report and Work Plan

Advisory Committees shall submit an annual report to its parent Standing Committee outlining the previous year's accomplishments and a work plan for the upcoming year, for Municipal Council approval. The work plan shall set out proposed initiatives to be undertaken that are directly linked to the mandate of the Advisory Committees and the priorities as set out in the City of London's Strategic Plan. The work plan shall include any work required under their mandate and applicable legislation.

#### 4.21 Committee Conduct

This Committee Conduct Policy applies to all members of Advisory Committees, special committees or task forces (hereinafter referred to as "committee(s)") who are not Municipal Council members or employees of The Corporation of the City of London.

Committees are established to provide informed advice and guidance and to facilitate public input to City Council on programs and ideas.

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.

The following Committee Conduct Policy is provided as a general standard for all committees and shall be applicable to all City of London committees.

## General Conduct

Advisory committees, when carrying out their committee responsibilities, are expected to:

- a) abide by the provisions of the Ontario Human Rights Code, City of London policies and any other applicable related statutes and, in doing so, shall treat every person, including other committee members, corporate employees, individuals providing services on a contract for service, students on placements, and the public, with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination;
- b) act in the best interest of The Corporation of the City of London;
- c) seek to advance the common good of the community which they serve; and
- d) truly, faithfully and impartially exercise their duties to the best of their knowledge and ability.

## Definitions

“Relative” means a person’s spouse, common-law spouse, same-sex partner, child, parents, siblings or a spouse of any of the foregoing.

“Child”, “parent”, “spouse” shall have the meanings ascribed to them in the Municipal Conflict of Interest Act.

## Specific Conduct

- a) Advisory committee members shall, when conducting committee business, preparing written correspondence, interacting with Members of Council, the media, the public or staff, act in a manner that:
  - i) fulfills the mandate of the committee;
  - ii) respects due process and the authority of the Chair, Vice-Chair or Presiding Officer;
  - iii) demonstrates respect for all fellow committee members, Council, the public and staff;
  - iv) respects and gives fair consideration to diverse and opposing viewpoints;
  - v) demonstrates due diligence in preparing for meetings, special occasions, or other committee related events;
  - vi) demonstrates professionalism, transparency, accountability and timeliness in completing any tasks or projects undertaken by the committee;
  - vii) conforms to relevant legislation, by-laws, policies and guidelines; and
  - viii) contributes in a meaningful manner, offering constructive comments to Council, staff and fellow committee members.
- b) In the performance of his or her duties, a committee member shall not:
  - i) place him or herself in a position where a member is under

- obligation to any person who might benefit from special consideration or favour or who might seek preferential treatment in any way;
- ii) accord preferential treatment to relatives or to organizations in which the member, his or her child, parent or spouse, have an interest, financial or otherwise;
  - iii) deal with an application to the City for a grant, award, contract, permit or other benefit involving the member or his or her immediate relative;
  - iv) place his or herself in a position where the member could derive any direct benefit or interest from any matter about which he/she can influence decisions; and
  - v) benefit from the use of information acquired during the course of his or her official duties which is not generally available to the public.
- c) Where an Advisory Committee member believes he or she has a conflict of interest in a particular matter, he or she shall:
- i) prior to any consideration of the matter, disclose his or her interest and the general nature thereof;
  - ii) remove themselves from the table for the duration of time that the matter is being considered and during in-closed session, remove themselves from the room;
  - iii) not take part in the discussion or the vote on any question or recommendation in respect of the matter; and
  - iv) not attempt in any way whether before, during or after the meeting to influence the voting on any such question or recommendation.
- d) Where the number of members who by reason of conflict are disqualified from participating in a meeting is such that the remaining members are not of sufficient number to constitute a quorum, then the remaining members shall be deemed to constitute a quorum provided such number is not less than two.
- e) A request for an investigation of a complaint that a member of an Advisory Committee has contravened the Conduct Policy shall be:
- i) made in writing, setting out reasonable and probable grounds for the allegation that a member has contravened the Conduct Policy and signed by an identifiable individual (which includes the authorized signing officer of an organization);
  - ii) filed with the City Clerk, who, in the case of a complaint not involving an employee of the Corporation, shall investigate the matter and present the findings to Council in a closed meeting of Council or, in the case of a complaint involving an employee of the Corporation, the City Clerk shall forward the information subject to the complaint to the Corporation's Intake Administrator, who, in the event mediation or other informal attempts to resolve the complaint as provided for in the applicable policy are not appropriate or prove ineffective and where Human Resources determines that further inquiry is warranted, will conduct an investigation in accordance with the applicable policy and the Corporation's Formal Investigation Process. Upon the conclusion of the

investigation, any positive findings will be provided to the City Clerk, who shall make a determination on the application of this Committee Conduct Policy. The findings of the City Clerk shall be reported to City Council as per the normal procedure respecting such matters.

