

# Terms of Reference

## Cambridge Cycling and Trails Advisory Committee

### 1. Name

The name shall be the Cambridge Cycling and Trails Advisory Committee (CCTAC).

### 2. Definitions

“Cyclists” includes on-road riders (commuters, recreational, casual) as well as off-road riders (mountain bikers, families, casual, recreational).

“Pedestrians” includes all users – walkers, hikers, runners, skateboarders, in-line skaters, persons with children’s stroller or carriage and those with mobility devices such as walkers, wheelchairs, scooters – of all ages and abilities.

“Trail” describes an off-road, system intended for non-motorized recreational or active transportation use.

“Active Transportation” describes all human-powered forms of travel, and includes walking, biking, skateboarding, in-line skating/rollerblading, jogging / running, non-mechanized wheel chairing, snowshoeing, cross-country skiing and canoeing.

“Multi-use Trail” describes a shared pedestrian and cycling facility off-road or within the road allowance but physically separated from motor vehicle traffic.

### 3. Purpose

To assist the City of Cambridge in developing a contiguous on-road cycling infrastructure and an integrated off-road trail system. This will provide a safe, identified and attractive transportation network for pedestrians and cyclists of all ages and abilities for recreation, health and active transportation opportunities, between and through all Cambridge residential communities and commercial cores, business and employment areas, and parks and natural areas.

To continue to integrate the City’s infrastructure with regional trails and bicycle facilities for wider recreational and commuter travel opportunities and local tourism promotion.

### 4. Mandate

The mandate of the CCTAC shall be to advise Cambridge City Council on policy, planning, development and implementation of public trails and related off-road and on-road cycling and active transportation facilities as outlined in:

- The City of Cambridge Trails Master Plan of June 2010, and
- The City of Cambridge Cycling Master Plan, March 2020

with a prime objective of implementing the recommendations in these plans.

The committee's purview includes existing and proposed neighbourhood and community trails, riverbank trails and on-road linkages.

## **5. Responsibilities and Opportunities**

- Advise on road cycling policy and infrastructure;
- Advise on multi-use trails, both within road right-of-way (ROW) and off-road through parks and other public lands, easements and agreements;
- Advise on safety – type, location, design, surfacing, crossings, signage, co-ordination with intra and extra facilities and partners on existing and proposed facilities, as well as significant closures and detours;
- Provide input on residential, industrial and commercial planning matters with respect to trail / cycling opportunities and connections, and in relation to transit connections;
- Consider the “system” as a complete network; identify gaps in the network;
- Advise on budgets and expenditures;
- Provide guidance to City staff on the expenditure of annual trails operational budget;
- Plan, prioritize and determine project scope to be undertaken through the annual Multi-Use Trail Capital project;
- Investigate / recommend potential revenue / grants to supplement municipal efforts;
- Investigate revenue sources that might not be directly available to the municipality; partnerships; in-kind donations;
- Promote and support the use of the City and area trails and cycling routes and events as part of an active and healthy community and as a tourism opportunity;
- Consult and interact with parties having an interest in the trails, cycling and Active Transportation systems, including:
  - The Regional Municipality of Waterloo Transportation Division (and related advisory groups)
  - Grand River Transit (GRT)
  - Grand River Conservation Authority (GRCA)
  - Waterloo Region District School Board (WRDSB), Waterloo Catholic District School Board (WCDSB), Conseil Scolaire Catholique MonAvenir, and Student Transportation Services Waterloo Region (STSWR)
  - The City of Kitchener, Township of North Dumfries and Township of Puslinch
  - The Grand Valley Trails Association, Grand Watershed Trails Network, Ontario Trails Council, Trans-Canada Trail

- The Cambridge Visitor and Convention Bureau, the Business Improvement Associations (BIA's) and business community
- The Cambridge YMCA
- Local canoe / paddling / rowing clubs
- Local and regional cycling organizations, businesses and advocacy groups
- The Cambridge Accessibility Advisory Committee
- Other educational or charitable organizations on site-specific issues (e.g.: rare, University of Waterloo, Conestoga College)
- Property owners
- Indigenous groups

## **6. Budget / Financial**

The CCTAC will provide guidance to City staff on the expenditure of the annual Trails Operational budget, with a focus on repairing and improving existing City owned and operated trails, walkways, boardwalks, bridges, railings, signage (point-of-interest, way-finding, informational, acknowledgement), ramps, access gates, bollards and other trails-related infrastructure and assets.

