

1. GENERAL INFORMATION	
Advisory committee name:	Bike St. John's Advisory Committee
Reporting to (Insert name of standing committee):	Committee of the Whole
Date of formation	October 2017
Meeting frequency:	Minimum of 4 times per year, typically once every two months
Staff lead:	Manager of Transportation Engineering
Staff liaison:	Transportation System Engineer Recreation Division, Department of Community Services Parks & Open Spaces Division, Department of Public Works
Council member champion:	Councillor Dave Lane

2. PURPOSE

The Bike St. John's Advisory Committee provides information and advice to the Committee of the Whole on matters that affect the City, as referred to it by committees of council, or as initiated by the Committee or the community, concerning cycling issues and the development of a safe, comfortable, and convenient City wide cycling network.

Specifically, the Committee will:

- Provide guidance on the completion and implementation of the Bike St. John's Master Plan to ensure recommendations are driven by citizens, committee, and council with technical support provided by a chosen consultant.
- Provide a forum for citizens and the City to exchange information and ideas regarding cycling.
- Provide advice and perspective to the City on its policies and practices and be involved in the public engagement process when cycling, active transportation, and/or complete streets are involved to ensure consideration for cycling is included where appropriate.
- Provide guidance on the completion of approved bicycle projects and to identify and propose possible future bicycle projects.
- Identify potential opportunities to coordinate improvements to the City's cycling network with planned roadway rehabilitation and construction projects.

Advisory committee recommendations to Committee of the Whole will occur in the manner defined by these terms of reference to best support City Policy. The advisory committee has no decision making authority and is advisory only. The purpose of the Bike St. John's Advisory Committee in relation to specific City policies, plans and strategies is as follows:

Advisory Committee Relationship to Strategic Plan:

- Neighbourhoods Build our City – Promote a safe and secure city, improve neighbourhood-level services, increase access to range/type of housing, develop parks and places for people
- A Culture of Cooperation – Create effective City-community collaborations
- A City for All Seasons – Support year-round active transportation, explore options for year-round active, leisure and recreation facilities and programs, promote active and healthy living, incorporate all weather planning in City building and open space development, support year-round tourism and industry activity
- Responsive and Progressive – Create a culture of engagement, identify and deliver on projects, strategies, and programs

Applicable Legislation/City Bylaws:

- Highway Traffic Act: <http://www.assembly.nl.ca/Legislation/sr/statutes/h03.htm>
- City of St. John's Act: <http://www.assembly.nl.ca/Legislation/sr/statutes/c17.htm>

Other City Plans, Guides or Strategies:

- Cycling Master Plan, 2009
- Recreation and Parks Master Plan, 2008
- Envision St. John's Municipal Plan, 2017 (adopted in principle)
- Open Space Master Plan, 2014
- St John's Development Regulations
- Subdivision Design Guide

Other Distinct Deliverables and Considerations:

- The Committee will guide the completion and implementation of the Bike St. John's Master Plan to ensure the plan reflects and balances the priorities and recommendations of citizens, Committee, and Council.
- The Committee, working through the staff lead, will work cooperatively with City staff and departments, will identify distinct opportunities to promote and better accommodate purposeful and recreational cycling within the city including, but not limited to, the development of a safe, comfortable, and convenient cycling network.
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3. MEMBERSHIP AND COMPOSITION

3.1 Composition

The Advisory Committee will be composed of a maximum of 13 total member from the following stakeholder groups:

3.1.1 Public Members

Public members are volunteers and will receive no compensation for participation.

General Public Members (4 members)

The Committee will include four (4) residents serving as general public members that reflect a range of ages and backgrounds with a goal of one representative from each of the following groups:

- A person who is interested in cycling but does not currently do so
- A person who is a beginner/occasional cyclist
- A person who is an avid recreational cyclist
- A person who is an avid cyclist for purposeful transportation

Organizations/Groups (2 members)

The Committee will include two (2) persons serving as stakeholder organizational representatives of local cycling groups or organizations. Each organization/group may also appoint an alternate representative to attend committee meetings in the event that the primary member is unable to attend.

