

## **Bicycle and Pedestrian Advisory Committees Examples and Ordinances**

### **Austin Bicycle Advisory Council**

#### **City of Austin, Texas**

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Blog: <http://bicycleadvisorycouncil.blogspot.com/>

### **City of Tucson/Pima County Bicycle Advisory Committee**

#### **Tucson, Arizona**

<http://biketucson.pima.gov/>

This committee was created by ordinance so it does not expire unless the county supervisors and city council remove the ordinance; since it has been in place since the 1980s that is unlikely.

### **Bicycle and Pedestrian Advisory Committee**

#### **City of Urbana, Illinois**

<http://urbanaillinois.us/BPAC>

*Ordinance begins page 4*

Jennifer Selby, Civil Engineer, City of Urbana Public Works:

“The BPAC was established by ordinance 2006. In 2007, the city amended the ordinance because there were several issues that were not covered in the original ordinance (i.e. terms, members, etc.).

“Keys to an effective BPAC:

- Diversity in members (we have representatives from various governments, bicyclists, walkers, runners, older people, younger people)
- We get a lot of discussion within our group because not everyone agrees (and that's good)
- Give them some power so they feel ownership (our BPAC oversaw the development of our Bicycle Master Plan)

“BPAC's most important roles:

- Look at projects merely from a bicyclist's or pedestrian's view (not knowing budget or politics)
- Research new ideas that staff may not have time for (roundabouts, bicycle boulevards, bike boxes, etc.).”

### **Local ordinances establishing Cycling and Pedestrian Advisory Committees in Ontario municipalities:**

- Active Communities Steering Committee (Chatham-Kent Municipal Council) – *page 7*
- Durham Trail Coordinating Committee (Durham Regional Council) – *page 12*
- Cycling and Pedestrian Advisory Committee (Town of Markham) – *page 16*
- Regional Niagara Bicycling Committee – *page 26*

### **Pennsylvania's Pedalcycle and Pedestrian Advisory Committee**

The state committee created by statute in 1995 as part of the Pennsylvania Vehicle Code:

[http://www.dmv.state.pa.us/vehicle\\_code/index.shtml](http://www.dmv.state.pa.us/vehicle_code/index.shtml)

(See Chapter 35, Subchapter D: [http://www.dmv.state.pa.us/pdotforms/vehicle\\_code/chapter35.pdf](http://www.dmv.state.pa.us/pdotforms/vehicle_code/chapter35.pdf))

Chapter 35, SUBCHAPTER D - PEDALCYCLE AND PEDESTRIAN ADVISORY COMMITTEE 3571.

Enactment. Subchapter D was added December 15, 1995, P.L.655, No.72, effective in 60 days.

Reenactment. Subchapter D was reenacted and amended May 17, 2001, P.L.24, No.8, retroactive to December 31, 2000. § 3571.

Pedalcycle and Pedestrian Advisory Committee.

- (b) Composition.--The committee shall consist of 15 members. The members shall be as follows:
- (1) The Secretary of Transportation, ex officio.
  - (2) The Secretary of Conservation and Natural Resources, ex officio.
  - (3) The chairman and minority chairman of the Transportation Committee of the Senate.
  - (4) The chairman and minority chairman of the Transportation Committee of the House of Representatives.
  - (5) Nine members of the public representing areas of concern, who must have extensive experience and knowledge of bicycle, pedalcycle, pedestrian and human power issues throughout this Commonwealth, to be appointed by the Governor as follows:
    - (i) One member representing the Bicycling Federation of Pennsylvania.
    - (ii) One member representing the League of American Bicyclists.
    - (iii) One member representing the United States Cycling Federation.
    - (iv) One member representing a Statewide rail-trail organization in this Commonwealth.
    - (v) One member representing the Eastern Paralyzed Veterans Association.
    - (vi) One member representing the general public.
    - (vii) One member representing the Western Pennsylvania Wheelmen.
    - (viii) One member representing the Bicycle Coalition of the Delaware Valley.
    - (ix) One member representing an established pedestrian advocacy group organized within this Commonwealth.

Each member set forth in paragraphs (1) through (4) may designate an alternate to serve in his stead, and such member shall notify the chairman in writing of this designation.

(c) Terms of appointees.--The terms of all members of the committee appointed by the Governor shall be for three years. Any member of the committee may be reappointed for additional terms. An individual appointed to fill a vacancy shall serve for the unexpired term and shall be eligible for reappointment.

(d) Officers.--The members of the committee shall annually elect a chairman, a vice chairman and a secretary from among the public members of the committee.

(e) Meetings and expenses.—

- (1) The committee shall meet at least annually.
- (2) A public member who misses three consecutive meetings without good cause acceptable to the chairman may be replaced by the Governor.
- (3) The public members of the committee shall be allowed actual, necessary and reasonable per diem expenses in accordance with regulations of the Executive Board. The department shall provide appropriate staff support to enable the committee to properly carry out its functions.

(f) Powers and duties.--The powers and duties of the committee shall be to advise and comment on all phases of cycling and pedestrian program activities being undertaken or financially assisted by the department and agencies of State government.

Comments from Joe Stafford, Executive Director, Bicycle Access Council, Dallastown, PA, on the history of Pennsylvania's committee:

"Some membership category changes are anticipated soon to reflect organizational changes, but this gives one example. One major flaw to how this functions, it takes legislative action to make timely changes.

"The Pedalcycle [bicycle] and Pedestrian Advisory Committee (PPAC) was very active in the late 1990s when Pennsylvania had a bicycling governor, Tom Ridge. When he directed his cabinet secretaries to make bicycling accommodations, there was much enthusiasm and honest engagement to get things done. Pennsylvania was, I believe, the first state to adopt a Bicycle and Pedestrian Checklist policy in 2003 mandating design criteria for all new projects (a better concept than Complete Streets). The state was also including Context Sensitive Solution elements in most projects. [BicyclePA](#) was a PPAC work product that ultimately created a series of nine cross-state bicycle touring routes using Transportation Enhancements funding—when the U.S. bicycle route project is looking for success stories, Pennsylvania is done.

"For years, quarterly meetings were held around the state to attract various bicycling groups and highlight accomplishments. Political and economic realities ultimately shifted priorities and PPAC stopped its road trips

with the effect that fewer audience groups attend now. Membership attendance has also shown a drop: the chairman has been inactive for a few years and the committee has taken no action to comply with the statute that created it.

“Since 1993, the state bicycle/pedestrian coordinator was one of the best (he was recently moved to another position, but his replacement is excellent also). One thing the PPAC did not accomplish was to convince the Department of Transportation to increase staffing. There is still just one person for the whole state. There are part-time bike/ped coordinators in each of the 12 PennDOT districts, but they only handle district projects, so are not often included in state policy visions.

“So, in 1995 I thought the concept of a statewide committee created by statute was a brilliant idea. After 15 years, the flaws are showing. It takes a governor's appointment to replace a named member, and it takes a legislative action to change the named representative organizations—too inflexible now.”

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ORDINANCE NO. 2006-06-072

**AN ORDINANCE ESTABLISHING A BICYCLE AND PEDESTRIAN ADVISORY  
COMMISSION FOR THE CITY OF URBANA, ILLINOIS**

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF  
URBANA, ILLINOIS, as follows:

Section 1. The City of Urbana Local Traffic Code, Chapter 23, Article  
XI. Regulations for Bicycles, shall be amended by adding the following  
sections after Section 23.145.

