

# ITCAC 2023

The role of a Community Advisory Committee is to provide the Municipal Council with a formalized on-going opportunity for public consultation and to offer recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the committee.



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## 1.0 Executive Summary

Following a multi-year review of the City of London Advisory Committee structure and performance, the present format of Community Advisory Committees (CACs) was approved by the City Council and appointments to the Community Advisory Committees were made on May 27, 2022. As per Council's decision November 28, 2023 the term of the current CACs have been extended until April 1 2025. This brief report is a synopsis of the Integrated Transportation Community Advisory Committee (ITCAC) and its ongoing initiatives and progress for the current term.

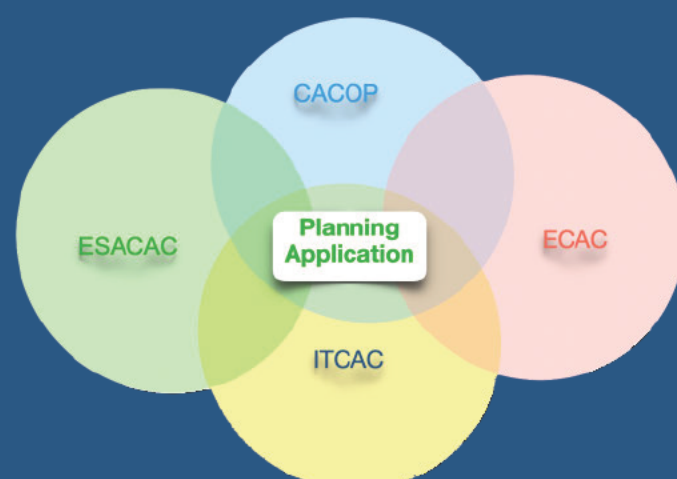
ITCAC reports to the Council through the standing Civic Works Committee (CWC). The role of a CAC is to offer recommendations, advice, and information to the Council on those specialized matters which relate to the purpose of the Committee.

The first meeting ITCAC was called by the Clerk's Office on June 15, 2022. During the term (May 2022- Nov 2023) all scheduled meetings were held. ITCAC always had a multi points meeting agenda and never faced any quorum issue. During the term, ITCAC held 17 meetings, received 34 presentations from Staff & consultants on various city initiatives and projects as well as 37 public notice & planning applications for review and discussion as required. On multiple occasions, City Councillors also attended its meetings, witnessed the proceedings, and provided valuable feedback and direction.

ITCAC has always tried to understand and exceed the expectations of the City Council, providing feedback to Council in the form of recommendations, reports, and requests. In order to accomplish this objective more efficiently and effectively, the Committee established an organization structure consisting of four Sub-Committees which allowed for more thorough review and sober second thought of items referred to them. The Sub-Committees met regularly in a more informal setting and always reported back to the committee of the whole during its public meetings for final discussion and motions.

The coordination of ITCAC with CWC, Councillors and other Community Advisory Committees has been excellent. CWC and Council have also approved its recommendations and resolutions whenever presented/moved by ITCAC. Delegate status was awarded to its members whenever requested.

Often, the domain of "specialized matters" spans several Community Advisory Committees, (e.g. the public consultation process of a Planning application is referred to ESACAC, CACOP, ITCAC & ECAC.



Concerned senior staff have always attended all ITCAC public meetings. City Staff and consultants appointed by the City have expressed their appreciation of ITCAC feedback and often incorporated its recommendations into their final project and program designs. For example, the MMP project team asked ITCAC to help identify critical gaps in the current infrastructure and being proactive, ITCAC is also working on a prototype of a web-based interactive map that would deliver “safe” cycling routes on demand functionality.

