

## **Burlington Cycling Committee Terms of Reference**

**NAME:** Burlington Cycling Committee

**REPORTS TO:** City Council through Community and Corporate Services Standing Committee

**CLERK:** Committee Clerk, Clerks Department

**ESTABLISHED:** February 12, 1990 (Report PW-37-90)

### **BACKGROUND**

The name of the committee from 1990 to 2003 was the Burlington Bikeway Committee. The Burlington Multi-Use Pathway System was at one time called a Bikeway System. Given that pedestrians, rollerbladers and bicycles all make use of the pathways, the name was updated to better reflect the variety of uses. The 1997 Plan was a 20 year plan established by staff in cooperation with the Burlington Bikeway Committee. An updated Cycling Master Plan was developed in 2009. This Cycling Master Plan is being reviewed in conjunction with the city's Transportation Master Plan in 2014.

Cycling is an important mode of transportation in the City of Burlington, which is affordable, environmentally sustainable and efficient. It should be encouraged for its long-term social, health, economic and livability benefits to citizens.

### **MANDATE**

The Burlington Cycling Committee is established as an advisory committee to Burlington City Council and reports to Community and Corporate Services. The committee shall:

1. Provide advice on matters pertaining to bicycling within the City of Burlington, including utilitarian, youth and recreation riders of bicycles, adult tricycles, tandems, and electrically-assisted bicycles (legal vehicular road users under the Ontario Highway Traffic Act):
  - By responding to requests from staff and Council related to utilitarian and recreational cycling on-road lanes and multi-use pathways within Burlington
  - By providing input to City staff about reports, proposed by-laws, annual capital and operating budget requests and other relevant materials related to bicycling within Burlington
  - By assisting City staff with the development and implementation of the Cycling Master Plan, including participation in the selection of any consultant required and ongoing development of on road and off road routes

- By proactively identifying issues regarding safety of on-road lanes and off-road pathways within Burlington and by proposing alternative solutions based on research, including corporate transportation studies, strategic plans, proposed Official Plan amendments, recommendations regarding railway barriers, downtown waterfront development, the waterfront trail and relevant site plans. This committee promotes the expansion of on-road and multi-use cycling facilities.
  - By working with the assigned staff to meet the mandate of the committee, develop an achievable annual work plan including communications and budgets and by addressing concerns together
  - By maintaining ongoing dialogue with the Cycling Committee Council representative about the mandate, annual priorities and accomplishments of the Cycling Committee
  - By participating in meetings of Citizen Advisory Committee Chairs and other related meetings or training opportunities and keeping current about City of Burlington policies that may impact the committee
2. Liaise with stakeholder groups in order to effectively and efficiently utilize resources and share information with key City of Burlington staff related to bicycling within Burlington, including:
- Staff and cycling committee volunteers working on similar issues in the surrounding communities of Hamilton, Oakville, Halton Hills, Milton and Niagara, through an annual joint meeting
  - Halton Regional Police Service through an annual consultation about accident statistics, emerging issues and cooperative information-sharing opportunities
3. Promote cycling within Burlington:
- By assisting City staff with the development of the resource material for public information about multi-use pathways within Burlington
  - By distributing relevant information to Burlington residents through schools and appropriate local events

## **MEETINGS**

An annual schedule of monthly meetings will be prepared by the committee Clerk in consultation with the committee Chair prior to December 31 of the preceding year. Meetings will not be planned in July and August unless approved for special purpose by the committee. Meetings will be held at City Hall, beginning at 7 p.m. and completed within 2 hours unless a vote by members to extend the time to a specified time has been approved. Sub-committee meetings will be scheduled as required to complete the assigned work.

## **QUORUM**

Committee quorum requires 50% +1 of voting members to be present. If quorum is not attained within the first 20 minutes, the formal meeting cannot proceed and the clerk is not required to remain and/or provide notes. If members present choose to remain, they may do so for information exchange only and no formal decisions can be made. Quorum is not required at sub-committee meetings; however any minutes must document the attendees present at the meeting. Sub-committee minutes or action items shall be provided to the clerk for information or possible follow-up.

## **BUDGET CONSIDERATIONS**

The fiscal year of the committee shall be from January 1 to December 31. The committee will work with the assigned clerk to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines. The committee's budget will be presented within the Local Boards and committees' budget submission.

All financial commitments of the committee must be approved through the committee, with revenues and expenditures authorized through the committee Clerk and processed in keeping with corporate policies.

## **WORKPLANS AND ANNUAL REPORTS**

The Chair and Vice-Chair will work collaboratively with committee members to prepare an annual work plan and budget to support the committee's mandate as outlined in the terms of reference. The work plan will be from January 1 to December 31 each year.