Individuals between the Ages of 19 and 35(1 member) (Public member, aged 19-35) will be appointed to each advisory committee. Such individuals must be between the ages of 19-35 at the time their application is submitted.

Memorial University: One of the general public, organization, or Nexter members will be filled by a person who studies or works at Memorial University if possible.

Subcommittees: When deemed necessary, the Committee may strike a working committee or subcommittee to deal with specific issues or deliverables. Subcommittees must have at least one advisory committee member who will act as the subcommittee chair and report back to the Committee. Composition of Subcommittees may also include other members of the public and organizational representatives. Subcommittees shall meet as an independent group, reporting to the advisory committee on specified meeting dates, or as deemed necessary by the committee Chair or Lead Staff.

Stakeholder Distribution List: A mailing list will be maintained of interested individuals and organizations. This list will be circulated on committee agendas to have opportunities to provide feedback to the committee. This list will also serve as a point of contact for ideas, comments, and general feedback on cycling issues. In particular, the following stakeholders will be invited to join the stakeholder distribution list:

- The Royal Newfoundland Constabulary
- Grand Concourse Authority
- MUN Bike Share
- First City Cycling Club
- Avalon Bike Association
- Adventure St. John's
- Bike Newfoundland
- Cycling Canada
- Safety Services NL
- Critical Mass
- Avalon Cycling (Facebook group)
- Ordinary Spokes

3.1.2 Staff and Council Members (Ex-Officio Members)

Staff Lead (1 member)

A Staff Lead will be appointed to the advisory committee by the appropriate City executive or senior management. Other staff support/attendance may be requested by the Lead Staff where required.

Staff Liaisons (3 members)

Staff Liaisons will be appointed by respective City divisions to represent their departments on the Committee. Staff Liaisons may also appoint an alternate representative from their respective division to attend committee meetings in the event that the primary representative is unable to attend.

Committee Chair: This advisory committee will be chaired by the Staff Lead or a designated staff liaison. The staff member chairing this committee will have the responsibility of ensuring the committee carries out its work as per the terms of reference.

City Clerk (1 member)

The City Clerk will have a representative on this advisory committee.

Council (1 member)

This advisory committee will have one council representative acting as advisory committee spokesperson/champion. Other council may attend and contribute but will not take part in determining committee recommendations.

3.2 Length of Term

Public Members

Unless otherwise indicated, the advisory committee term of appointment is two years. Recognizing the value of experience and the need for continuity, incumbents who are willing to seek reappointment may signify their intent to serve an additional year, for a total of three years. In some cases members may be encouraged to provide guidance, expertise and attend in a bridging capacity following the end of their term.

Organizations/Groups

The role of an organization will depend on its relationship with the Committee and ongoing ability to represent interests of a stakeholder group relevant to the purpose of the advisory committee. Where appropriate organizations will be encouraged to alternate appointed representatives following the completion of a three year term.

Staff Lead and Liaisons

A review of the Staff Lead and Liaisons will occur every three years as part of the advisory committee review. No term limit will apply to the length of staff committee appointments.

Cooling-off Period (Former City Staff and Council)

There will be a cooling off period of two years for Council and Staff once they are no longer associated with the City. Setting term lengths with a cooling off period will promote gradual turnover, ensuring a constant balance between new members and former staff or council.

Additional Considerations:

- Public members may not serve on more than one advisory committee at a given time.
- Midterm Appointments: When an appointment is made which does not coincide with the beginning of a term (i.e. to fill vacancy) the partial term (i.e. less than two years) shall not count towards the maximum length of service or number of terms on the Committee for the appointee.
- Unless otherwise expressed in this Terms of Reference, the limit on length of advisory committee membership for any public member is three consecutive years.

Exceptions to the above terms are as follows: when an insufficient number of applications have been received; if a particular area of expertise is indispensable and there are no other suitable replacements; if the advisory committee would suffer from a lack of continuity (i.e. more than half of all members are replaced at once); if determined to be necessary by the staff lead to fulfill the Advisory Committee’s Purpose as defined in its Terms of Reference.