## Recommendations

- 1) Items relating to more than one Community Advisory Committee, should be circulated to all concerned Community Advisory Committees members irrespective of meeting date, however, concerned committee secretary will make sure that the items which were circulated among members in advance will also be included in the agenda of a regular meeting.
- 2) ITCAC may be authorized to ask other Community Advisory Committees to appoint a member from their Community Advisory Committees as a nonvoting member at ITCAC.
- 3) The practice of submission of annual progress report from every Community Advisory Committee may be incorporated in TORs of all Community Advisory Committees.
- 4) LTC, LPS, London Airport, Chamber, LEDC, CAA and London Middlesex Road Safety committee may be asked to designate a senior staff member to sit as non-voting members on ITCAC. Such appointments of non-voting members will be helpful for the availability of the data/information during ITCAC meetings.

Sincerely,



**Tariq Khan**  
Chair ITCAC

Trevor Kerr  
Vice Chair ITCAC  
Chair Env & Transit

Vincent Lubrano  
Chair Active Transport SC

Ralph Buchal  
Chair MMP SC

Antonio Santiago  
Chair Road safety SC

Devinder Luthra  
VC Env & Transit

John Veraka  
VC Active Transport SC

Dan Foster  
VC MMP SC

Ashfaq Hussain  
VC Road safety SC

Milad Malikzade  
Member

Earnest Eady  
Member

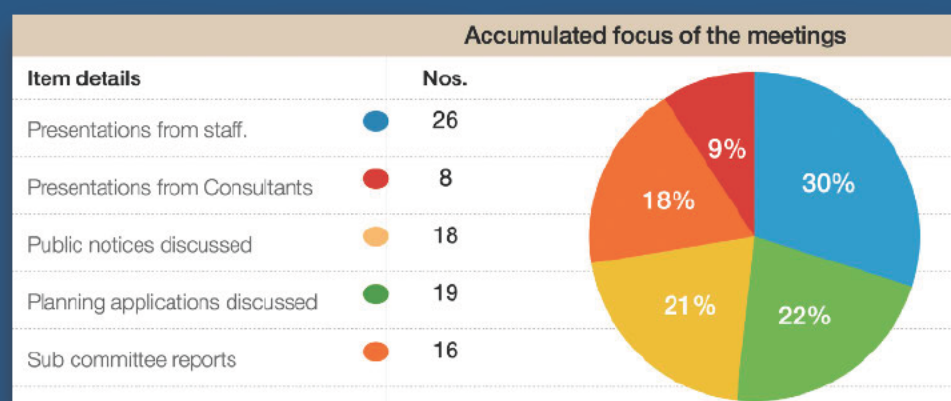
A. Issa  
Member

S. Leitch  
Member

A. Pfeffer  
Member

E. Poirier  
Member

Agenda items at ITCAC meetings are always discussed with great deliberations. Members come prepared. Multiple times, consultants appreciated member’s input and incorporated into design.





## 2.0 The Committee

### 2.1 Structure

The Integrated Transportation Community Advisory Committee (ITCAC) is composed of 15 members, meets every month and reports to the Municipal Council through the Civic Works Committee. There is a broad range of subjects & topics in the ITCAC's domain which includes but is not limited to:

- Transportation master planning studies and implementation projects
- The long-term capital plans for pedestrians, transit, active transportation
- Land use plans that affect transportation matters
- Area Planning Studies, Secondary Plans and Official Plan reviews
- Assisting the development of new active transportation and transportation demand management policies, strategies and programs
- Advising on measures required to implement the City's commitment to active transportation, including safety features

### 2.2 Work style

ITCAC was constituted on May 24 2022. First meeting was called on June 15, 2022. From June 2022 until the end of the term November 2023, ITACAC was supposed to meet 18 times however the Clerk's office did not call a meeting in October 2022 due to staff's commitment in Municipal Elections, hence a total of 17 meetings were scheduled & held.

ITCAC is a group of retired & active professionals who come from different professions & backgrounds, bring diverse experience, exposures and expertise from their respective fields. Chairs of Subcommittees are retired professionals who have led their organizations at top executive levels. Although ITCAC meets once a month, members & subcommittees keep working throughout the month. Professionals from different backgrounds e.g Environment, Transit, Vision zero, Electric vehicles etc have been invited to speak at subcommittee meetings. The work-ethics of the committee is based upon following points:

- Self starting & proactive
- Research-based
- Corporative & practical
- Optimistic, holistic
- Practical & futuristic approach
- Connection with grassroots
- Knowledge sharing

ITCAC never faced any quorum problem. All meetings were attended by majority of the members.



