

<b>TO:</b>	<b>CHAIR AND MEMBERS STRATEGIC PRIORITIES AND POLICY COMMITTEE MEETING ON MARCH 17, 2014</b>
<b>FROM:</b>	<b>CATHY SAUNDERS CITY CLERK</b>
<b>SUBJECT</b>	<b>CYCLING ADVISORY COMMITTEE</b>

<b>RECOMMENDATION</b>
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That the following actions be taken with respect to the establishment of a new Cycling Advisory Committee:

- a) the attached Terms of Reference to establish a Cycling Advisory Committee (Appendix "A") BE APPROVED;
- b) the attached amended Terms of Reference for the Transportation Advisory Committee (Appendix "B") BE APPROVED; and
- c) subject to the approval of a) and b), above, the City Clerk BE DIRECTED to seek applications for membership on the Cycling Advisory Committee, for the consideration of the Corporate Services Committee

<b>PREVIOUS REPORTS PERTINENT TO THIS MATTER</b>
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Item #6 – Strategic Priorities and Policy Committee – December 16, 2013

<b>BACKGROUND</b>
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At the December 17, 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 establishment of a Cycling Advisory Committee:

- a) the establishment of a Cycling Advisory Committee BE APPROVED;
- b) the City Clerk BE DIRECTED to report back with proposed terms of reference for the Cycling Advisory Committee, approved in a) above;
- c) the City Clerk BE DIRECTED to report back with revised terms of reference for the Transportation Advisory Committee, which incorporate certain changes arising from the establishment of a Cycling Advisory Committee; and".

In response to this direction, the following documents are provided for the Municipal Council's consideration:

- a) proposed terms of reference for a Cycling Advisory Committee (Appendix "A");
- b) proposed amended terms of reference for the Transportation Advisory Committee (Appendix "B"); and

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- c) a document which identifies the proposed amendments to the current terms of reference for the Transportation Advisory Committee (Appendix "C").

This report was prepared with the assistance of Jay Stanford, Director, Environment, Fleet and Solid Waste and Edward Soldo, Director Roads & Transportation.

<b>PREPARED BY:</b>
<b>CATHY SAUNDERS CITY CLERK</b>

Attachments

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



## APPENDIX "A"

### Terms of Reference Cycling 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 Cycling Advisory Committee reports to the Municipal Council through the Civic Works Committee. The Cycling Advisory Committee (CAC) will advise and support City Council in the implementation of the City's Bicycle Master Plan (BMP); the cycling component of the Transportation Master Plan (TMP)\*; the cycling component of the Active Transportation and Transportation Demand Management; and the cycling component of the London Road Safety Strategy (LRSS) program by:

- reviewing the following for conformity with the objectives of effective cycling planning:
  - the role of cycling in transportation master planning studies and implementation projects carried out for the City of London;
  - the long term capital plans for bicycle infrastructure and facilities;
  - area planning studies, secondary plans and Official Plan reviews.
- publicizing the benefits and importance of the initiatives designed to achieve the objectives of the BMP, TMP and LRSS;
- assisting in the development of new cycling policies, strategies and programs;
- encouraging public participation in the initiatives designed to achieve the objectives of the BMP, TMP and LRSS;
- advising on measures required to implement the City's commitment to cycling;
- recommending and advising on new cycling initiatives in the context of available approved budgets and under future potential budget allocations; and
- assisting in monitoring the effectiveness of cycling facilities and support programs.

(\*Note: All other functions of transportation are handled by the Transportation Advisory Committee.)

#### Composition

##### Voting Members

Eleven members consisting of:

- Two members-at-large, both of whom regularly utilize cycling as a mode of transportation in London
- One representative from each of the following with an interest in cycling:
  - Transportation Advisory Committee
  - Advisory Committee on the Environment
  - Middlesex London Road Safety Committee
  - London Cycle Link
  - Thames Region Ecological Association
  - A Cycling Club with membership in the Ontario Cycling Association
  - Urban League of London
  - Chamber of Commerce 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 may 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 regularly utilize cycling as a mode of transportation in London may be appointed as a member-at-large. Other members shall be chosen for their special expertise, experience, dedication and commitment to the mandate of the Committee and 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  
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;
  - 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:

- Three 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
  - Middlesex London Road Safety Committee
  - Canadian Association of Automobiles (CAA)
  - Urban League of London
  - Chamber of Commerce representative with an interest in transportation demand management
  - London Development Institute
  - Council for London Seniors



**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.



APPENDIX "C"  
REDLINED 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 ~~current and future~~ 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)** by:

- 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 and implementation projects** carried out for the City of London;
  - the long term capital plans for pedestrians, 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.~~
- publicizing the benefits and importance of the initiatives designed to achieve the objectives of the TMP and LRSS ~~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 **TMP and LRSS** ~~Transportation Plan;~~
- **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

Eleven members consisting of:

- Three members-at-large
- One representative from each of the following:
  - ~~London Transit Commission~~
  - **Cycling Advisory Committee**
  - Advisory Committee on the Environment
  - Community Safety & Crime Prevention Advisory Committee
  - Accessibility Advisory Committee
  - Middlesex London Road Safety Committee



- Canadian Automobile Association (CAA)
- **Urban League of London**
- Chamber of Commerce **representative with an interest in transportation demand management**
- London Development Institute
- Council for London Seniors

**Non-Voting Resource Group**

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

- ~~Planning, Environmental & Engineering Services Department~~
- ~~Planning Division~~ **Services**
- **Development & Compliance Services**
- ~~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.~~

**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.**

**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.