Within the first quarter of each year, the Chair and Vice-Chair will work collaboratively with committee members to prepare an annual report outlining the activities/deliverables of the previous year. The annual report will be provided to council for information through the Council Information Package or by presentation to the relevant standing committee of council.

## **COMMUNICATIONS**

Committees may prepare a communication plan to support their workplan. The committee must provide advance notice of communication requests so that their clerk can work with Corporate Communications staff to meet the committee's needs. Graphics, editing, printing and advertising services are provided through corporate communications, and funded by the Committee's annual budget allocation. The committee chair or designate will provide the first point of contact for all communication/media requests.

## 7. COMMITTEE COMPOSITION

Role		Voting	Non-Voting
<b>Citizen representatives</b>	12 Burlington residents and/or stakeholders	✓	
<b>Designated Alternates</b>	1-2 individuals in addition to the approved composition that have been selected through the interview process. Full participation at committee meetings with no voting privileges. Available to fill unplanned vacancies.		✓
<b>Sub-committee volunteer</b>	Individuals selected by committee members and not through the interview process. Attend and participate on sub-committees only.		✓
<b>Council representative</b>	Mayor or member of council appointed by council		✓
<b>Committee Clerk</b>	Clerks Department.		✓
<b>Departmental Support</b>	Transportation Engineering Technologist, Transportation Services Department		✓

### MEMBER SELECTION

Committee members, including members wishing to participate for a subsequent term, will be selected through an application and interview process. The interview panel should include the committee Chair and/or Vice-Chair, the appointed Council representative or delegate, and a staff representative. However, if the Chair or Vice-Chair is re-applying for a subsequent term, he/she is not eligible to participate on the interview panel. All applications to the committee shall be kept confidential and restricted to the review of the interview panel. Upon completion of the interview process, the interview panel will submit their recommendations to Council for final approval and appointment.

### COMMITTEE ORGANIZATIONAL STRUCTURE

The committee will meet with the chair presiding or vice chair in his/her absence.

The **Chair and Vice-Chair** are committee members elected by committee members. Only voting members can be elected as Chair or Vice-Chair.

**Sub-committees:** The committee may establish sub-committees as needed to consider specific issues. Establishing sub-committees does not require approval from a standing committee or council. Sub-committee members prepare their own agendas and minutes as required. The Chair of a sub-committee must be a

member of the Burlington Cycling Committee. Additional community volunteers may provide assistance on specific initiatives and are not required to be members of the advisory committee.

## **TERM OF OFFICE**

**Committee members:** Three years from the date of appointment, with staggered terms planned to ensure continuity. Members will generally serve a maximum of two consecutive terms at a time.

Once a member has completed their two consecutive terms, he or she has the option of volunteering on a sub-committee or can apply again to the committee one year following the completion of their terms.

Members of the committee who have completed their first term of office and wish to reapply for membership must indicate their interest by responding to public advertisements for membership and participating in the interview process.

**Chair and Vice-Chair:** One year from the date of election. An individual may serve a maximum of three consecutive years as a Chair or Vice-Chair.

If the chair resigns before the completion of his or her term, the Vice-Chair will complete the remainder of the term. If the Vice-Chair resigns or vacates their position to fill the position of Chair, a new Vice-Chair will be elected to complete the remainder of the term.

**Designated Alternates:** If a voting member resigns before the completion of their term, a designated alternate (if one is available) shall fill the vacancy and become a full, voting member of the committee. Upon appointment to full voting membership, alternates will commence their first term of office as a full-voting member. The alternate is eligible to apply for a second full term when their first term as a full-voting member has expired.

## **ELECTION OF CHAIR AND VICE-CHAIR**

Elections for the advisory committee Chair and Vice-Chair shall occur in the first month of each year.

Committee members may nominate a fellow voting committee member to the position of Chair or Vice-Chair provided the nominee has a minimum of one year voting or non-voting member experience gained from his or her membership on the committee in the preceding year.

**REFERENCE TO CITY'S STRATEGIC PLAN:**

Burlington, Our Future – Strategic Plan 2011-2014

- Vibrant Neighbourhoods X
- Prosperity X
- Excellence in Government

**COMMITTEE REVIEW DATE:**

Spring 2014 and every four years thereafter to coincide with the release of the City's Strategic Plan.

**REFERENCE DOCUMENTS:**

All members of the Burlington Cycling Advisory Committee will have read and understood the following reference documents:

- Handbook on Citizen Committees, June 2010
- Engaging with City Council and its Committees
- Accessible Customer Service – A Guide for the City of Burlington