**"Sec. 23-146. Establishment.** There is hereby established a Bicycle and  
Pedestrian Advisory Commission, the members of which shall serve  
without compensation.

**Sec. 23-147. Composition, appointment, quorum.** The Bicycle and  
Pedestrian Advisory Commission shall consist of ten (10) members to be  
appointed by the mayor with the approval of the city council. Members  
of the Commission shall be chosen from among local bicycle clubs,  
runners, walkers, people who use wheelchairs, and people with visual  
impairments, as well as the public at large. All members shall be  
residents of the city. The lesser of a majority of members or any five  
(5) members of the Commission shall constitute a quorum.

**Sec. 23-148. Duties.**

(a) The purpose of the Bicycle and Pedestrian Advisory Commission  
shall be to:

- (1) advise the City Council on bicyclist and pedestrian issues;
- (2) analyze routing, operation and safety of bicycles;
- (3) review and make recommendations regarding the City's Capital  
Improvement Plan and Bicycle Master Plan;

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- (4) evaluate and make recommendations for an action plan for biking and walking facilities (on-street and off-street paths and lanes, bicycle racks, signage and signalization);
- (5) coordinate with external agencies on maps and regional path connections;
- (6) develop education and public outreach programs on bicycle and pedestrian issues; and
- (7) assist the City in the development of bicycle and pedestrian systems within the community.

(b) The Commission shall advise and consult with the mayor and city council on the issues set forth in subsection (a), and recommend such actions to them as it deems appropriate to effectuate the intent of this article.

(c) The services of all city departments and agencies shall be made available by their respective heads to the Commission at its request, and information in the hands of any department or agency shall be furnished to the Commission upon written request to the mayor.

(d) The Commission shall render an annual report to the mayor and council.

**Sec. 23-149. Meetings, absence of member.**

(a) The Commission shall meet from time to time, at least once each quarter, on call of the chairperson or of any five (5) members.

(b) Any member who is absent from all meetings in three (3) consecutive months may be replaced as in the case of a vacancy.

**Sec. 23-150. Performance of duties delegated by mayor and council.**

The Commission shall perform such further duties as may be delegated to it by the mayor and city council.

Section 2. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the "ayes" and "nays" being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

PASSED by the City Council this 5th day of June,  
2006.

AYES: Barnes, Bowersox, Chynoweth, Lewis, Roberts, Smyth, Stevenson

NAYS:

ABSTAINS:

APPROVED by the Mayor this 16th day of June,  
2006.

*Phyllis D. Clark*  
Phyllis D. Clark, City Clerk  
*by Robert J. Robert*  
Deputy Clerk  
*Laurel Lunt Prussing*  
Laurel Lunt Prussing, Mayor

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# Active Communities Steering Committee

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## Mandate

The mandate of the Active Communities Steering Committee (ACSC) is to provide advice and guidance to Chatham-Kent Municipal Council and its Departments, on issues, policies and programs, which reflect the Municipality's commitment to a variety of travel modes, and that achieve the appropriate balance in a way that contributes to our City's overall quality of life, and that have an impact on a citizen's access to active travel in Chatham-Kent, as well as other elements of active lifestyles.

The goal of the Committee is to give advice to provide a livable and environmentally friendly city that is accessible and safe for commuting by cyclists and pedestrians, for recreational and utilitarian use of trails, and other elements of active lifestyles. The Committee will specifically advise on transportation issues related to trails, cycling, traffic-safety for pedestrians and cyclists (including education, area and neighbourhood traffic management including traffic-calming) and other active communities policies and programs.

## Responsibilities

The Active Communities Steering Committee shall be responsible for:

- Providing a forum for citizens and community associations to raise issues and concerns related to trails, cycling and other active communities issues in the Municipality, and reviewing suggestions and concerns from citizens.
- Advising on trails, cycling, and other active communities issues as they affect the Chatham-Kent Official Plan, Secondary Plans, programs, budget and overall policy development, including monitoring the implementation of said plans and evaluating their effectiveness.
- Monitoring implementation of the Active Transportation elements in the Transportation Master Plan, and implementation of the Trails Master Plan.
- Providing advice on physical infrastructure related to the walkways, trails and cycling networks, including planning, design standards, operations and maintenance.
- Providing advice on by-laws, legislation and regulations that have an impact on the pedestrian, trails and cycling network, and its applicable users.
- Providing advice on neighbourhood, corridor and area traffic conditions (including traffic calming and area traffic management).
- Providing advice and guidance on matters pertaining to education on overall pedestrian, cycling and trails safety, and the development of policies and programs in accordance with its mandate.
- Promoting walking and bicycle use as a means of improving the health of Chatham-Kent residents.
- Representing the interests of all pedestrians and cyclists in the Municipality of Chatham-Kent.
- Assisting in establishing secure, adequate bicycle parking facilities throughout Chatham-Kent.
- Providing advice on environment, air quality and economic development issues related to promoting and supporting active communities
- Providing advice on integration of active transportation modes with transit.

- Providing advice and guidance on other active communities related issues within the Committee's mandate, as required.
- Providing as part of an annual report, the ACSC's list of recommended on and off-road bikeway, walkway and trails network implementation priorities for the subsequent year.
- Working with the Transportation, Utilities and Public Works Department and outside agencies that have contracts with the City on issues within the Committee's mandate.
- Liaising with outside agencies on issues of mutual interest (e.g., local school boards and the Ontario Ministry of Transportation).
- Promoting bicycle tourism in Chatham-Kent and raising the profile of bicycle tourism in Chatham-Kent as it contributes to the economic health of the region.
- Encouraging cycling and walking amongst residents of Chatham-Kent
  - as a health promoting activity with all the benefits that accrue with physical activity; |
  - as an environmentally sustainable, quieter form of transportation that helps to reduce reliance on private automobile use;
  - as a method of reducing society's fossil fuel consumption and its inherent pollution of our environment;
  - as a financial tool in assisting municipalities to reduce their budgets for traditional municipal transportation services that require extensive ongoing and expensive infrastructure improvements;
- Making recommendations regarding financial and policy programs that help increase utilitarian cycling participation as an alternative to the private automobile;

## **Organization**

The Active Communities Steering Committee shall have a membership made up as follows:

Voting Members:

Three citizen representatives of the Trails community appointed by the Chatham-Kent Trails Council.

Three citizen representatives of the cycling community appointed by Cycle Chatham-Kent.

Two members of Municipal Council

One citizen representative with focus on pedestrian issues, appointed by the Access Committee

One citizen representative from the health care community appointed by the Chatham-Kent Coalition for Healthy Living.

Chatham-Kent Municipal Council shall approve all appointments to the Active Communities Steering Committee.

The members of the ACSC will serve a term coincident with the term of City Council. Members who are absent, or not represented by an alternate for 3 consecutive meetings, without advanced notification to the HCC, will no longer retain membership on the HCC. No compensation will be made to members of the HCC.



A Chair, and Vice-Chair will be appointed by the voting membership, from the voting membership.