## 2.3 S.W.O.T

### Strengths

- Dedicated team of professionals that are committed to improving the City Of London
- Diverse professional backgrounds that brings all areas of expertise to program/project review
- Sharing of information and research
- Direct connection with community organizations city-wide
- Network of active and retired professionals
- Diverse collective experience in a team settings
- Not afraid to offer counter opinions to the norm (out of the box thinking)

### Weaknesses

- Varied commitment level from member to member
- No fixed location available for subcommittee meetings
- Need to improve front-end consultation with Civic Admin program/project teams
- Lacks input from younger age demographic

### Opportunities

- Improve front-end consultation with Civic Admin program/project teams
- Shared Zoom or Microsoft Teams licence will add convenience to the meetings
- Encourage younger demographic for new committee appointments
- University & colleges may designate student representatives to attend the meetings

### Threats

- Perception Community Advisory Committees do not add value

Chair of ITCAC is member of every subcommittee, similarly chair of a subcommittee is also member other subcommittees. Chair & Vice chair of subcommittees are official members of ITCAC.



## 2.4 Subcommittees - The Power Hub

In order to address the broad range of subjects mentioned above, ITCAC has formed four subcommittees who meet frequently and present their reports to committee in the monthly meetings. Subcommittees also invite professionals from various fields to participate in their meetings. To save time and avoid any conflict with scheduling, most of time subcommittee hold collective meeting and distribute time for each subcommittee to present and discuss respective agenda items/reports. Each Subcommittee is properly populated:

Following are the names and email contacts for the each subcommittee Chair & Vice chair.



### Road Safety Subcommittee

Chair Antonio Santiago.  
Vice chair Ashfaq Hussain.

email: [REDACTED]  
email: [REDACTED]



### Active Transportation Subcommittee

Chair Vincent Lubrano.  
Vice chair John Vareka.

email: [REDACTED]  
email: [REDACTED]



### MMP Subcommittee

Chair Ralph Buchal.  
Vice chair Dan Foster

email: [REDACTED]  
email: [REDACTED]



### Environment & Transit Subcommittee

Chair Trevor Kerr.  
Vice chair Devinder Luthra.

email: [REDACTED]  
email: [REDACTED]

ITCAC subcommittee are not silos rather work groups of experts who take the deep dive and come up with proposals and solutions. During the term subcommittees presented 16 report/ resolutions.



## 2.4.1 SubCommittee contributions - Road Safety & Vision Zero

- Active initiative, participation & feedback on the Col. Talbot – Southdale roundabout project with regard to pedestrian, vision and hearing impaired, and cyclist safety.
- Continuous working on economic burden of road accidents, major cause of accidents and proposed solutions from City’s vision zero perspective. Requested input from City Staff for accident and fatal accident statistics for the City of London and surrounding areas for the last 10 years.
- Requested review of the English – Queens intersection project to provide lessons on the planning and design of intersections particularly with regard to safety aspects.
- Examined trend of e-scooters on the multi-use paths from people with disability lenses. Requested review of plan for e-scooters and cargo e-bikes to run on multi-use pathways as they can be a significant danger to pedestrians, vision and hearing impaired, and cyclists due to their speed, size, and weight.
- Voiced concern over the location of entrances and exits of new subdivisions with regard to road traffic safety.
- Road width problem at Oxford Street - Facing East, West of Westdel Bourne.



In 2022, there were approximately 8300 traffic collisions in London and 10 people died on our roads. “The 13 members of our Traffic Management Unit lead the charge in traffic safety. These members are also collision analysts who examine the causes of our most serious collisions.” London Police





## 2.4.2 SubCommittee contributions - Active Transportation & MMP

- Successful in engaging city to update the cycling infrastructure routes map
- Part of a working group with city staff helping to create the 2024 map
- Has been asked by MMP project team to help identify critical gaps in the current infrastructure
- Working on prototype of interactive map that would deliver “safe” cycling routes upon inquiry
- Has been active in all project discussions in terms of active transportation impacts and has staked clear parameters of the type of infrastructure wanted and that not desired i.e. roundabouts.