4. ROLES, RESPONSIBILITIES AND REPORTING

4.1 Roles and Responsibilities

As a municipal advisory body, Advisory Committee roles include:

- Advising and making recommendations to standing committee(s) of council, in a manner that will support City policy matters relevant to the committee’s defined [Purpose](#).
- Providing resident and organizational based expertise.
- Working within given resources.

Shared Member Responsibilities

Conduct

Members shall strive to serve the public interest by upholding Federal, Provincial and Municipal laws and policies. Advisory committee members are to be transparent in their duties to promote public confidence. Members are to respect the rights and opinions of other committee members.

Preparation

Meeting agenda and accompanying materials will be circulated electronically one week prior to all meetings; members are expected to review all distributed materials prior to meetings. Alternate material distribution methods to be made available upon request.

Agendas

- Agendas to require focus with clear parameters for content and alignment with terms of reference/purpose.
- Agendas will be finalized one week before advisory committee meetings.
- Items and accompanying material that are received after the agenda has been prepared and distributed (but prior to the meeting) will be moved to the following meeting's agenda at the discretion of the Staff Lead.
- All public members are to submit potential agenda items and related material to the Committee Chair and Lead Staff person for consideration two weeks prior to meeting.

Attendance and Participation

Active participation in advisory committee meetings is expected of all public members. "Active participation" may refer to both meeting attendance and/or engagement. An effort should be made to attend meetings in person or remotely. Members who do not actively participate in more than 3 consecutive meetings without justified absence may be retired from the committee at the discretion of the Staff Lead.

Committee members who wish to request a leave of absence for an extended period of time (3+ months) may submit such a request to the City Clerk. Previously submitted applications (stored Application Forms) may be used to fill temporary vacancies created by approved leaves of absence.

Voting

Council members and individuals from City Staff are ex-officio and therefore non-voting. Consensus should be sought by committee on recommendations; however, tie votes will be broken by the committee chair. Divisive recommendations should be carefully considered before being forwarded to Standing Committee and/or Council.

4.2 Member Roles and Responsibilities

4.2.1 City Staff

Chair

- The presiding officer of an advisory committee will be referred to as "Chair". The role of the Chair will be filled by the Staff Lead or a delegated Staff Liaison.
- Uphold advisory committee processes and functions in accordance with all terms presented, maintaining productivity and focus. This includes ensuring committee members' conduct themselves in a professional manner.
- If appropriate, with support from the City Clerk and Staff Lead, the Chair will help build and coordinate a work plan for the advisory committee.
- Prepare and submit agenda items and accompanying materials to the City Clerk (i.e. act as a conduit for all communications between public members and the City Clerk).
- Where appropriate, support the Lead Staff and/or City Clerk in fulfilling committee requirements related to reporting processes (annual presentations, written reports, FAQ's etc.).
- Assist in the development of content for Notice of Vacancy documents.

- Review advisory committee terms of reference with City Clerk and Staff Lead at the end of each term and be prepared to propose amendments as needed.

Staff Lead

- To act as a liaison between the committee and the City; linking across departments on issues relevant to committee work.
- Ensure the committee is informed about City policy, procedure and available resources in reference to specific agenda items, and provide procedural and/or technical advice to assist committee where appropriate.
- Request additional staff support/attendance as needed.
- To develop agendas in cooperation with the Chair and City Clerk’s Office for distribution.
- Incorporate input from the advisory committee into ongoing City work where appropriate (e.g. projects, staff updates, publications)

Staff Liaisons

- Represent interests of department.
- Communicate Committee Activity to department.
- Bring department activities of interest to Committee agenda.