## **Member Responsibilities**

Voting members are expected to commit a minimum of 6 hours per month to ACSC meetings and projects. Members must choose to work on at least one project of the ACSC during their term. Members are encouraged to create a bicycle users group, or trip reduction program at their place of employment, participate in ACSC public events, contribute to ACSC newsletter(s), and to represent the ACSC at public meetings and media events. It is the member's responsibility to read agendas and minutes prior to meetings and to keep themselves well informed of ACSC projects. Members are also expected to liaise with City Councilors to keep them informed of ACSC projects.

In addition to voting members, the Active Communities Steering Committee shall have in a resource, liaison and/or advisory capacity, one non-voting staff representative from each of the following municipal departments:

- Infrastructure and Engineering Department
- Planning Department
- Health and Family Services
- Police Services
- Tourism
- Economic Development
- Parks Department
- Recreation Programs Department

Such staff representatives will attend Active Communities Steering Committee meetings at which items relevant to their departments are on the agenda.

## **Reporting:**

A secretary shall be appointed by the municipality from municipal staff. The secretary shall record notes of ACSC meetings and circulate them to the membership with copies made available to others upon request. Resolutions and motions on particular issues shall be highlighted and recorded in the meeting notes for timely action and follow-up by appropriate individuals and staff.

In May of each year the Chair of the Active Communities Steering Committee will appear before Council to deliver an annual report of Committee activities and assessment of progress on its mandate, along with action recommendations for the coming year.

## **Meetings:**

The municipality of Chatham-Kent will provide meeting facilities and related support services for up to ten Active Communities Steering Committee meetings per year.

A minimum of two Committee meetings each year will be held in a Chatham-Kent community other than Chatham.

All Active Community Steering Committee meetings will be advertised and open to interested members of the public, unless in camera sessions are justified under the Municipal Act.

A quorum of the ACSC shall be 6 persons.

## **Conflict of Interest**

Voting members of the ACSC will be expected to declare any pecuniary conflict of interest at the start of each meeting, and if any such conflicts, either actual or perceived are declared, will not take part in the discussion or voting related to the items identified.

## **DURHAM TRAIL CO-ORDINATING COMMITTEE**

### **Recommended Terms of Reference**

#### 1. Goal

- 1.1 To expand, enhance and promote a public regional trail system connecting Durham's municipalities that supports active and healthy community lifestyles.

#### 2. Mandate

- 2.1 The Durham Trail Coordinating Committee (DTCC) is an ad hoc committee of Regional Council established in accordance with a motion adopted by Regional Council on March 3, 2004 (refer to attachment 1) and confirmed on May 26, 2004 and is guided by these Terms of Reference. The DTCC reports through Regional Planning Committee to Regional Council.

- 2.2 The mandate of the DTCC is to co-ordinate a Regional Trail Proposal to:

- interconnect and enhance the Lake Ontario waterfront trail system;
- further the trail system of the Lake Scugog waterfront; and
- further a regional trail system that establishes connections between:
  - area municipalities;
  - the Oak Ridges Moraine and Lakes Ontario, Scugog and Simcoe;
  - other key destination points such as marinas, parks, conservation authority owned lands and the Trent Severn Waterway; and
  - trails beyond the Region's boundaries

- 2.3 In co-ordinating the Proposal the DTCC shall adhere to the following guiding principles:

- a focus on a recreational trail system, primarily located off road and either publicly owned or publicly accessible ;
- a recognition of the differing needs of users within urban and rural areas and where appropriate restrict trail uses;
- the protection of natural heritage features and functions;
- consultation with other stakeholders throughout the process of developing the proposal and its implementation; and

- seeking funding partners to support trail enhancements and acquisition.
- 2.3 The DTCC will recommend a Regional Trail Proposal to Regional Council. Once approved by Regional Council, the Proposal will be forwarded to the participating area municipalities for their consideration and approval.
- 2.4 Upon approval of Regional Council and the participating area municipalities, the DTCC, in consultation with the participating area municipalities, will facilitate the implementation of the approved Proposal including funding opportunities.
3. Scope of Activities
- 3.1 The scope of the DTCC activities will include the following:
- a) developing and obtaining approval of a workplan that identifies the major activities that will be undertaken;
  - b) developing a Proposal for regional trail system by:
    - Undertaking a trail inventory and identifying trail gaps, future trail connections and areas that should be targeted for trail enhancements.
    - utilizing the trail work, plans and priorities of the area municipalities;
    - consulting with trail stakeholders at key points throughout the process;
    - drawing upon the resources and expertise of the Conservation Authorities and other agencies/stakeholders as deemed appropriate;
    - identifying priority areas for the development of a regional trail network; and
    - recommending a Proposal for a regional trail system to Planning Committee, Regional Council and the participating area municipalities.
  - c) facilitating the implementation of the approved Proposal by:
    - identifying potential funding and partnership opportunities;
    - establishing and maintaining a five year implementation budget for a regional trail system in consultation with the area municipalities. The budget shall include funding priorities for regional trail enhancements and the development of a regional trail network; and

- recommending to Regional Council on an annual basis the required funds to implement the Regional Trail Proposal.

#### 4. Composition and Membership Selection

- 4.1 In accordance with the Regional Council resolution, the DTCC will be comprised of up to sixteen voting members with a minimum of five area municipalities participating.
- 4.2 Regional Council shall appoint up to one Regional Councilor from each area municipality, with a minimum of five municipalities being represented. If unable to appoint a Regional Councilor from a municipality, a local Councilor may be substituted.
- 4.3 Each participating area municipality shall appoint one volunteer member of the public to sit on the DTCC.
- 4.4 The term of membership shall coincide with the period required to fulfill the mandate described in Section 2.2 and 2.4. At the discretion of the DTCC, non-attendance of three consecutive meetings will be sufficient grounds for replacement.

#### 5 Officers

- 5.1 A chair and a vice-chair will be elected by the DTCC membership. The Regional Planning Commissioner or his designate will chair the inaugural DTCC meeting.

#### 6 Support Services

- 6.1 The Commissioner of Planning, shall appoint a staff liaison to support the activities of DTCC. The liaison will provide administrative, procedural and technical support to the DTCC and will utilize the Technical Support Group noted in 6.3 as deemed necessary.
- 6.2 Regional Clerks Department will provide secretarial and other support services. Regional Council will as necessary provide a budget to cover the operational expenses of the DTCC and this budget will be administered by the Planning Department.
- 6.3 A Technical Support Group, consisting of Regional staff, area municipal staff and representatives from other appropriate agencies (e.g. Conservation Authorities and the Waterfront Regeneration Trust) shall be established to provide technical advice and expertise to the DTCC. The DTCC may invite stakeholders and/or individuals with specialized expertise to attend meetings on an as needed basis.

6.4 The liaison from the Regional Planning Department shall contact participating area municipalities and other agencies to establish the Technical Support Group.

## 7 Meetings

7.1 The DTCC will establish a meeting schedule at its inaugural meeting, taking into account the business needs and the schedule of Regional Committees/Council. Special meetings may be held at the call of the Chair.

7.2 Unless otherwise determined, all meetings will be open to the public. As an ad hoc Committee, the DTCC is subject to the Regional Procedural By-law, unless otherwise specified in the Terms of Reference.

## 8 Delegations at Committee Meetings

8.1 Any person(s) wishing to appear before the DTCC as a delegation must submit a request to the staff liaison, advising of the topic or item to which they wish to speak. All requests for delegations must be received at least one week prior to the meeting to ensure the inclusion in the agenda. Any person wishing to address the DTCC as a delegate, who has not previously arranged to do so, may be granted permission to do so only by Committee resolution.