For Col. Talbot – Southdale Consultants incorporated feedback from ITCAC into the design with respect to active transportation and road safety perspective.

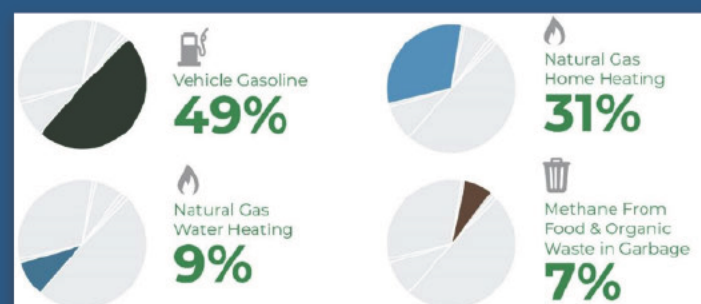


## 2.4.3 SubCommittee contributions - Environment & Transit

- Conducted review on the electric buses impact on the Environment. Requested council to direct London Transit to provide data related to their electric bus fleet project. Data/report from London Transit is still awaited as per the directions from council to London Transit in September 2023.
- Report on reducing congestion by increasing transit ridership from new subdivisions.
- Sometimes the location of bus stops become the traffic congestion points themselves. Generally, transit drivers complain that bus bays create problems in the schedule adherence because other vehicles don't give busses passage to come out from bus-bays onto the road. This problem may be addressed through the introduction of bylaws. Subcommittee suggested to create "lay-bys" / bus bays for buses on major routes
  - o As a safety issue
  - o To maintain the flow of traffic
  - o To increase the number of automobiles in the curb lane
- A report to the committee on adding protection for pedestrians and cyclists at roundabouts
  - o Move the pedestrian crossing further from the circle
  - o Add a flashing light when a person wishes to cross



As per London's Climate Emergency Action Plan, 89% of Greenhouse Gas Emission from the Average Household in London (2019) comes from Gasoline & Natural gas.



## 3.0. Recommendations

### 3.1 Addressing Time-Boxing

A common observation amongst Advisory Committees is that often there is insufficient time available to allow for review and advice on any given project/proposal presented. Mostly, these projects/proposals are related to infrastructure development/renewals or bylaw amendments.

It is also the case that often multiple Community Advisory Committees are involved as each Community Advisory Committee will apply their own unique perspective. (i.e. Planning applications are presented to the CACOP, ECAC, ESAACAC & ITCAC). For example if there is a planning application then it will be presented to the respective Community Advisory Committee as per the following schedule:

1st Wednesday	2nd Wednesday	3rd Wednesday	3rd Thursday
ESAACAC	CACOP	ITCAC	ECAC

Assuming that the 45-day public consultation cycle begins at the 3rd week of the month,

**ECAC:** The item will be presented to this Community Advisory Committee as an added agenda and if there is something relevant to the committee, most likely the committee will be able to provide its opinion at its next meeting.

**ESAACAC:** The item will be presented to this Community Advisory Committee as a regular agenda item and if there is something relevant to the committee, the committee will have four weeks to respond and most likely may finalize its observations at its regular meeting.

**CACOP:** The item will be presented to this Community Advisory Committee as a regular agenda item. If there is something relevant to the committee then it is less likely that CACOP will be able to present its considered opinion at its next regular meeting.

**ITCAC:** The item will be presented to this Community Advisory Committee as regular agenda item but at the time of the committee's meeting about 30 days would have already passed and there will be no chance for ITCAC to approve its considered opinion in its upcoming regular meeting because the cut-off date would have passed before the ITCAC's next regular meeting.

As per the example cited above, few projects which were supposed to be presented to ITCAC, never made their way to ITCAC's meeting and so on. There is an easy fix to address this problem.