City Clerk

- To be responsible for administrative functions related to advisory committee operation, establishment, review, and term amendments. This includes leading or supporting day-to-day committee activities such as the co-ordination of meeting schedules and the external/internal distribution/posting of advisory committee agendas and reporting forms (i.e. meeting notes/minutes).
- Facilitate and support the recruitment and appointment process through assisting in the development of “Notice of Vacancy” contents while ensuring all relevant forms and supporting documentation are completed and received.
- In adherence with the terms of reference, the Office of City Clerk and Division of Organizational Performance and Strategy will assist with committee selection which will be led by Transportation Engineering Staff.
- The Office of the City Clerk will ensure new members receive orientation.

4.2.2 Public Members

General Public

Public members are expected to advise City decision making; applying personal skills, knowledge and experience in carrying out functions commensurate with the defined purpose of the committee. Roles to include: active participation in committee meetings; electing a Chair; representing select committee interests in the community and engaging with residents and experts when appropriate.

Organizations/Groups

In addition to the responsibilities held by all public members, organizational members will also be conduits to/from their respective organizations. As such they will be expected to provide insight on behalf of organizational stakeholders, and update their members on the work of the committee.

4.2.3 Council

Council members have a focused role. One council representative will sit on each advisory committee as the Advisory Committee Champion. In accordance with the role of advisory committees (i.e. to advise council through Committee of the Whole), and to promote and enhance the committee’s advisory function, council representatives will be encouraged to attend meetings as observers, and to act as a liaison between the committee and council.

In cases where an item of committee business (as detailed in a given meeting agenda) would benefit from having more than one council representative attend, it will be the responsibility of the Chair and/or Staff Lead to inform council.

4.3 Reporting

The Bike St. John’s Advisory Committee shall report through the Committee of the Whole to City Council; however, depending on the issue, reports may be directed to another standing committee or directly to Council where appropriate.

Standardized Reporting Process:

- The advisory committee Staff Lead, Committee Chair and City Clerk will work to complete an Advisory Committee Reporting Form following each committee meeting.
- The Chair, or a designate, will submit *Advisory Committee Reporting Form* contents, along with any other Committee updates, to Committee of the Whole as required. Following reporting to Committee of the Whole, Advisory Committee Reporting Forms will be posted to the City of St. John’s website.

Notes:

- The use of additional reporting methods is the responsibility of the Lead Staff and/or City Clerk, who will seek assistance from the Marketing and Communications regarding communications. Additional reporting will depend on the nature of a given advisory issue.
- Council to be kept informed of committee activities through formal reporting and through the appointed Council Champion.
- Organizational representatives will be encouraged to report to (i.e. maintain open communication) with their respective organizations regarding committee work.

5. COMMITTEE RECRUITMENT AND SELECTION

5.1 Recruitment, Vacancies, and Applications

Recruitment practices will be consistent for all advisory committees. When new members are required a “Notice of Vacancy” will be prepared by the City Clerk and distributed through City communication channels by the Marketing and Communications. Additional communications opportunities may be identified by relevant departments/committee members. This document will include general information regarding committee purpose, the terms of reference and a link to the Advisory Committee Application Form.

A vacancy on an advisory committee occurs when a member resigns, vacates a position or when their resignation is requested by the advisory committee Chair. Vacancies may occur at: the date of resignation; the date the member ceases to be qualified; the date the committee Chair declares the position vacant due to lack of attendance or incapacitation.

All applicants must complete an Advisory Committee Application Form which may be downloaded from the City website, or obtained by visiting/calling Access 311. Applications will be made available in large print format

upon request and may be submitted electronically (built in submission), via mail, by phone, or in person to the attention of the City Clerk's Office.

5.2 Eligibility and Selection

Eligibility

Appointments to City of St. John's advisory committee's will be made providing adherence with the following eligibility requirements:

- Preference will be given to residents of St. John's. Exceptions may be made by the selecting body.
- Organizational representatives must be based in or serve/do business within the City of St. John's.
- Organizational representatives are not required to be residents of St. John's.