- f) Council, may determine:
  - i) that there has been no contravention of the Conduct Policy;
  - ii) that a contravention occurred although the member took all reasonable measures to prevent it;
  - iii) that a contravention occurred that was trivial or committed through inadvertence or an error of judgment made in good faith; or
  - iv) that the member has contravened the Conduct Policy and take any corrective actions, including removal from the Advisory Committee.

#### 4.22 Recognition

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.

#### 4.23 Other Acts, Regulations, By-laws and Policies

Advisory Committees shall, at all times, conduct themselves in accordance with the provisions of other applicable Acts and Regulations (e.g. *Municipal Freedom of Information and Protection of Privacy Act*, *Ontario Human Rights Code*, etc.), as well other by-laws or policies that the Municipal Council may establish from time to time (e.g. *City of London Procurement of Goods and Services Policy*, etc.).

## 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.



**TRANSPORTATION ADVISORY COMMITTEE  
2020 WORK PLAN (DRAFT V.3)  
(as at January 2020)**

Updated: Jan 19, 2019 (Changes highlighted in RED)

	<b>Project/Initiative</b>	<b>Background</b>	<b>Lead/ Responsible</b>	<b>Proposed Timeline</b>	<b>Proposed Budget</b>	<b>Link to Strategic Plan</b>	<b>Status</b>
TAC 18.5	Connected And Autonomous Vehicles (CAV) & 5G Network (formerly TAC 19.11)	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.  Mike Rice has expressed an interest in leading a Working Group to review the 5G Pilot Project.	City Staff Mike Rice	Q3-2020		<u>Building A Sustainable City</u> 1A, 2B, 5B  <u>Growing Our Economy</u> 3A, 4B, 4C	CAVWG has been established by CWC to develop a strategy by mid-2020. Draft may be ready for review by Q2 2020. Jon K to present at Jan 28 <sup>th</sup> TAC. Dan F: Suggest we fold 19.11 into this item and I set up a WG to respond to Staff request for Public Input. Mike to Lead?
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 2020.	Jon Kostyniuk Traffic & Transportation	Q3-2020		<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 implementation, as required.
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 Transportation Management Association (TMA) which would be a 1 <sup>st</sup> 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.	Allison Miller TDM Coordinator	Ongoing		<u>Strengthening Our Community</u>  <u>Building A Sustainable City</u>  <u>Growing Our Economy</u>	TDM Primer is tied to Rapid Transit.
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 <b>Commute Ontario</b> project will include actions such as: expanded carpooling; <b>ActiveSwitch</b> walking and cycling rewards program; <b>Emergency Ride Home</b> program; ongoing campaigns, incentives and rewards and -tracking tools to measure ROI.	Allison Miller TDM Coordinator	Q4-2019		<u>Strengthening Our Community</u>  <u>Building A Sustainable City</u>  <u>Growing Our Economy</u>	Commute Ontario has had a local soft launch. Staff request all TAC members to suggest companies to participate in the program, or Allison can provide info to forward to contacts. Input from TAC will be sought in Q1 2020.

