

TORONTO CYCLING ADVISORY COMMITTEE

TERMS OF REFERENCE

1. Purpose of the Committee

To advise City Council and its Departments, Agencies, Boards, and Commissions, on the design, development and delivery of bicycle policies, programs and facilities to promote and enhance cycling within the new City of Toronto.

2. Goal

A livable and environmentally friendly City that is accessible and safe for people of all ages and abilities to get around by bicycle and to ensure the role of cycling in a transportation system appropriately balanced among all road users.

3. Focus

The Toronto Cycling Advisory Committee will focus on:

- representing cyclists' interests within the City;
- physical infrastructure (planning, design standards, operations, maintenance);
- education, safety and security of cyclists and other road users;
- promoting bicycle use;
- environment, air quality and economic development issues related to cycling;
- better integration of transit-bicycle trips; and
- co-ordinate initiatives with cycling interests outside the City of Toronto.

4. Composition

The Toronto Cycling Advisory Committee will be comprised of 9 members, including a Councillor as the Chair and two citizens as Co-Chairs, as follows:

- one (1) City Councillor; and
- eight (8) citizens-at-large, equitably representative of all geographic districts of the City, selected through the Toronto Cycling Advisory Committee, Nominating Committee, process.

5. Toronto Cycling Groups

The Toronto Cycling Advisory Committee will consult with and seek input from Toronto Cycling Groups. Toronto Cycling Groups play an important role in the City and the Toronto Bike Plan. They will continue to be needed and will be consulted in the decision making process. Their input has been invaluable and it is recognized that Toronto Cycling Groups will continue to play a roll in building a bicycle friendly City.

The following organizations are examples but not exclusive to Toronto Cycling Groups:

- Advocacy for Respect for Cyclists (ARC);
- Toronto Bicycling Network and
- Community Bicycle Network.

6. Term of Office

Initially, the Member of Council shall be appointed for a four-year term, concurrent with the term of Council, ending on November 30, 2010, and until his/her successor is appointed.

Citizens shall be appointed for a four-year term or until their successors are appointed or City Council terminates an appointment. Membership on the Committee shall be limited to a maximum of two terms. Reappointment to the Committee shall require a minimum of one year off after two consecutive terms.

Citizen representatives are appointed according to the procedures outlined in Section 14 of the Toronto Cycling Advisory Committee Terms of Reference.

If vacancies should arise during the term, the first designated Alternate Citizen Member will fill such vacancy. If there are no Alternate Citizen Members available, the Nominating Process will be used (refer to Section 14).

7. Quorum

Quorum shall be 5 members.

Notwithstanding subsection 19(i) of the Simplified Procedures for Advisory Bodies, if there is no quorum present 30 minutes after the start of the meeting, the Secretary shall call the roll and record the names of the Members present.

The meeting may continue in an informal setting with any proposed motions or actions to be tabled at the next Toronto Cycling Advisory Committee meeting for consideration and enactment.

8. Attendance

In order to be a Member in good standing, regular attendance at meetings is required. A Member who is absent for three consecutive meetings, without providing the Toronto Cycling Advisory Committee with written or verbal notification and reason for such absence, shall be deemed to have resigned from the position.

9. Compensation

No compensation shall be made to Members of the Toronto Cycling Advisory Committee for their participation.

10. Meetings

The Toronto Cycling Advisory Committee meetings shall, generally, be held quarterly or at the call of the Chair, with the provision that at least four meetings shall be held per year.

The Toronto Cycling Advisory Committee may consider holding meetings in different areas of the City to encourage participation from all areas of the City. Meetings are open to the public.

The meetings shall be advertised with a proposed agenda at least two weeks in advance through the various cycling newsletters, on Internet through the City's and the Toronto Cycling Advisory Committee's web site, the Toronto Cycling Advisory Committee's voice mail telephone line, and elsewhere, as practical. The meeting announcement and proposed agenda shall be available through the City Clerk's Office.