Commitment to Equity and Inclusiveness

The City of St. John's is strongly committed to equity and inclusiveness. In selecting advisory committee members, the City will aim to design processes that are transparent, accessible, free of discrimination, and seek to remove barriers for disadvantaged groups including: young people (ages 18-30), senior citizens, women, Aboriginal people, members of sexual minorities, persons with disabilities, and members of visible minorities.

Selection Criteria

In addition to eligibility requirements, an applicant's specific skills and experience will be important factors in committee selection. While all who meet the Eligibility Requirements outlined above are encouraged to apply, applicants with demonstrated participation in groups or initiatives with goals relevant to an advisory committee's purpose will be preferred. Some other considerations pertaining to general selection criteria include: past professional and volunteer experience, ability to perform required tasks, and complementary skills, or competencies possessed. Those who are selected to serve on City advisory committees will be notified by email and/or telephone. A committee handbook and other relevant information will also be provided to successful applicants.

6. PUBLIC ENGAGEMENT

The City of St. John's recognizes that engagement between the City and its citizens is an essential component of an effective municipal government. The City views public engagement as a process – one that facilitates dialogue with the right people, using the right tools, at the right time on subject areas of mutual interest.

In accordance with the City of St. John's [Engage! Policy](#), the role of the Bike St. John's Advisory Committee in the spectrum of engagement will fall within the realm of "consultation". This means that the advisory committee will provide a forum for the public to provide specific feedback on relevant City matters; helping to inform decision making. As such City of St. John's advisory committees will be based on the principles of commitment, accountability, clear and timely information, and inclusiveness.

Advisory committees are only one of the ways to engage with the City. Where applicable the City will consider the use of other tools to gather perspectives and input. These tools may include the City's [Engage! St. John's](#)

online engagement platform, social media, the Bike St. John's website, and the committee circulation list.

7. OTHER GOVERNANCE

7.1 Review of Terms

Taking into account recommendations from the Committee Chair and Council Champion, the City Clerk and Lead Staff will review Advisory Committee Terms of Reference documents every two years. The purpose of this review will be to ensure that the operations and function of each committee are still aligned with its defined purpose (i.e. the advisory committee remains relevant to City Plans). A review template will be used to maintain consistency. Through this review process amendments to advisory committees will be proposed and adjustments made to Terms of Reference as required.

7.2 Meetings and Schedules

The Advisory Committee is to formally meet no less than four times and no more than ten times on an annual basis. Meetings will typically take place before corresponding standing committee meetings. The exact frequency of advisory committee meetings will be determined by the Chair, Staff Lead, and City Clerk.

Unless otherwise specified (generally one week prior to a meeting) advisory committee meetings shall be held at City Hall and shall be closed to the public.

Alternative Meeting Formats:

To facilitate participation and scheduling, remote meeting formats such as video conference and/or teleconference will be employed as determined to be effective and feasible by the Committee Chair.

Online Polls:

From time to time issues may arise that require rapid feedback and recommendation from the Advisory Committee. In these cases, the Committee Chair will facilitate an online poll with assistance from the City Clerk as needed.

7.3 Conflicts of Interest and Confidentiality

Conflicts of Interest

A conflict of interest refers to situations in which personal, occupational or financial considerations may affect or appear to affect the objectivity or fairness of decisions related to the committee activities. A conflict of interest may be real, potential, or perceived in nature. Conflict of Interest may occur when a Committee member participates in discussion or decision-making about a matter which may financially benefit that Member or a member of his/her family, or someone with whom the Committee member has a close personal relationship, directly or indirectly, regardless of the size of the benefit.

In cases where the Committee agenda or Committee discussions present a conflict of interest for a member, that member is required to declare such conflict; to abstain from discussion; and remove himself/herself from the meeting room until the agenda item has been dealt with by the Committee.

Confidentiality:

All Committee members are required to refrain from the use or transmission of any confidential or privileged information while serving with the Bike St. John's Advisory Committee.

Staff Lead Name: Garrett Donaher

Signature: _____

Date: _____

Chair Name: Anna Bauditz

Signature: _____

Date: _____

City Clerk Name:

Signature: _____

Date: _____