- CACOP - Community Advisory Committee on Planning.
- ECAC - Ecological Community Advisory Committee
- ESAACAC - Environmental Stewardship and Action Community Advisory Committee
- ITCAC. - Integrated Transportation Community Advisory Committee

ITCAC reports to the Municipal Council through the Civic Works Committee. The ITCAC will advise and support City Council in the implementation of various municipal plans, including but not limited to:

- Transportation Master Plan (TMP);
- London Road Safety Strategy (LRSS); and
- Bicycle Master Plan (BMP).





## Recommendations



*In order to eliminate the **time-boxing** issue, a subject which is related to more than one CAC should be circulated to all CACs irrespective of the timing of the meeting. If there is a meeting scheduled in the next seven days, it should appear as an agenda item and for the rest of the CACs it should be circulated to all the members of the other concerned CACs.*

### 3.2 Annual report

Prior to the introduction of the new Community Advisory Committee structure, Advisory Committees were expected to create a Work Plan (WP). These WPs contained all the projects/proposals the concerned Advisory Committees were supposed to work on during their respective terms. These WPs served as an ad-hoc progress report to their Standing Committees because WPs were included in the minutes of Advisory Committee meetings. Prior to the present format of Community Advisory Committees, *the monthly update on the WP was a key measurement tool for the success of the Transportation Advisory Committee.*

Another very important by-product of the WP was that at the end of the term, the old WP was carried forward to become the initial WP of new Advisory Committee at the start of its term hence the new Advisory Committee was fully aware of the projects/proposals undertaken by their predecessors.

Due to its nature as a historical record and valuable reference documents, WP support Community Advisory Committee business continuity, and when used properly, can provide more focus and shorten the learning curve for new members.

In order to allow for a smooth transition, business continuity and to enhance project/program background knowledge for the present & future Community Advisory Committee members as well as enhancing the effectiveness of Community Advisory Committee and better monitoring at the Standing Committee/Council level, we recommend following:



- a. *Given that the terms of Community Advisory Committees have been extended till March 2025, all Community Advisory Committees may be asked to present a their annual report for the period May 2022 - Nov 2023 to Council through their respective Standing Committees.*
- b. *In the future, all Community Advisory Committee should be expected to create an approved WP at the beginning of their term and to submit a final progress report in its final meeting of the term to Council through their respective Standing Committees.*

Annual report will provide a snap shot of committee's working and present the performance results and major initiatives.





### 3.3 Non-voting members from other Organizations

Historically, the Advisory Committees were composed of voting members selected by council and non-voting representations from respective Boards & Commissions as well. For example, the Transportation Advisory Committee (the predecessor of ITCAC) had representatives from LTC, LPS and the Health Unit. They were seen as valuable resources that added to the overall effectiveness of the Committee.

These resources were removed in the new CAC structure.

In ITCAC's case, Transit is the subject of just about every meeting. From the provision of Bus stops to the promotion of active transportation, ITCAC needs input from London Transit very frequently. In the absence of this resource, it is not possible for the committee to have timely and updated information which may assist members and/or Sub Committees in the performance of their duties. For example, in its August 2023 meeting, ITCAC submitted a motion via CWC that the City Council direct London Transit Commission to provide information related to the electric bus fleet roll out plan and few other important points related to Londoners. Council directed the London Transit commission on September 27, 2023. Four (4) months later, the information which could have been readily available in August remains undelivered.



In order to improve the efficiency and effectiveness of ITCAC, it is recommended that LTC, LPS, London Airport, Chamber, LEDC, CAA and London Middlesex Road Safety committee may be asked/directed to nominate a senior level officer to represent their respective organizations at all ITCAC public meetings.

The domain of Transportation & Road Safety spans multiple departments, agencies, boards & commissions. Representation from related boards & commissions saves time in the decision making process.



## Road Safety Sub Committee



Antonio Santiago  
Chair

Retired Professional Engineer. Mechanical engineer. Experience in food manufacturing, automotive, warehouse, transportation, logistics, and defence industries. Trainer and facilitator. Business and conversational English coach. Aspiring photographer. Prolific reader. Loves music. Awesome singer.