Ad hoc meetings of all or part of the Toronto Cycling Advisory Committee may be convened, as required. The location, frequency, and participation of these meetings shall be at the discretion of the Chair and of the Toronto Cycling Advisory Committee.

11. Staff Support

City Clerk's staff will prepare the Toronto Cycling Advisory Committee's notices, agendas, minutes and correspondence. The Toronto Cycling Advisory Committee will be supported by Program Staff dedicated to working on cycling issues, and by Program Staff of the City's service areas as warranted, including:

- City Planning;
- Transportation Services;
- Parks, Forestry and Recreation;
- Toronto Transit Commission; and
- Toronto Police Service.

12. Reporting

The Toronto Cycling Advisory Committee shall report, in consultation with Program Staff, principally to the Planning and Growth Management Committee of the City of Toronto Council and to other Standing Committees, Departments, Agencies, Boards and Commissions, as required. Joint reporting may be appropriate in some cases, depending on the subject and on departmental and standing committee interests. This will include work program and budget proposals to be considered within the budgets of the appropriate Departments, Agencies, Boards, and Commissions.

13. Working Groups

The establishment, location and frequency of Working Group meetings shall be at the discretion of the Chair and the Toronto Cycling Advisory Committee.

Working Groups are open to full participation by the public and shall report, in consultation with staff, to the Toronto Cycling Advisory Committee.

City Clerk's staff will arrange meeting rooms for the Working Groups. Program Staff will support the Working Groups, where possible, with expertise pertinent to the focus of each group's meeting.

14. Nomination Process for Appointment to the Toronto Cycling Committee

- a. *Eligibility Requirements of Citizens for Consideration of Appointment*
 - i. City of Toronto resident or ratepayer or spouse thereof.
 - ii. Any person applying for appointment to the Toronto Cycling Advisory Committee may not be an employee of the City or any of its Agencies, Boards or Commissions, excluding CAN-BIKE Instructors. Citizen appointees are required to maintain this status throughout their term of office.
 - iii. No citizen shall serve on more than one Agency, Board or Commission or external special-purpose body at the same time.
- b. *Establishment of a Nominating Committee*
 - i. A Nominating Committee will be established by the Planning and Growth Management Committee consisting of five (5) persons, three (3) persons being present at all times for quorum, on an as-required basis. The Planning and Growth Management Committee will appoint two (2) Members of Council or their designate to the Nominating Committee. The remaining three (3) Members of the Nominating Committee will be selected by the Toronto Cycling Advisory Committee, such selection of the Members to be from one or more of the following areas:
 - former Toronto Cycling Advisory Committee members;
 - current Toronto Cycling Advisory Committee members who will not be seeking re-appointment;
 - persons of knowledge in the community; and
 - persons of knowledge and representing the cycling community.
 - ii. The Nominating Committee shall meet in private to review applications from qualified candidates, in order to select candidates for interview. A representative of the Access and Equity Office/Human Rights shall be invited as advisers/observers. All applications will be kept in confidence.
 - iii. In making recommendations, the Nominating Committee shall consider balancing reappointments and new appointments to achieve both continuity and change in Toronto Cycling Committee memberships.

- iv. The questions for the interview will be pre-determined and answers will be scored in an objective fashion.
 - v. The Nominating Committee shall interview a short-list of candidates and submit their final recommended candidates to the Planning and Growth Management Committee, via the City Clerk, for approval and appointment by City Council.
- c. *Advertising of Appointments and Application Form*
- i. An advertising period for appointments to the Toronto Cycling Committee will be established by the Nominating Committee.
 - ii. An information package, including an application form, will be made available through the City of Toronto Website, the City Clerk's Office, and will be available for pick-up at City Hall and the three Civic Centres, at the Access Toronto Kiosks.
- d. *Key Qualifications for Consideration and Composition:*
- i. Key qualifications for the Nominating Committee to consider will be:
 - specific knowledge and a specific interest to act as a representative in specific geographic areas; and
 - knowledge of cycling conditions across the City and elsewhere.
 - ii. The Nominating Committee will consider, as much as possible, fair representation from across the City of Toronto.