

TO:	CHAIR AND MEMBERS STRATEGIC PRIORITIES AND POLICY COMMITTEE MEETING ON DECEMBER 16, 2013
FROM:	CATHY SAUNDERS CITY CLERK
SUBJECT	CYCLING ADVISORY COMMITTEE

RECOMMENDATION

That, on the recommendation of the City Clerk, with the concurrence of the Managing Director, Environmental and Engineering Services and City Engineer, the amended Terms of Reference for the Transportation Advisory Committee BE APPROVED as detailed in the attached Appendix "A"; it being noted that the proposed name for the expanded advisory committee is the Transportation Mobility Advisory Committee.

PREVIOUS REPORTS PERTINENT TO THIS MATTER
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None

BACKGROUND

At the October 2, 2013 Municipal Council meeting, the following resolution was passed regarding the feasibility of implementing a Cycling Advisory Committee:

"That the following actions be taken with respect to the 6th Report of the Transportation Advisory Committee (TAC), from its meeting held on September 3, 2013:

- a) the Civic Administration BE REQUESTED to determine the feasibility of implementing a Cycling Advisory Committee to provide advice to the Municipal Council specific to cycling issues, similar to the committees established in Hamilton and Kitchener;
- b) the Municipal Council BE REQUESTED to acknowledge the efforts of the two newly-formed, citizen-led groups that are focused on active transportation; the LTC Bus People and the London Cycle Link; and,
- c) clauses 2 to 7, inclusive BE RECEIVED;

it being noted that the Civic Works Committee heard a verbal presentation from M. Marsman, Transportation Advisory Committee, with respect to this matter."

In response to this direction, the Civic Administration evaluated the Terms of Reference for the Transportation Advisory Committee (TAC) and reviewed a number of municipalities' advisory committee structures, including Hamilton, Kitchener, Region of Waterloo, Ottawa, Mississauga and Cambridge.

The Civic Administration also reviewed or revisited the following in preparation of this report:

- recent submissions regarding the desire for a separate Cycling Advisory Committee;
- the role of two similar Council advisory committees: the Advisory Committee on the Environment (ACE) and the Environmental and Ecological Planning Advisory Committee (EEPAC), and in particular the role of subcommittees used by the ACE;
- discussions during the Smart Moves 2030 Transportation Master Plan process, including the increased push for more active transportation initiatives, transportation demand management policies and practices, linkages with the current and future transit systems, and the desire for roadways that are designed from a full users perspective (e.g., pedestrian, cyclists, transit, auto);
- emerging results and comments from the ReThink London process; and
- the increased number of community groups that are becoming advocates for both cycling and pedestrian facilities and amenities in London.

The Civic Administration's review of other municipalities' advisory committee structures found that none of those municipalities had an advisory committee with a comprehensive terms of reference similar to London's TAC. Half of the municipalities had advisory committees that focus on active transportation. The Region of Waterloo also has an Active Transportation Advisory Committee and Hamilton and Kitchener have Cycling Committees.

The current mandate of London's Transportation Advisory Committee (TAC), as set out in the Terms of Reference, is to advise and support Municipal Council in the implementation of the City's Transportation Plan. This includes publicizing the importance, encouraging public participation and providing advice on Transportation Plan initiatives. The TAC is comprised of eleven voting members. One of the three members-at-large is to be a cyclist, who is responsible for supporting and promoting cycling as an alternative mode of transportation. There is also representation from the Thames Region Ecological Association, the Advisory Committee on the Environment and the Accessibility Advisory Committee. The TAC's Terms of Reference allows for the creation of sub-committees and working groups as deemed necessary.

The recently completed Smart Moves 2030 Transportation Master Plan (TMP) is described as a *New Mobility* TMP. The TMP strongly promotes sustainable transportation alternatives, which supports Council's five strategic outcomes including a *Green and Growing City*. The recommendations of the TMP include reducing the use of single occupancy vehicles and increasing active transportation (e.g., walking, cycling), transportation demand management (TDM) policies and practices, and transit.

Instead of creating a new Cycling Advisory Committee, the Civic Administration believes it would be more effective to amend the TAC's Terms of Reference to provide a greater focus on active transportation, of which cycling is one aspect. The amendment would enhance the role of the TAC by leveraging expertise in the community in all active transportation areas. The new name being proposed for TAC to reflect these important improvements, is the Transportation Mobility Advisory Committee (TMAC).

With respect to the feasibility of a Bicycle Advisory Committee, it is important to note that the Clerk's Office does not currently have sufficient resources to staff two similar committees. The amendments to the Terms of Reference for the TAC, as proposed below and in the attached Appendix "A", including increasing committee size, can be accommodated without any resource challenges.

The amendments to the Terms of Reference are as follows:

- changing the name to the Transportation Mobility Advisory Committee to better reflect a greater focus on active transportation, including cycling
- increasing the number of members-at-large
- changing in voting members representation by increasing the number of members-at-large who regularly utilize active modes of transportation, from one to two
- adding specific representation from a cycling club as a voting member. (There previously was not a specific voting member to represent a cycling club.)