## 9 Minutes and Agenda

9.1 The minutes of each DTCC meeting will be amended as necessary and approved at the following meeting. The unapproved minutes will be forwarded to the Regional Clerk for inclusion in the next regularly scheduled meeting of Regional Planning Committee. When approved, any amendments will be forwarded to the Clerks Department. The DTCC agendas will be prepared by the staff liaison and/or the Clerks Department, along with the DTCC chair or vice-chair, with input from other DTCC members.

## 10 Committee Resolutions

10.1 The DTCC will seek to achieve consensus on decisions. Recommendations are 'carried' if supported by a majority. Only resolutions as they appear in the adopted Minutes may be considered as officially representing the position of the DTCC.

# Proposed Town of Markham Cycling and Pedestrian Advisory Committee (CPAC)

## Terms of Reference

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## 1.0 Need for a Cycling and Pedestrian Advisory Committee

Currently, no cycling or pedestrian committee exists in the Town of Markham. As part of the action plans set out in the Markham Transportation Planning Study (MTPS) – 2002, the Town is currently taking steps to develop and implement a cycling network, to address the need for active transportation systems for residents and businesses.

It is recommended, therefore, that a Cycling and Pedestrian Advisory Committee be implemented as soon as possible to assist the Town in these and other related initiatives.

With such a committee in place, the Town will be able to ensure that a team of dedicated individuals would be available to specifically address and respond to the needs of cyclists and pedestrians. The Cycling and Pedestrian Advisory Committee (CPAC) would represent the interests of cyclists and pedestrians in Markham, focus on their needs and priorities, and bring these interests to the attention of the appropriate staff, departments or standing committees. The introduction of this committee would ensure that cyclists and pedestrians have a “voice” to represent their concerns in the Town and that their needs can be specifically addressed.

Many jurisdictions in Ontario including Toronto, Ottawa, Windsor, the Region’s of Niagara and Waterloo have established cycling and pedestrian advisory committees and have successfully used them to engage stakeholders and members of the public in cycling and/or pedestrian initiatives.

The CPAC would also act to educate, promote and enhance cycling and walking in the Town of Markham.

## 2.0 Role of the Committee

The CPAC would assist in the development and implementation of future cycling and pedestrian initiatives the Town may undertake, namely the Implementation Plan for the Town-Wide Bicycle System Study. The CPAC would serve as a public outreach vehicle for the Town for the development and promotion of on and off-road cycling and pedestrian facilities. It would advise staff and various departments on matters related to the development, design and delivery of cycling and pedestrian programs and facilities to promote and enhance cycling and walking in Markham.

Key objectives **may** include the following:

- Determine the priority for Town and Regional road projects that may be signed and marked for both recreational and utilitarian cycling;
- Assist in the design of appropriate cycling and pedestrian route signs that can be used for identifying proposed cycling and pedestrian routes;
- Assist in updating Cycling and Pedestrian facility plans;
- Assist in the preparation of a cycling and pedestrian map suitable for broad public distribution;

- Provide input and advice, including the interpretation of technical standards and guidelines on proposed Town and Regional Road projects that may have a cycling or pedestrian component;
- Provide input on scheduling for the maintenance and cleaning of roads;
- Foster the Travel Demand Management efforts which are put in place through the Engineering department;
- Provide input as requested to Community, Transportation and Development Services Committees inquiries;
- Encourage and support programs for cycling education through school programs, CAA promotional literature and other means; and
- Meet on an annual or semi-annual basis with other Town advisory committees to share information and provide advice on current cycling and pedestrian issues;

**The CPAC would have no decision-making power over cycling and pedestrian issues. Rather it would develop recommendations and proposals to provide to staff and various standing committees of Council for consideration.**

People and leadership are the keys to setting the implementation of the Markham CPAC in motion. The formal relationships between individuals and organizations and their operational practices are important factors in determining whether a cycling initiative will proceed and be successful. **Maximizing participation and removing obstacles to the flow of information between participants are two of the main objectives in managing implementation.**

The CPAC would also focus on promoting safe cycling and walking in the Town, including the economic, health and quality of life benefits that cycling and walking can offer. The committee can also provide input and assist Town staff in the planning and design of cycling and pedestrian facilities.

In order to implement and maintain the proposed committee and realize its benefits, a clear and practical operating structure needs to be in place. In addition, as the committee evolves, improvements can be considered and changes made as required.

### **3.0 The Proposed Structure**

The CPAC would be in addition to existing Advisory Boards in the Town of Markham. This would ensure that the introduction of this new advisory committee would have a clear place in the Town's current structure. **Figure 1** illustrates the proposed reporting structure for the CPAC.

#### **3.1 Proposed Mandate**

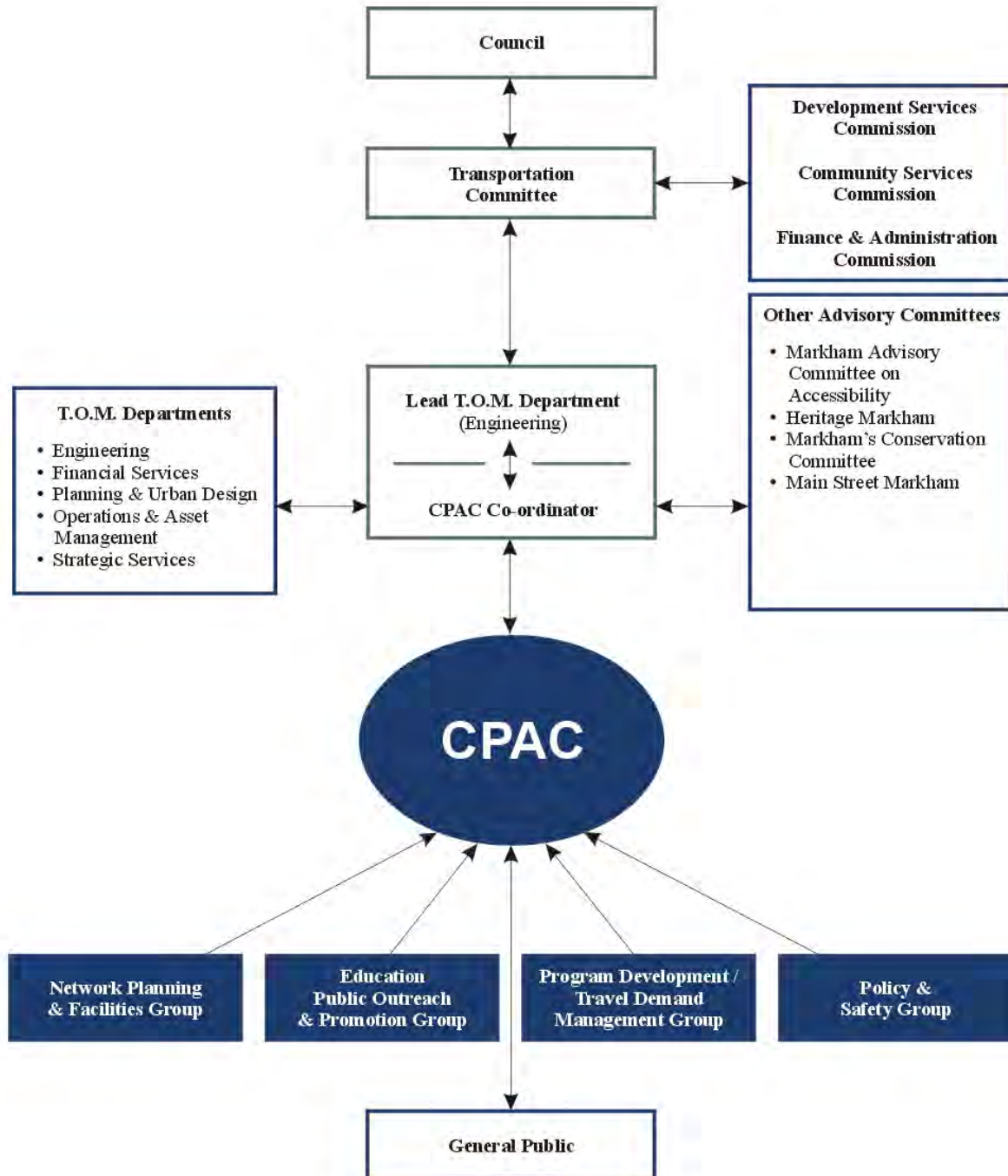
The CPAC's duties and functions would be to advise staff of various departments and Council on the design, development and delivery of cycling and pedestrian policies, programs and facilities to promote and enhance cycling and walking in Markham. Town

