

	<h1>POLICY</h1>	<u>Policy No:</u> GOV-BOA-114
<u>Policy Title:</u> CYCLING & TRAILS ADVISORY COMMITTEE - TERMS OF REFERENCE	<u>Approval Date:</u> May 20, 2008	<u>Reviewed Date:</u> July 2016 <u>Next Review Date:</u> July 2021
<u>Policy Type:</u> COUNCIL	<u>Last Amended:</u>	<u>Replaces:</u>
<u>Category:</u> Governance	<u>Repealed:</u> June 23, 2014	<u>Replaced by:</u> I-114
<u>Sub-Category:</u> Board & Committee	<u>Related Policies, Procedures and/or Guidelines:</u> To be included at next review.	
<u>Author:</u> City Clerk		
<u>Dept/Div:</u> Corporate Services Department, Legislated Services Division		

1. POLICY PURPOSE:

- 1.1. To provide community input and assist Council in creating a livable and environmentally friendly City that is accessible and safe for people of all ages and abilities to walk and cycle and that the transportation system can appropriately accommodate pedestrians and cyclists.
- 1.2. To advise Council and Staff on the design, development and delivery of cycling and trail policies, programs and facilities to promote and enhance walking and cycling (active transportation) in the City of Kitchener.
- 1.3. To serve as a forum for the public and/or agencies to raise their viewpoints on particular cycling and trail use issues and/or findings.

2. DEFINITIONS:

To be included at next review.

Policy No: GOV-BOA-114

Policy Title: CYCLING & TRAILS ADVISORY COMMITTEE -
TERMS OF REFERENCE

3. SCOPE:

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input type="checkbox"/> Other:
<input checked="" type="checkbox"/> Council	<input checked="" type="checkbox"/> Local Boards & Advisory Committees

To be included at next review.

4. POLICY CONTENT:

Responsibilities

- 4.1 Assist Council and Staff of the City of Kitchener in developing new cycling and trails policies, strategies and programs.
- 4.2 Advise Council and staff on measures and policies required to implement the City's commitment to a healthy and livable city through active transportation and assist in implementing the policies and objectives of the Transportation Master Plan, Cycling Master Plan for the 21st Century, the Multi-use Pathways and Trails Master Plan, the Pedestrian Charter and Official Plan policies.
- 4.3 Advise Council and Staff on active issues related to cycling and trails in accordance with the Transportation Master Plan, Cycling Master Plan for the 21st Century, Multi-use Pathways and Trails Master Plan, Regional Cycling Master Plan, the Pedestrian Charter and Official Plan policies.
- 4.4 Advise Council and Staff in addressing issues related to cycling and trails received from other governments and agencies (i.e. Studies, policies, programs, legislation etc.)
- 4.5 Liaise with other municipalities, governments and agencies with regards to programs, policies, legislation, continuity and connectivity.
- 4.6 Assist in monitoring the extent and effectiveness of cycling and trail facility construction and support programming (encouragement, education, safety and security and enforcement) on an ongoing basis.

Policy No: GOV-BOA-114

Policy Title: CYCLING & TRAILS ADVISORY COMMITTEE -
TERMS OF REFERENCE

- 4.7 Serve as a forum for the public and/or agencies to discuss all matters regarding cycling and trails within the City.
- 4.8 Act as an advocate for cycling and the use of multi-use pathways and trails in the City, promoting and increasing public awareness of active walking and cycling as sustainable and healthy forms of transportation.
- 4.9 Measure and celebrate success.

Composition

4.9 The composition of the Committee will be:

- a) 1 member of Council
- b) 11 to 13 members of the Community-at-large.

4.10 In filling the community-at-large positions Council will endeavor to include as membership in the Committee, private citizens from throughout the City. The membership is drawn from residents with skills and demonstrated expertise in the area of cycling who may also have an awareness of the needs of all users of the multi-use pathways and trail network, including universal accessibility and not as representatives of particular agencies, organizations or interest groups.

4.11 Members will be appointed for a term of two years ending November 30.

4.12 The Committee shall, from amongst its members, choose a Committee Co-Chair who is not a member of Council, to co-chair the committee with the appointed Council Co-Chair.

Quorum

Quorum for this Committee shall be 5 members.

Sub-Committees

Where Committee feels that a sub-committee is required, said sub-committee is to be ad hoc in nature with a specific, clearly articulated mandate.

4.13 Each sub-committee's mandate is to be reviewed annually to determine whether it needs to continue.

Policy No: GOV-BOA-114

Policy Title: CYCLING & TRAILS ADVISORY COMMITTEE -
TERMS OF REFERENCE

4.14 Membership on sub-committees may be expanded to include people who are not advisory committee members, to take advantage of individual expertise.

Meetings

4.15 Meetings shall be conducted in accordance with *Municipal Code Chapter 25 (Procedures)* as adopted by Council.

4.16 The Committee shall endeavour to meet monthly.

4.17 Meetings shall commence at 4:00 p.m., with a goal of being a maximum of two (2) hours in duration.

4.18 Pursuant to *Chapter 25 (Procedures)*, all meetings are open to the public, except as permitted by the *Municipal Act, 2001*.

Minutes

Minutes shall be kept by the Committee Administrator and will be distributed to all members of Council and the Corporate Management Team.

Reporting

4.19 The Cycling and Trails Advisory Committee is an advisory committee established by Kitchener City Council in accordance with these adopted Terms of Reference. Members are bound by these Terms of Reference and are responsible to Council.

4.20 The Committee shall report through the Community and Infrastructure Services Committee unless the Council Co-Chair, in consultation with staff, deems it expedient that a report be made directly to Council.

5. HISTORY OF POLICY CHANGES

Administrative Updates

2016-06-01 - I-114 policy template re-formatted to new numbering system and given number GOV-BOA-114.

2018-04-03 - Department name change due to corporate re-organization.

Formal Amendments

2014-06-30 - Resolution to repeal & replace passed by Council, see report INS-14-021.

Policy No: GOV-BOA-114

Policy Title: CYCLING & TRAILS ADVISORY COMMITTEE -
TERMS OF REFERENCE