

TO:	CHAIR AND MEMBERS CIVIC WORKS COMMITTEE MEETING ON JUNE 19, 2018
FROM:	CATHY SAUNDERS CITY CLERK and the MANAGING DIRECTOR, ENVIRONMENTAL AND ENGINEERING SERVICES AND CITY ENGINEER
SUBJECT	CYCLING ADVISORY COMMITTEE AND TRANSPORTATION ADVISORY COMMITTEE

RECOMMENDATION

That, on the recommendation of the City Clerk and the Managing Director, Environmental and Engineering Services and City Engineer, the following actions be taken with respect to the Terms of Reference for the Cycling Advisory Committee and Transportation Advisory Committee:

- a) the attached Terms of Reference for the Transportation Advisory Committee (Appendix "A") and the attached Terms of Reference for the Cycling Advisory Committee (Appendix "B") BE RESCINDED effective February 28, 2019; and
- b) the attached Terms of Reference to establish a Transportation Mobility Advisory Committee (Appendix "C"), effective March 1, 2019, BE APPROVED.

PREVIOUS REPORTS PERTINENT TO THIS MATTER

- Item #6 – Strategic Priorities and Policy Committee – December 16, 2013
- Item #2 – Strategic Priorities and Policy Committee – March 17, 2014

BACKGROUND

On June 14, 2017 Municipal Council resolved:

"That the following actions be taken with respect to the 6th Report of the Transportation Advisory Committee, from its meeting held on May 23, 2017:

- a) the Transportation Advisory Committee (TAC) Terms of Reference BE REFERRED to the Civic Administration to review and report back to the Civic Works Committee with respect to a review of the overlapping of Advisory Committee mandates of the Cycling Advisory Committee and the Transportation Advisory Committee;"

From a background perspective, the Civic Administration submitted a report to the Strategic Priorities and Policy Committee on December 16, 2013, in response to Municipal Council's direction, arising from a request from the Transportation Advisory Committee, "to determine the feasibility of implementing a Cycling Advisory Committee to provide advice to Municipal Council specific to cycling issues, similar to committees established in Hamilton and Kitchener;"

At that time, the Civic Administration recommended that the Terms of Reference for the Transportation Advisory Committee be amended to expand the mandate of the advisory committee to incorporate cycling issues and to amend the name of the Advisory Committee to the Transportation Mobility Advisory Committee to reflect the expanded mandate.

The following is an excerpt from the December 16, 2013 staff report outlining the rationale with respect to the staff recommendation brought forward at that time:

“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).

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.”

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 the 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 incorporates certain changes arising from the establishment of a Cycling Advisory Committee; and”*

At the March 18, 2014 meeting of Municipal Council, the revised Terms of Reference for the Transportation Advisory Committee and the Terms of Reference to establish a Cycling Advisory Committee were approved.

Attached as Appendices “A” and “B” to this report are the current Terms of Reference for the Transportation Advisory Committee and the Cycling Advisory Committee, respectively.

DISCUSSION

The Civic Administration continues to support the establishment of a single advisory committee named the Transportation Mobility Advisory Committee (TMAC) based upon the attached Terms of Reference (Appendix “C”). This revised governance model would provide a more integrated approach to, and greater focus on, active transportation, of which cycling is one important aspect. It is essential that all transportation modes work well together and an advisory committee comprised of members bringing their collective experience and expertise from the various methods of transportation would be most effective in providing valuable advice to the Municipal Council.

The Civic Administration is recommending the following adjustments to the 2013 draft proposed TMAC Terms of Reference, resulting in an increased capacity for cycling expertise on TMAC:

- increase the number of members from fifteen (15) to seventeen (17)
- increase the number of members-at-large from four (4) to five (5) ,with a requirement that three (3), instead of two (2) members regularly utilize active modes of transportation e.g. cycling, walking, etc.)
- add a representative from London Cycle Link

A revised governance model will not take away from the good work that has been undertaken by the Transportation Advisory Committee (TAC) and the Cycling Advisory Committee (CAC). The Civic Administrations is of the opinion that the proposed TMAC will strengthen the overall ability to provide advice in the broader field of mobility. The culture of cycling has become much stronger due to the work of the CAC and many others in London. The proposed TMAC will further enhance the cycling culture working in collaboration with the community and reporting through the Civic Works Committee. Similarly, there are a number of other aspects of overall mobility that will be strengthened with the return of cycling expertise into the broader mandate. It is worth noting that mobility is a high priority in Council’s Strategic Plan, the London Plan, planning for the Bus Rapid Transit system, and the Community Energy Action Plan.

RECOMMENDED BY:	PREPARED AND RECOMMENDED BY:
KELLY SCHERR MANAGING DIRECTOR, ENVIRONMENTAL AND ENGINEERING SERVICES AND CITY ENGINEER	CATHY SAUNDERS CITY CLERK

APPENDIX “A”
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:

- 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
 - 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.

APPENDIX “B”

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 “C”
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, the City’s Bicycle Master Plan and the London’s Road Safety Strategy aspects by:

- publicizing the benefits and importance of the initiatives designed to achieve the objectives of the Transportation Plan, including active transportation modes such as walking, cycling, etc;
- 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, cyclists, transit, road and parking facilities;
 - Area Planning Studies, Secondary Plans and Official Plan Reviews.

Composition

Voting Members

Seventeen members consisting of:

- Five members-at-large, three of whom regularly utilize active modes of transportation (e.g. cycling, walking, etc.)
- 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
 - London Cycle Link
 - Urban League of London
 - A Cycling Club with membership in the Ontario Cycling Association
 - Accessibility Advisory Committee
 - Community Safety & Crime Prevention Advisory Committee
 - London Middlesex London Road Safety Committee
 - London Cycling Club
 - Canadian Automobile Association (CAA)

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

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 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.