

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.