- clarifying that the representative from the Chambers of Commerce should have an interest in transportation demand management
- adding a representative from the Urban League of London. (This group was previously not part of the TAC.)
- enhancing the mandate of the Committee by providing more focus on active transportation, including cycling

In summary, the Civic Administration believes that the proposed amendments substantially strengthen the focus on active transportation, including cycling, and transportation demand management. The proposed amendments also provides for a more holistic approach to considering transportation mobility in London, as all aspects, including cycling, have to work together in order to have an effective transportation infrastructure. In addition, a number of fundamental aspects of the former TAC have remained in place. Some of the deletions will create the additional capacity for the important dialogue that must occur, with all mobility requirements being considered. The synergy across all aspects of mobility in the city is paramount to our future success.

Appendix "B", attached to this report, provides a tracking of the amendments proposed to the current Terms of Reference.

RECOMMENDED BY:	CONCURRED BY:
CATHY SAUNDERS CITY CLERK	JOHN BRAAM, MANAGING DIRECTOR, ENVIROMENTAL AND ENGINEERING SERVICES AND CITY ENGINEER

Attachments

- c Edward Soldo, P.Eng., Director, Roads & Transportation
Jay Stanford, Director, Environment, Fleet & Solid Waste

APPENDIX "A"

Terms of Reference Transportation Mobility 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 Mobility Advisory Committee reports to the Municipal Council through the Civic Works Committee. The Transportation Mobility Advisory Committee will advise and support City Council in the implementation of the City's current and future Transportation Plan, including the Active Transportation and Transportation Demand Management aspects by:

- publicizing the benefits and importance of the initiatives designed to achieve the objectives of the Transportation Plan;
- 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 Transportation Plan;
- advising on measures required to implement the City's commitment to active transportation;
- recommending and advising on new transportation planning initiatives;
- assist in monitoring the effectiveness of active transportation facilities and support programs; and
- reviewing the following for conformity with the objectives of effective transportation planning:
 - transportation master planning studies carried out for the City of London;
 - the long term capital plans for pedestrians, bicycle, transit, road and parking facilities;
 - Area Planning Studies, Secondary Plans and Official Plan Reviews.

Composition

Voting Members

Thirteen members consisting of:

- Four members-at-large, two of whom regularly utilize active modes of transportation
- One representative from each of the following:
 - Chamber of Commerce representative with an interest in transportation demand management
 - Advisory Committee on the Environment
 - London Development Institute
 - Thames Region Ecological Association
 - Urban League of London
 - A Cycling Club
 - Council for London Seniors
 - Accessibility Advisory Committee
 - Community Safety & Crime Prevention Advisory Committee

Non-Voting Resource Group

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

- Planning Services
- Development & Compliance Services
- Environmental & Engineering 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

Concurrent with the term of the Municipal Council making the appointment.

Appointment Policies

Appointments shall be in keeping with Council Policy.

Qualifications

Any person who has a general interest in active 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.

APPENDIX "B"
TERMS OF REFERENCE
THE TRANSPORTATION ADVISORY COMMITTEE
Transportation Mobility 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 **Mobility** Advisory Committee reports to the Municipal Council, through the Civic Works Committee. The Transportation **Mobility** Advisory Committee will advise and support City Council in the implementation of the City's ~~current and future~~ Transportation Plan **and in particular the Active Transportation and Transportation Demand Management aspects** by:

- publicizing the benefits and importance of the initiatives designed to achieve the objectives of the Transportation Plan;
- **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 Transportation Plan;
- **advising on measures required to implement the City's commitment to active transportation;**
- recommending and advising on new transportation planning initiatives; ~~and~~
- **assist in monitoring the effectiveness of active transportation facilities and support programs; and**
- reviewing the following for conformity with the objectives of effective transportation planning:
 - ~~the budgets and programs of the City's divisions, boards and commissions (where applicable);~~
 - ~~the Transportation Demand Management Co-ordinator's Business Plan;~~
 - transportation **master** planning studies carried out for the City of London;
 - the long term capital plans for pedestrians, bicycle, transit, road and parking facilities;
 - **Area Planning Studies, Secondary Plans and Official Plan Reviews.**
 - ~~proposed by laws and land use plans that affect transportation matters.~~

Composition

Voting Members

~~Eleven~~ **Thirteen** members consisting of:

- ~~Three~~ **Four** members-at-large, ~~one~~ **two** of whom should be an **regularly utilize active modes of transportation** ~~active cyclist and a participant in activities supporting or promoting cycling as an alternative mode of transportation~~
- One representative from each of the following:
 - ~~London Transit Commission~~
 - Advisory Committee on the Environment
 - Chamber of Commerce **with an interest in transportation demand management**
 - London Development Institute
 - Thames Region Ecological Association
 - Council for London Seniors

- **Urban League of London**
- **A Cycling Club**
- ~~Business Improvement Areas~~
- Accessibility Advisory Committee
- Community Safety & Crime Prevention Advisory Committee

Non-Voting Resource Group

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

- ~~Planning Division~~ **Services**
- **Development & Compliance Services**
- ~~Planning, Environmental & Engineering Services Department~~
- ~~London Transit Administration~~ **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

Concurrent with the term of the Municipal Council making the appointment.

Appointment Policies

Appointments shall be in keeping with Council Policy.

Qualifications

Any person who has a general interest in **active** 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.