Council or Transportation Committee would make the final decision on any cycling and pedestrian initiatives recommended by the CPAC.

The CPAC's functions are proposed to include the following:

- Represent cycling and pedestrian interests within the Town;
- Compile research and statistics on cycling and pedestrian issues identifying areas where more data or research is required;
- Provide input to assist the Town of Markham with the development of design standards, as well as operations and maintenance practices for cycling and pedestrian facilities;
- Work with local neighbourhoods by collecting and distributing information related to cycling and walking;
- Promote an increased public awareness of cycling and walking as environmentally friendly forms of transportation through such methods as newsletters, display booths and educational / public awareness campaigns;
- Assist in the fund-raising opportunities for the development and maintenance of pedestrian and bicycle facilities, which could include identifying opportunities for grants plus private or corporate donations;
- Advise the Town on cycling and walking issues as they affect the Town and the Regional Capital Work Programs;
- Discuss and resolve any issues between cyclists and pedestrians;
- Work for better integration of transit for cyclists and pedestrians;
- Work for improved cycling and pedestrian access and safety to various facilities in Markham;
- Assist in the integration of bicycle and pedestrian facilities into significant development proposals as they arise;
- Provide cycling and pedestrian-oriented input, regarding the allocation, design and use of public space;
- Monitor municipal, provincial and federal governments and their committees, departments and agencies to support pro-cycling measures;
- Monitor and review the Town's progress on implementing cycling and pedestrian facilities; and
- Report on an annual basis to appropriate Town of Markham staff and departments, summarizing the work of the committee and identifying objectives for the subsequent year. This information would be forwarded to Town Council for consideration.

**PROPOSED CYCLING AND PEDESTRIAN ADVISORY COMMITTEE REPORTING STRUCTURE**



**Figure 1:** Reporting Structure for the Cycling and Pedestrian Advisory Committee.

### 3.2 Proposed Membership (Composition)

It is proposed that the Town of Markham Cycling and Pedestrian Committee be made up of at least 10 but no more than 20 members. The committee should include representation from the following:

- A minimum of one member from the Town of Markham Council;
- Maximum of eight members of the public appointed by Council (one per municipal ward), four of whom would be chairs of an appropriate working group (*see Section 3.4 Working Groups*);
- Up to four individuals representing other stakeholder groups such as Bicycle or Walking clubs;
- One representative from the Markham Advisory Committee on Accessibility;
- One representative from the York Region District School Board;
- One representative from the York Region Catholic District School Board;
- One representative from the Toronto Regional Conservation Authority;
- One representative from Regional Public Health;
- One representative from the York Region Police Service; and
- One representative from York Region Transportation.

Representatives from the Town's lead department (e.g. Engineering) should attend every CPAC meeting to act as a liaison between the committee members and Transportation Committee/Town Council. Not all projects or topics may be of interest to each and every Town department. If issues arise that may affect one or more departments, it is recommended that the appropriate representative from each attend the meeting(s) to provide input/address specific issues.

### 3.3 Quorum

The Quorum should consist of seven members. Should any appointed member of the committee be absent for more than three consecutive meetings without providing any written or verbal notification, that member should be considered to have resigned from their position. If no quorum is present 30 minutes after the start of a meeting, the secretary (clerk) should call the roll and record the names of all the members present and the meeting should be concluded.

### 3.4 Working Groups

The Cycling and Pedestrian Advisory Committee working groups would focus on the main interests of CPAC. All working group chairs must be members of CPAC. The following four working groups are proposed for the CPAC:

- Network Planning and Facilities Group:
  - Provide input to Town staff and make recommendations on the design, development and delivery of policies, programs and facilities to improve

physical infrastructure for cyclists and pedestrians, including bicycle parking, on-street bike lanes and off-road routes, development within hydro and rail corridors, signage, maintenance and intersection design.

- Education, Public Outreach and Promotion Group:
  - Educate Town residents and visitors on issues related to on and off-road cycling and pedestrian facilities, and co-ordinate activities to raise awareness for cycling and walking in Markham;
  - Work closely with businesses, government and local community groups to increase bicycle use and integrate bicycle-transit trips; and
  - Develop and maintain a communications strategy to make cycling information available to the general public while promoting any cycling and pedestrian programs proposed or underway within Markham.
- Program Development / Travel Demand Management Group:
  - Provide input and recommendations to Town staff and the CPAC on the design and development of programs to enhance walking and cycling in Markham;
  - Encourage and facilitate Town-wide cycling and walking events such as Bike to Work Day, Walk to Work Day, etc.;
  - Develop fund-raising ideas for the CPAC projects; and
  - Provide input on the development of Town-Wide cycling and walking events.
- Policy and Safety Group:
  - Provide input to municipal policy decisions affecting cycling and walking in the Town of Markham; and
  - Provide input on various safety issues affecting cyclists and pedestrians.

The suggestion of four working groups is based on the structure of other cycling and pedestrian committees across Ontario. Once the CPAC is formed, one of its first duties would be to finalize the working group structure. For example, the committee could deal with all topic areas as a whole, then branch off into individual groups as needed to focus on specific aspects of a project. Alternatively, the committee may determine that the four noted working groups be collapsed into two or three groups to manage issues that have related issues.

### **3.5 Recruitment Process**

The lead department (e.g. Engineering) would solicit appointments from participating Town departments. In addition, nominations for selections would be requested from identified special interest groups and the public-at-large who would provide profile information on their areas of expertise, walking and cycling experience and other special project interests. Town Council would formally make all appointments.

CPAC members would be appointed on the basis of experience, how their knowledge and skills complement the expertise of the CPAC, diversity of age and gender, and their availability to attend CPAC meetings. This would help to ensure that membership is balanced and that members could focus on both cycling and pedestrian issues.