	Project/Initiative	Background	Lead/ Responsible	Proposed Timeline	Proposed Budget	Link to Strategic Plan	Status
TAC18.16	City Clerk Comprehensive Review of Advisory Committees	In preparation for the City Clerk pending Review of Advisory Committees, a Working Group lead by Tariq Khan has been established to review the TAC Terms of Reference.	City Clerk Tariq Khan	Q1-2019		<a href="#">Leading in Public Service</a>	Final WG report tabled and discussed at April 23rd TAC meeting. <b>WG Activity Complete. Awaiting consultation date from City Clerk.</b>
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.	Karl Grabowski	Q3/4-2019		<a href="#">Building A Sustainable City</a>	WG established but Lead has resigned. Staff project presentation made at Nov 2019 TAC meeting.
TAC 19.5	Investing in Canada Infrastructure Program Public Transit Stream	Staff prepared a report for SPPC which provides a list of projects for consideration for London's submission to the Public Transit Infrastructure Stream (PTIS) of the Investing in Canada Plan. The transit supportive projects are improvements to existing City streets with a focus on active transportation connections to transit routes and transit operations. The list of potential projects was developed based on the PTIS eligibility criteria and an assessment of individual project engineering and financial risk.	City Staff	Q3/4-2019		<a href="#">Building A Sustainable City</a>	\$125M in funding commitments received. Planning continues.
TAC 19.10	Parking Review	At the request of TAC member Brian Gibson a Working Group has been established to review the possibilities and effects of increasing the timeframe of overnight parking, street parking time limits and increasing overnight winter parking pass allowance.	Brian Gibson	Phase 1 - Q1 2020 Phase 2 TBD		<a href="#">Strengthening Our Community</a> <a href="#">Building A Sustainable City</a>	1st WG meeting held Nov 6 <sup>th</sup> & minutes tabled along with motion to request stats from City Staff which will be tabled at next CWC meeting in January 2020.
TAC 20.1	2020 TAC Work Plan	The Work Plan Working Group to review 2019 Carry-Over Items and suggestions by CWC, City Staff and TAC Members for the 2020 Work Plan.	Dan Foster	Update as Required		<a href="#">TAC Terms of Reference - Planning</a>	Input requested from all TAC members. Chair to consult with new CWC Chair and Director Transportation ASAP for input and direction. Draft Plan will be tabled at Jan 2020 TAC meeting.
TAC 20.2	2019 Vision Zero London Road Safety Strategy	Monitor progress and provide suggestions on London Road Safety Strategy action items.	LMRSC M. Elmahdoon	Ongoing		<a href="#">Leading in Public Service</a>	Awaiting LMRSC 2020 Work Plan.
TAC 20.3	Hyde Park & Sunningdale Roundabout	Design of the Hyde Park & Sunningdale roundabout that is anticipated to be constructed in 2021.	Peter Kavcic	TBD		<a href="#">Building A Sustainable City</a>	

	<b>Project/Initiative</b>	<b>Background</b>	<b>Lead/ Responsible</b>	<b>Proposed Timeline</b>	<b>Proposed Budget</b>	<b>Link to Strategic Plan</b>	<b>Status</b>
TAC 20.4	Dundas Street Cycle Track Project	Design of cycling facilities on Dundas Street from Wellington to Adelaide, including William Street from Queens to Dundas. This project will connect Dundas Place to the cycling facility in the Old East Village. Construction anticipated for 2020.	Peter Kavcic	TBD		<a href="#">Building A Sustainable City</a>	
TAC 20.5	Dundas TVP Connection	Design of cycling facilities on Dundas Street from Kensington Bridge to Ridout Street. Construction schedule to be coordinated with the downtown loop project.	Peter Kavcic	TBD		<a href="#">Building A Sustainable City</a>	
TAC 20.6	2020 New Sidewalk Program	Design of sidewalks on various streets within the City that are anticipated to be constructed in 2020	Peter Kavcic	TBD		<a href="#">Building A Sustainable City</a>	
TAC 20.7	Implementation of Rapid Transit Projects	With Council approval and senior government funding in place, staff has begun progressing detailed design and construction for the first three priority rapid transit projects: Downtown Loop, East London Link, and Wellington Gateway.  Detailed design has started for the Downtown Loop with construction planned for 2021-2023. Construction is scheduled for the East London Link in 2022-2024 and the Wellington Gateway in 2023-2026.	City Staff	Q1-2020 to Q4-2028		<a href="#">Building A Sustainable City</a>	TAC will continue (who?) to provide representation on the Rapid Transit Project Municipal Advisory Group (MAG) and receive project updates as a key stakeholder for the project.
TAC 20.8	Managing Transport-Related GHG Emissions	Based on a presentation to the November 2019 TAC meeting by Ayo Abiola: City Council has declared a climate emergency and it has been proposed that London become net-zero by 2050. A TAC Work Group would be established to determine what level of reduction in transportation-related emissions best meets the city's overall targets under the Climate Emergency, and how does the next transportation master plan help achieve this?	Ayo Abiola	Starting Q1 2020 until next TMP is sent to Council		Strengthening Our Community  <a href="#">Building A Sustainable City</a>  Leading in Public Service	Proposed as a TAC Work Group. Then, pending Civic Work Committee approval could be expanded to include collaboration with: ACE, CAC and LTC