Date May 21, 2019

To Chair and Members
Vision Zero Road Safety Committee

From Lisa Chominiec
Active Transportation Planner

1.0 Type of Report
Consent Item [ ]
Item For Consideration [X]

2.0 Topic Active Transportation Sub-Committee

3.0 Recommendation

A. THAT in keeping with Section 26.2.9 of Chapter 26 of the Municipal Code, an Active Transportation Sub-Committee BE CREATED under the Vision Zero Road Safety Committee; and

B. THAT the City Clerk BE DIRECTED to fill the positions in accordance with the appointments policy.

C. AND THAT the Vision Zero Road Safety Committee approve the Active Transportation Sub-Committee Terms of Reference, as attached to this report.

4.0 Background

On April 5, 2018 The Share the Road Cycling Coalition facilitated a Bicycle Friendly Communities Workshop and a Community-based World Café for the City of Brantford. The end result was a two-year work plan that includes a number of high-impact activities, many of which are proven to be best practices in communities across North America.

An immediate action that was recommended in the workshop report was the establishment of a cycling task force or sub-committee.
At its January 31, 2019 meeting, the Vision Zero Road Safety Committee approved the establishment of an Active Transportation Sub-Committee.

The Sub-Committee will provide advice to the Vision Zero Road Safety Committee to ensure coordination of efforts. Many cycling projects and programs rely on stakeholders to ensure success, and having a group of supportive stakeholders ensures that work is being done across what is referred to as the 5 E’s of bicycle friendly communities: engineering, education, encouragement, enforcement, evaluation and planning. The 5 E’s align with Vision Zero’s mandate of making streets safer through improved education, enforcement, engineering, evaluation and engagement

A draft Terms of Reference for the Active Transportation Sub-Committee can be found in Appendix A.

5.0 Conclusion

Having an Active Transportation Sub-Committee is a best practice across municipalities in Ontario and holds merit for becoming a Bicycle Friendly Community. Creating a committee allows for community input to assist City Council in creating a healthy, active and safe city that enables the well-being of its citizens.

Lisa Chominiec
Active Transportation Planner

Attachment: Appendix A
Proposed Brantford Active Transportation Sub-Committee

Terms of Reference

1. Purpose

The purpose of the Active Transportation Sub-Committee shall serve in an advisory role to provide recommendations and advice to staff and the Vision Zero Road Safety Committee with respect to human powered transportation issues (bicycling, walking, scooters etc.).

Some topics that the Sub-Committee can assist with are:

- The development and implementation of the City’s cycling network
- Transportation Master Plan (Active Transportation component)
- Road reconstruction projects
- Advocating for safe cycling infrastructure
- Facilitating safe cycling awareness and education

The Sub-Committee will also assist the City on becoming accredited as a bicycle friendly community as reviewed by the Share the Road Cycling Coalition.

2. Delegated Authority

The Active Transportation Sub-Committee does not have any delegated authority and has no authority to direct staff. Any recommendations requiring implementation must first be considered through the Vision Zero Road Safety Committee, and then by Council through a staff report.

The Active Transportation Sub-Committee will be led by the City’s Active Transportation Planner. Staff from all Departments and members of the Vision Zero Road Safety Committee may attend meetings as required.

3. Membership

The Sub-Committee will be composed of 9 members, consisting of one member of Council, plus 8 other members, all appointed by Council, to represent the following interest groups:

a) One member from the Brant Cycling Club
b) One individual from the bicycle retail industry
c) One faculty, staff or student from Wilfrid Laurier University
d) One faculty, staff or student from Conestoga College
e) One senior (aged 65+)
f) Three members from the community-at-large (where possible, representation from the many geographic areas in the City)

Membership will consist of a 2 year term and members will be permitted to reapply.
4. Meetings

The Sub-Committee shall meet every 2 months with specific dates and times for the meetings to be determined by the Active Transportation Planner and the Sub-Committee. Additional meetings (i.e. events or pressing issues) may be required as deemed necessary by the Active Transportation Planner.

The Active Transportation Planner will prepare agendas and meeting materials for distribution to its members in advance of each meeting.

5. Reporting

Meeting summaries will be provided as a matter of record, but not minutes that are subject to approval. Regular updates from the subcommittee will be provided to the Vision Zero Road Safety Committee as deemed necessary.

Recommendations provided by the Active Transportation Sub-Committee will first be considered through the Vision Zero Road Safety Committee, and then by Council through a staff report, if necessary.