### **3.6 Term**

It is proposed that the CPAC be appointed by Town Council at the beginning of January of each year for a three-year term. The Chair of the Committee should be rotated on an annual basis.

### **3.7 Meetings**

The CPAC meetings should be held every month or at the call of the chair with a minimum of six meetings scheduled each year. All CPAC meetings should be held at the Markham Town Hall and be open to the public. Meetings could possibly be held at different locations throughout Markham to encourage more participation from all areas.

Every meeting should be advertised at least two weeks in advance and should include an agenda. Meeting announcements and the proposed agenda would be made available through the Town Clerk's office and could be e-mailed to those who choose to be included on a contact list for this Committee.

Locations and frequency of subcommittee meetings should be at the discretion of the chair of each subcommittee and CPAC.

A Town clerk should attend all meetings to take and circulate meeting minutes. All meeting minutes should include any resolutions to particular issues and should be shown as an information item in meeting agendas.

Meeting minutes and highlights should be posted on the Town of Markham website, and be made accessible to the general public. This would allow the public the opportunity to keep informed of any key issues and resolutions from previous meetings as well as any outstanding issues that may need to be addressed.

### **3.8 Reporting Mechanism**

The CPAC would prepare reports with recommendations for consideration by the appropriate staff and Town Council. This would include any matters related to the Town expenditures, policy or commitments that would require significant staff time and / or resources.

Each report would be prepared at the end of each annual term to summarize the projects undertaken by the CPAC and the progress made on each. These reports would include some assessment of the viability and function of the CPAC.

### **3.9 Lead Department**

The lead department would be the Town of Markham Engineering Department. The lead co-ordinator would be a transportation staff member who would lead the development of the implementation plan. Should a staff member not be available for a particular meeting, an appropriate substitute would be arranged.

### **3.10 Staff Resources**

Discussions within the Town of Markham should be conducted to confirm the departments available to assist the CPAC. It is recommended that Town / Regional staff resources from Engineering, Community and Development Services, Public Health and Police Services and York Region Transportation are made available on an “as needed” basis.

The commitment of additional staff hours would be required to support the CPAC and to co-ordinate efforts by other Town Departments to improve the state of cycling and pedestrian facilities in Markham. In addition to assisting the CPAC, the implementation of a cycling or pedestrian plan undertaken by the Town would need to be monitored and co-ordinated, with one or more individuals to provide support and liaise between CPAC and other Town departments, specifically to:

- ◆ Liase with the Cycling and Pedestrian Advisory Committee and Town Departments,
- ◆ Provide cycling and pedestrian planning and design input on various Town projects,
- ◆ Develop standards for bicycle parking,
- ◆ Manage pedestrian and cycling related projects,
- ◆ Co-ordinate cycling and pedestrian related projects with other agencies and adjacent municipalities, (e.g. Vaughan, Richmond Hill, Toronto, etc.)
- ◆ Inspire participation for cycling and walking throughout the Town of Markham,
- ◆ Develop and pursue funding opportunities in both the public and private realm.



It should be recognized that existing staff time and their level of participation would be dependent on other departmental priorities as determined by Town Council. It is estimated that in the order of 7.5 to 14 hours per week of staff time would be required to organize and co-ordinate the proposed tasks mentioned above. This time commitment may increase as the role of the CPAC expands and as the Town further develops efforts to improve conditions for cycling and walking. The committee effort would be lead by the transportation staff as mentioned in Section 3.9.

### **3.11 Support Services to the Cycling and Pedestrian Advisory Committee**

In addition to the clerk, it is proposed that support services for the CPAC may need to be provided on a shared basis by participating Town departments. This would include the organization of meetings, meeting rooms, administrative services, agendas and the provision of background information.

## **4.0 Funding**

It is recommended that an amount of \$20,000 be included as a line item in the lead departments (Engineering) annual budget. It is proposed that these funds would be used to:

- ◆ Print posters and other promotional materials,
- ◆ Host annual bicycle and pedestrian special events,
- ◆ Initially development a cycling and pedestrian map. This may be completed in-house or by another consulting company,
- ◆ Develop brochures with the final design and camera-ready copy contracted out and finalized by a professional firm,
- ◆ Other miscellaneous expenditures,

Additional funding may be assigned, depending on the nature of the studies or events proposed by the CPAC and as approved by Town Council. Management of the annual CPAC budget should be the responsibility of the lead department.

# **DRAFT**

**(Comments incorporated from Jan. 11/05 RNBC meeting and subsequent information)**

## **Terms of Reference for the Regional Niagara Bicycling Committee (2005 - 2006)**

Approved by Regional Council  
2005

## Overview

In August 2003 the Region completed a final report on the *Regional Niagara Bikeways Master Plan*, as part of the Niagara Region Transportation Strategy. The Bikeways Master Plan updates and builds upon the work of the former Regional Niagara Bicycling Study, approved by Regional Council on February 16, 1995. The 2003 plan provides a 20-year strategy, identifying network priorities and sets out the implementation tools necessary to develop a Region-wide on and off-road bikeways network. As the Plan is implemented, the Regional bikeways network will foster an increase in local bicycle commuting and recreational cycling, while enhancing Niagara Region's role as one of the premier tourist destinations in North America.

From the 1995 study, Regional Council agreed to establish a bicycling advisory committee, as a sub-committee of Public Works and Utilities Committee, to direct the implementation of the study. It was viewed that the Committee could play a useful, active role in providing input on a wide range of topics and issues related to bicycling. The 2003 study identified that the RNBC has been an invaluable resource in developing new and innovative policies and programs to encourage cycling and improve safety, and have contributed to the development of the Regional Niagara Bikeways Master Plan. The RNBC should be a partner in implementing the Plan and should continue to have a valuable role in representing the interests of all cyclists in the Region. The experience and knowledge of the members of this Committee are an asset that should be consulted for advice during the implementation of the Plan.

To provide a structure and focus for the Committee, Terms of Reference were prepared for Regional Council approval. The original Terms of Reference for the Committee were approved by Regional Council on June 15, 1995, with subsequent approval on updated terms of reference in February 3, 2000.

The following sections set out the details of the Terms of Reference for the Regional Niagara Bicycling Committee (RNBC). They are based upon the previously approved Terms of Reference of February 3, 2000, and the recommendations of the August 2003 Regional Niagara Bikeways Master Plan. Information is provided in Section 3.0 on the RNBC's mandate (i.e., long-term goals and short-term objectives), the composition of its membership, the recruitment/selection process, the term of office of the RNBC, meeting format, method of reporting, use of special task forces, the lead department and, finally, staff support and funding to the RNBC.

It is intended that these Terms of Reference be reviewed and refined every 3 years (the term of the RNBC and Regional Council) to ensure that they remain current and meaningful.

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## 1.0 Background

On .....,2003 Regional Council received a Regional Niagara Bikeways Master Plan prepared by Marshall Macklin Monahan, consultants for Regional Niagara.

The Bikeways Master Plan was part of the Region's efforts to develop a comprehensive Regional Niagara Transportation Strategy. The rationale for the Bikeways Master Plan was to develop a longer-term plan to guide the implementation of a system of bikeways in the Region of Niagara over the next 20 years (2002-2022). The study builds upon and updates the work done in the 1995 Bicycle Master Plan and is seen as a unique opportunity to promote a healthy lifestyle, tourism and economic opportunities throughout the Niagara region.