The CCTAC will provide guidance to City staff on the expenditure of the annual Multi-Use Trail Capital budget (which will be amended from time-to-time in the City's budget deliberations) which will include but not be limited to studies, design and construction of off-road trails facilities in parks and other public spaces, on leased or agreement property and/or in partnership with other agencies such as the GRCA, and would include: walkways, bridges, railings, signage (point-of-interest, way fare, informational, acknowledgement), ramps, access gates, bollards and other trails-related infrastructure and assets – to address public safety, accessibility, directional assistance and to complete missing links.

The CCTAC will provide guidance to City staff on the planning and installation of on-road cycling facilities (i.e: those on the travelled street or within the road ROW). Associated costs are usually accommodated in City and Regional road reconstruction by policy. Some projects qualify for Provincial road subsidies.

## **7. Composition**

The CCTAC shall be composed of the following:

- 8 Citizens
- 1 Council Representative

The members of the CCTAC shall serve in a volunteer capacity, with no remuneration.

## **8. Support**

Administrative support, to include meeting co-ordination, liaising with staff, compiling minutes from the CCTAC, will be provided by the Staff of the Community Development department, and will include a Landscape Architect and the Sustainable Transportation Coordinator.

## **9. Term of Office**

Unless otherwise legislated, membership on CCTAC will expire December 31 of a municipal election year. A member who has been appointed to fill a vacancy partway through the Advisory Committee term will be appointed for the balance of the existing term.

### **a) Appointment**

Striking Committee will consider Advisory Committee applications quarterly for citizen members.

### **b) Duration of Appointment**

Members are eligible to serve for a maximum of eight (8) consecutive years (two terms) on CCTAC.

## **10. Meetings**

All meetings will be open to the public, except those which meet criteria under Section 239 of the Municipal Act, 2001, and only members of the CCTAC may attend the closed session of the committee.

Date and time of meetings will be determined by CCTAC members.

## **11. Agendas**

Agendas will be assembled and distributed by the staff liaison in consultation with the Committee Chair. Agenda packages will be distributed electronically or in an alternate format upon request no less than one (1) week prior to the meeting and will be sent to all members of the CCTAC.

Agendas will be posted on the City's website.

## **12. Minutes**

Minutes of each meeting will be recorded and distributed to CCTAC electronically. Minutes of all meetings will be subject to approval at the following meeting. Minutes once approved by the CCTAC will be reported out to Council.

Approved minutes will be posted on the City's website.

### **13. Delegations**

Delegations are welcome to attend meetings of the CCTAC for issues that fall within the guidelines of these Terms of Reference. Delegations may address the Committee for five (5) minutes and the Committee may grant an additional five (5) minutes. Delegations will be approved by the Chair or Staff Liaison.

### **14. Meeting Procedures**

#### **a) Quorum**

Quorum will be a simple majority of the CCTAC members (50% + 1). If quorum is not achieved at the scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting will stand adjourned until the next regular scheduled meeting. If quorum is lost during a meeting, the Chair will call for a recess for a period of fifteen (15) minutes, or until a quorum is present. If there is still no quorum achieved after fifteen (15) minutes, the meeting will stand adjourned.

If quorum is not achieved or is lost, any business requiring a vote will be deferred to the next scheduled meeting.

Any meeting which has not achieved quorum will still publish a set of minutes, which simply reflects Members' attendance and absence.

#### **b) Voting**

Members will work toward a consensus model for decision making; if this is not possible a simple majority vote will be held. In the event of a majority vote, all members who are present have the right to vote in favour or opposition of the motion, or abstain from voting.

The Council Representative will have voting privileges on CCTAC.

In the instance of a tie, the Chair will break the tie. The Chair may vote on any motion. If the Chair votes, and the vote on the motion is a tie, the vote is lost.

#### **c) Conflict of Interest**

Members are expected to follow the Municipal Conflict of Interest Act and to undertake their responsibilities on an impartial and objective basis. Members will not participate in any decision or recommendation in which they or their immediate family has any financial interest expect in common with residents of the municipality.



## **15. Code of Conduct**

Members are expected to follow the Code of Conduct for Local Boards and Advisory Committees. Persons in violation of the Code of Conduct may be asked to refrain from the active participation with the Committee at the discretion of the City of Cambridge.

Each Member will receive a copy of the Code of Conduct. Members will be asked to sign an acknowledgement stating that they have received, read and accepted the Code of Conduct in its entirety and that they agree to be bound by its terms.

## **16. Review**

The Terms of Reference will be reviewed, revised (if necessary) and recommended for Council approval annually.

### **a) Updates**

Last Updated: November 11, 2021