

Thursday, July 21, 2016

Members Present: Kevin Montgomery (**Co-Chair**)
Anthony Simone (**Co-Chair**)
Alina Grzejszczak
Stephen Laidlaw
Gaspard Ndayishimiye
George Shepperdley
Lisa Stokes
City Councillor Jeff Bowman

Members Absent: Dayle Laing (regrets)
Patrick McLeavey (regrets)
Julius Pokol
Pauline Thornham (regrets)

Staff Present:

Planning and Infrastructure Services:
Henrik Zbogor, Manager, Long Range Transportation
Planning
Nelson Cadete, Project Manager, Active Transportation

Corporate Services:
Peter Fay, City Clerk
Earl Evans, Deputy City Clerk
Sonya Pacheco, Legislative Coordinator

**Minutes
Cycling Advisory Committee**

The meeting was called to order at 7:02 p.m. and adjourned at 9:18 p.m.

1. Approval of Agenda

The following motion was considered.

CYC043-2016 That the Cycling Advisory Committee Agenda for July 21, 2016, be approved, as amended to add the following item:

7.10. Discussion at the request of Lisa Stokes, Committee Member, re: **Additional Community Rides.**

Carried

2. Declarations of Interest under the Municipal Conflict of Interest Act – nil

3. Previous Minutes

3.1. Minutes – Cycling Advisory Committee – June 16, 2016

The minutes are pending consideration by the Planning and Infrastructure Services Committee on September 12, 2016 and the recommendations are pending approval by Council on September 14, 2016. The minutes were provided for Committee's information.

4. Delegations / Presentations

4.1. Verbal Presentation by Peter Fay, City Clerk, re: **Committee Meetings and Conduct.**

Peter Fay, City Clerk, provided a verbal presentation on the purpose and conduct of the Cycling Advisory Committee. Mr. Fay provided background information on the establishment of this Committee and Council's expectations, as outlined in the terms of reference. Mr. Fay summarized the role of Committee members and staff and highlighted the importance of ensuring efficient and effective meetings, during which all participants are treated respectfully.

The following motion was considered.

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CYC044-2016 That the verbal presentation from Peter Fay, City Clerk, to the Cycling Advisory Committee Meeting of July 21, 2016, re: **Committee Meetings and Conduct** be received.

Carried

4.2. Presentation by Lisa Stokes, Committee Member, re: **Cycling Advisory Committee Accomplishments – 2016**.

Lisa Stokes, Committee Member, provided a presentation on the Cycling Advisory Committee's accomplishments in 2016, and thanked Nelson Cadete, Project Manager, Active Transportation, Planning and Infrastructure Services, for his efforts in this regard.

In response to a question from Committee, Mr. Cadete outlined the criteria for approving and implementing curb cuts.

The following motion was considered.

CYC045-2016 That the presentation by Lisa Stokes, Committee Member, to the Cycling Advisory Committee Meeting of July 21, 2016, re: **Cycling Advisory Committee Accomplishments – 2016** be received.

Carried

5. Reports / Updates

5.1. Report from the Program Sub-Committee, re: **Program Sub-Committee Half-Year Report – 2016**

Alina Grzejszczak, Committee Member, made a presentation entitled "Selected BCAC Event Participation" and provided information regarding participation, sponsors and volunteers at the following events:

- Bike the Creek
- Bike the Creek Bike Rodeo
- Community Rides
- Bike to Work Day
- CeleBrampton BikeFest
- Bramalea CycleFest
- Bike to School Week

Kevin Montgomery, Co-Chair, advised that the suggested motions in the Program Sub-Committee Half-Year Report would be dealt with under Item 7.2.

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The following motion was considered.

- CYC046-2016 That the report from the Program Sub-Committee, to the Cycling Advisory Committee Meeting of July 21, 2016, re: **Program Sub-Committee Half-Year Report – 2016** be received.

Carried

6. Active Transportation Ideas – nil

7. Other/New Business / Information Items

7.1. Minutes – Work Plan Sub-Committee – July 2, 2016

The following motion was considered.