Ashfaq Kash  
Vice Chair

Ashfaq was recognized for my volunteer work in the City of London in advancing the issues related to persons with disabilities, About the time that he stopped working due to his vision loss he was called on by the City of London to review the Facility Accessibility Design Standard that the City was preparing. Leveraging his engineering knowledge, he provided his input and from that point onwards he became an active advocate for Persons with Disabilities and started to volunteer with the City on their advisory committees.

## Active Transportation Sub Committee



Vincent Lubrano  
Chair

Vincent Lubrano III is a retired hotel professional. Born in New Jersey in the USA he was educated at Randolph-Macon College in Virginia where he earned a BA in History. He spent the last 20 years of his 35 year hotel career at Best Western Hotel and Resorts as a Manager in Quality Control.

Luckily for Vince, he married a Canadian, Kristina Bendikas, in 1987. This enabled Vince and Kris to emigrate to London when they both retired in 2019. Vince is an avid cyclist and when not riding his bike he volunteers at the London Public Library, Ontario Senior Games and London Cycling Link. He has been a member of ITCAC since its inception in 2023.



John Veraka  
Vice Chair

John is born in London and currently works in the water treatment industry as a mechanical designer. He has 2 daughters, ages 11 & 13, and enjoys cycling with them throughout the city on the new protected bike lanes, quiet side streets, or on the TVP.

ITCAC's Senior members, at average, bring more than three decades of individual experience in their respective fields.



## Mobility Master Plan Sub Committee



Ralph Buchal  
Chair

Prof. Ralph Buchal was a faculty member in the Department of Mechanical and Materials Engineering from 1987 until retirement in 2019. He taught many different undergraduate and graduate courses, and was the Capstone Design Coordinator for several years. He has supervised at least a hundred capstone design projects. His research interests include design and manufacturing, and engineering education. He is also an avid year-round cyclist.



Dan Foster  
Vice Chair

Dan retired with distinction following 38 years in various Managerial and Executive positions with the Canada Post Corporation and its subsidiary, Canada Post International. He relocated from Ottawa to London in 2012 and has since that time served as a Member and Chair of the City of London Transportation Advisory Committee. Dan loves to play hockey, committed golfer, music enthusiast & good singer.

## Environment & Transit Sub Committee



Trevor Kerr  
Chair

Trevor - a retired educator, brings tons of diverse experience to the ITCAC. He has been an active member of Transportation Advisory Committee City of London during 2018-2022 term as well. Trevor is a natural sportsman who loves to coach & do umpiring. He is currently Vice chair of Integrated Transportation Community Advisory Committee.



Devinder Luthra  
Vice Chair

Devinder Luthra retired from insurance industry and later successfully ran Medical Rehabilitation Clinics in Toronto. He is also serving on Eldon house board of directors as well as at TVPIC London. A father & dedicated husband who loves to crack jokes among friends. Devinder is fond of visiting new places, meet people & make new friends. A committed community worker, serving at various community organizations and service clubs like Optimist club, Rotary club international.



Tariq Khan  
Chair ITCAC

Tariq Khan, a retired senior bureaucrat with a specialization in Local Governance and municipal management. A Londoner, mathematician by qualifications, sportsman by nature, music lover at heart, community worker by passion, father & husband. Tariq is national director for Transportation Action Canada as well as regional director Transport action Ontario. He is also national Director at Cancer Registries Canada - an Organization dedicated to cancer research, President Optimist club London North and Governor at Board of Governors Wester Fair Association.

## 5.0 References

<https://pub-london.escribemeetings.com/meetingscalendarview.aspx?MeetingViewId=2&Year=2022&Expanded=Integrated%20Transportation%20Community%20Advisory%20Committee>

<https://pub-london.escribemeetings.com/meetingscalendarview.aspx?MeetingViewId=2&Year=2023&Expanded=Integrated%20Transportation%20Community%20Advisory%20Committee>