Ten principle objectives were developed for the Plan:

1. Develop an understanding of the current and future demand for cycling in Niagara Region.
2. Provide a comprehensive review of the cycling network, including levels of safety of all users.
3. Develop an appropriate network to meet the full range of existing and future cycling needs in Niagara Region.
4. Review jurisdiction roles with respect to funding mechanisms.
5. Develop appropriate standards, facilities, programs and implementation methods/approaches.
6. Review the implementation status of the existing Regional bikeways system and estimate the financial costs associated with improving the system.
7. Define the implementation priorities.
8. Integrate long term roads and trails systems planning.
9. Improve co-ordination of work among local agencies, as it relates to on and off-road cycling facilities.
10. Deliver a Master Plan and Implementation Strategy that: clarifies the roles of Regional Staff, the RNBC, Local Municipalities, the Niagara Parks Commission and other partners; provides a bikeways network development plan and implementation priorities; provides recommended planning and design guidelines for developing the network; and estimates the costs for implementing the Plan over the next twenty years.

The final plan involved a substantial amount of municipal and public input.

## 2.0 Rationale

The 1995 Regional Bicycling Study concluded that in order to be successful in encouraging bicycling, three things are needed:

- staff committed to bicycling initiatives,
- political support for bicycling initiatives, and
- an active bicycling Committee.

The 2003 Regional Niagara Bikeways Master Plan concluded that the Region has made great strides in each of these areas. With respect to the RNBC, the 2003 study acknowledged the useful experience and expertise of the committee and identified that the RNBC should help implement the Plan and help represent the interests of all cyclists in the Region.

Section 9.3 of the Plan sets out a proposed list of amended general bicycling policies one of which reconfirms the provision of a forum for public and agency input into Regional cycling decisions through the Regional Niagara Bicycling Committee. Some of the broad policy areas that this Committee would play a role in include:

- providing input on cycling issues, projects, policies and programs on an ongoing basis,
- examining opportunities for cycling routes along abandoned railway right-of-ways, utility corridors, waterways and other linear corridors,
- monitoring the implementation of the Regional Niagara Bicycling Network and support programs,
- participating as volunteers in bicycling initiatives and programs, and
- providing as part of an annual report, the RNBC's list of recommended on and off-road bikeway network implementation priorities for the subsequent year, based on the Regional Niagara Bikeways Master Plan or other route opportunities as they arise.

Given the wide variety of possible topics and issues related to bicycling, it will be important to set out clear and achievable long-term goals, and a series of short-term objectives moving toward these goals. Bicycling must be considered amongst the many priorities facing Regional Niagara. Moreover, co-ordination between Regional and local bicycling initiatives should be sought. Finally, it is important to remember that financial and staff resources at Regional Niagara are limited. Any budget expenditures to undertake bicycling initiatives must be justified on a project specific basis.

A substantial amount of volunteer assistance and initiatives from others (e.g., bicycling clubs and public at large individuals) will be important in implementing visible and successful projects.

The following Terms of Reference are intended to provide a structure and focus for the RNBC. The Terms of Reference should be reviewed and refined every three years (the term suggested for the RNBC) to ensure that they remain current and meaningful.

### 3.0 Regional Niagara Bicycling Committee

#### 3.1 Type

A sub-committee of the Regional Niagara Public Works and Utilities Committee.

#### 3.2 Name

The name of the Committee is the Regional Niagara Bicycling Committee (RNBC).

### 3.3 Mandate

#### 3.3.1 Long-term Goals

(a) To advise Regional Council on:

- bicycling issues as they affect the Regional Niagara Policy Plan and Regional Roads program,
- Regional transportation systems, their maintenance standards and schedules, signage, and integration with other local or agency bicycling systems in Niagara,
- the integration of bicycling facilities into significant development proposals as they arise like the Greater Niagara Circle Route, the Waterfront Trail, and the TransCanada Trail, and
- the promotion of safe bicycling.

(b) To promote bicycle tourism in Niagara that builds on the beauty of the Niagara region, its fruitlands, wineries and other natural and man-made attractions.

(c) To raise the profile of bicycle tourism in Niagara as it contributes to the economic health of the region.

(d) To co-ordinate Regional Niagara's efforts on bicycle promotion and facilitation with those of local municipalities.

(e) To examine opportunities for bicycling along major off-road linear corridors.

(f) To regularly monitor and review progress on the implementation of the Regional Niagara Bikeways Master Plan including the identification of route deficiencies for utilitarian and recreational cycling.

(g) To provide, where possible, on-road bicycle lanes and/or off-road bicycle paths connecting residential, recreational industrial and commercial areas as well as existing recreational trails.

(h) To encourage and facilitate, Region-wide bicycling programs, events and tours.

(i) To act as a central registry in Niagara for information on local bicycling clubs, events and bicycle planning initiatives.

(j) To encourage cycling amongst residents of Niagara:

- as a health promoting activity with all the benefits that accrue with physical activity.
- as an environmentally sustainable, quieter form of transportation that helps to reduce reliance on private automobile use.
- as a method of reducing society's fossil fuel consumption and its inherent pollution of our environment.
- as a financial tool in assisting municipalities to reduce their budgets for traditional municipal transportation services that require extensive ongoing and expensive infrastructure improvements.

(k) To encourage and support the enforcement of existing legislation that addresses bicycling issues.

### 3.3.2 Short-Term Objectives

- (a) To participate with and assist local municipalities or other agencies in the development of local bicycle studies that integrate well with the approved Regional network.
- (b) To provide through the Public Works and Utilities Committee and the Planning Services Committee, as part of an annual report, the RNBC's list of recommended on and off-road bikeway network implementation priorities for the subsequent year, based on the Regional Niagara Bikeways Master Plan or other route opportunities as they arise. This would include initiatives such as priority Regional Roads projects that can be signed and marked for both recreational and utilitarian bicycling.
- (c) To design an appropriate bicycling route sign or signs that can be used in identifying routes along the Regional Bicycle Network for utilitarian, touring or recreational purposes, based on recognized and acceptable standards.
- (d) To prepare and update a detailed bicycling maps suitable for broad public distribution.
- (e) To provide input and advice, including the interpretation of technical standards and guidelines, on proposed Regional Roads projects that may have a bicycling component.
- (f) To provide advice on scheduling for the maintenance and cleaning of roads identified in the Regional Bicycling network.
- (g) To encourage and help facilitate one Region-wide bicycling event annually.
- (h) To provide advice to both the Planning Services Committee and the Public Works and Utilities Committee on long-range policy or development matters that may have a bicycling component.
- (i) To encourage and support programs for bicycling education through school programs, CAA promotional literature and other means.
- (j) To meet on an annual or semi-annual basis with other local and/or Regional bicycling advisory committees to share information and provide advice on current bicycling issues.

### 3.4 Membership

It is proposed that the RNBC strive to be comprised of at least 30 members made up of elected representatives, special interest groups, the public-at-large, local municipal appointees, the Ministry of Transportation, Regional staff and others. Twenty voting members and ten non-voting support members can be drawn from areas identified as follows.



### 3.4.1 Voting Members

#### (a) Regional Councillors

The RNBC shall consist of at least three Regional Councillors, with voting privileges (with one appointed to Chair) preferably representing the following Committees of Council.

- Public Works and Utilities (1)
- Planning Services (1)
- Public Health Services (1)

#### (b) Interest Group Representation

Representatives from the Niagara bicycling community, as well as other special interest bodies, should be requested to participate. It is recommended that the following organizations appoint one voting representative, except where otherwise indicated, as well as an alternate.

- Niagara Freewheelers Bicycle Touring Club (1)
- Other local Cycling Club/Group, e.g. St. Catharines Cycling Club (1)
- Brock University/Niagara College (1)
- School Boards (2)
- Cycling retailer or tour operator (1)
- Cycling advocacy group representative from the OCA or Cycle Ontario (1)

#### (c) Public-at-Large

There may be members of the public-at-large that have no affiliation to local clubs but have a genuine interest in promoting and advocating bicycling.

Two groups of Public-at-Large voting members should be obtained for the RNBC. Twelve should be established to geographically represent the interests of residents from each of the twelve local municipalities in the Region. Each Mayor and/or Local Municipal Council should nominate their representative (12). Four should also be appointed by the Committee who have no formal affiliation to local clubs or organizations, but have a genuine interest in promoting and advocating cycling (4).

### 3.4.2 Non Voting Member Positions

Non voting members would include Regional Staff as resource support, agencies and other government positions that can offer expertise and assistance as follows. An alternate should be identified should the main representative be unable to attend meetings.

#### (a) Regional Niagara Staff (Departmental)

Representatives from each of the following departments are required as resource staff, but without voting privileges.

- Public Works
  - Transportation Services Division (2)
- Planning and Development (1)
- Police Service (1)
- Public Health Services (1)
- Niagara Economic and Tourism Corporation (1)

(b) Other Agencies and Governments

The Niagara Parks Commission is a long standing agency in Niagara that offers both on and off-road bicycle facilities. The Ontario Ministry of Transportation since moving to St. Catharines, has provided a resource staff member to the RNBC. This Ministry also manages the provinces Bicycle Policy. These areas should provide one non-voting member each to the RNBC.

- Niagara Parks Commission (1)
- Ministry of Transportation of Ontario (1)

(c) Municipal

Not all projects or topics may be of interest to each and every local municipality. When issues arise that specifically affect one or more municipalities it is recommended that municipal representatives (i.e., local Planning, Public Works and Parks & Recreation staff) be invited to attend RNBC meeting as required.

For information purposes all RNBC meeting notes shall be distributed to the Clerk and/or a designated contact person in each local municipality.

Where there are local Bicycle Advisory Committees in place, a representative of the local Committee will be requested to sit as a non-voting member on the RNBC. At present this includes the City of Niagara Falls Trails and Bikeway Committee, the Port Colborne Trails and Bikeways Committee, and the Town of Lincoln Trails and Bikeways Committee.

(d) Others

The Ontario Cycling Association, which is based in Toronto, has expressed an interest in Regional Niagara's initiatives to meet the needs of bicyclists. While the Association would be a valuable source of information on bicycling matters, their formal and regular participation on the RNBC is unlikely. They have requested copies of all meeting notes when they are available.

Other local groups that are interested in receiving meeting notes will be sent copies upon request.

The following interest groups have been identified as having an interest in cycling related issues in the Niagara area and elsewhere. It is recommended that representatives from these areas be contacted to attend meetings for issue specific items, as non-voting guests.

- Canadian Automobile Association (1)
- Public Transit Authority (1)
- Ontario Trucking Association (1)
- Insurance Association (1)

### 3.5 Recruitment Process

The lead department (i.e. Public Works) solicits appointments from participating Regional departments and the MTO. Also, nominations for selections shall be requested from identified special interest groups and the public-at-large who shall provide profile information on areas of expertise, bicycling experience and special project interests.

Members will be appointed on the basis of experience, how their knowledge and skills complement the expertise of the RNBC, diversity of ages and gender, and their availability to attend RNBC meetings and serve on task forces.

### 3.6 Term

The RNBC shall be appointed by Regional Council, beginning in January, for a three year term, Regional Council's elected term of office.

### 3.7 Meetings

#### 3.7.1 Schedule

Meetings shall be held once per month, on the second Thursday of each month. RNBC meetings will be open to the general public. Task forces will meet as needed to review specific issues and may include local municipal representatives.

#### 3.7.2 Quorum

Achieving consensus should be the goal of the RNBC. If no consensus can be achieved and the RNBC determines that voting is required to reach a decision then a quorum shall be determined by the Chair and comprised of one half the voting members present plus one.

There being a lack of ordinary quorum at the meeting, the Acting or Committee Chair shall determine that the ordinary quorum for the meeting be reduced to half the voting members present plus one, pursuant to Part II, Section 11.7 of the Procedural By-law 7174-93.

#### 3.7.3 Record of Proceedings

A secretary shall be appointed by the Committee from Public Works staff. The secretary shall record notes of RNBC meetings and circulate them to the membership with copies made available to others upon request. Meeting notes of all RNBC meetings shall be included on Public Works and Utilities Committee meeting agendas. Resolutions and motions on particular issues shall be highlighted and recorded in the meeting notes.

### 3.7.4 Chair

A Chair and Vice-Chair of the RNBC shall be chosen from amongst the elected Council representatives on the RNBC at the first meeting of each three year term.

### 3.8 Reporting Mechanism

Regional staff, with input from the RNBC Task Force Chairs, should prepare an annual progress report to summarize the work on the RNBC and set out the Committee's objectives for the following year. This report should also include a budget estimate for Committee led activities and special projects or studies. This annual RNBC report should be submitted to the Public Works and Utilities Committee.

In addition, the RNBC may choose to prepare separate reports on particular issues throughout the year for consideration by the Public Works and Utilities Committee on any matter affecting cycling in Niagara Region or implementation of the RNBP.

### 3.9 Task Forces

Task forces of the RNBC may be established to deal with specific issues or projects. These task forces may include:

- Network Task Force
- Education and Enforcement,
- Encouragement and Promotion, and
- Policy Planning

Local municipal participation should be sought on task forces depending on the nature of specific projects. It is expected that other members of the public or the bicycling community may wish to serve as a resource pool to assist the RNBC on specific projects undertaken by a task force. Task forces generally shall be chaired by a member of the RNBC and shall report back formally to the RNBC with recommendations on assigned projects. All members of the RNBC will, from time to time, be expected to serve on task forces reviewing particular applications or issues.

### 3.10 Lead Department

The lead department is the Regional Niagara Public Works Department.

### 3.11 Staff Resources

Staff from Public Works, Planning, Public Health, Police Service and the Niagara Economic and Tourism Corporation are available to assist on the RNBC. However, it is recognized that staff time and the level of participation will be dependent on other departmental priorities as determined by Regional Council.

### 3.12 Support Services to the RNBC

Support services for the RNBC shall be provided on a shared basis by the participating Regional departments. This shall include organization of meetings, meeting rooms, secretarial services, agenda and provision of background information.

### 3.13 Funding

Regional Niagara Public Works is to identify appropriate support funding in its annual budget to fund activities of the RNBC. Additional funding may be assigned, depending on the nature of the studies or events proposed by the RNBC and as approved by the Public Works and Utilities Committee for a particular year. The management of the annual RNBC budget should be the responsibility of the Public Works Department and any allocation is subject to Regional Council approval.