- CYC047-2016 That the **Minutes of the Work Plan Sub-Committee Meeting of July 2, 2016** to the Cycling Advisory Committee Meeting of July 21, 2016 be received.

Carried

7.2. Discussion at the request of Kevin Montgomery, Co-Chair, re: Draft 2016/2017 Work Plan – Version 3.

Kevin Montgomery, Co-Chair, suggested that staff review the work plan and advise with respect to the next steps.

Committee discussion on this matter included the following:

- Questions regarding the requirement for event waivers and options to streamline the collection process
- Suggestion that the Program Sub-Committee review and evaluate the 2016 Community Rides for possible improvements in 2017
 - Nelson Cadete, Project Manager, Active Transportation, Planning and Infrastructure Services, suggested that the Program Sub-Committee meet on September 15, 2016, prior to the scheduled Cycling Advisory Committee Meeting
- Request for a “cross ride” on Bramalea Road, between Sandalwood Parkway and Black Forest Drive
 - Mr. Cadete advised that requests for “cross rides” or other traffic control measures, should be submitted through the City’s Call Centre (311)

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Henrik Zbogar, Manager, Long Range Transportation Planning, Planning and Infrastructure Services, responded to questions from Committee regarding the work plan review and budget timelines. Mr. Zbogar indicated that staff would endeavour to report back to Committee regarding the work plan in September 2016.

The following motion was considered.

- CYC048-2016
1. That the **Draft 2016/2017 Work Plan – Version 3** to the Cycling Advisory Committee Meeting of July 21, 2016, be received; and,
 2. That staff review and provide feedback on the Draft 2016/2017 Work Plan – Version 3, including questions outlined within; and,
 3. That staff review and provide a response to the following requests from the Program Sub-Committee, as outlined in the Program Sub-Committee (2016) Half Year Report:
 - a. That staff report on 2015/2016 budgeted expenses to date for: Bike Rodeo Cycling Safety Kit, Community Rides postcard production, bicycle sign trailer, signage for trailer, CanBike2 and instructor training, and Ontario Bike Summit registration costs; and,
 - b. That staff report on the quantity of postcards produced, quantity remaining and where staff has distributed; and,
 - c. That staff advise members on City policy for mileage and expense reimbursement.

Carried

7.3. Discussion at the request of Kevin Montgomery, Co-Chair, re: **Application for Bicycle Friendly Community Status with Share The Road.**

Kevin Montgomery, Co-Chair, suggested that consideration be given to filing an application for a Bicycle Friendly Community Status with Share The Road.

Committee discussions on this matter included the following:

- Indication from staff that the application process is very onerous and time consuming
- Suggestion from staff that, at this time, Committee's efforts be directed towards the completion of the Active Transportation Master Plan
- Suggestion that Committee review the recommendations/results from the City's last application

The following motion was considered.

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CYC049-2016 That staff investigate the feasibility of reapplying for a Bicycle Friendly Community Status with Share The Road in time for the Fall 2016 deadline, and that an update be provided at a future Committee meeting.

Carried

7.4. Discussion at the request of Kevin Montgomery, Co-Chair, re: **Cycling Advisory Committee Presentations at Local Secondary Schools.**

- **Peel Alternative School North**
- **Turner Fenton Secondary School (proposed)**
- **Central Peel Secondary School (proposed)**
- **Brampton Centennial Secondary School (proposed)**

Kevin Montgomery, Co-Chair, proposed that in addition to Peel Alternative School North, cycling presentations also be provided at the following local secondary schools:

- Turner Fenton Secondary School
- Central Peel Secondary School
- Brampton Centennial Secondary School

The following motion was considered.

CYC050-2016 That, in addition to Peel Alternative School North, Kevin Montgomery and/or Anthony Simone, Co-Chairs, represent the Cycling Advisory Committee at the following local secondary schools to provide a presentation on cycling:

- Turner Fenton Secondary School
- Central Peel Secondary School
- Brampton Centennial Secondary School

Carried

7.5. Discussion at the request of Kevin Montgomery, re: **Traffic By-law 93-93, as amended – Bike Lanes.**

In response to an inquiry from Committee, Nelson Cadete, Project Manager, Active Transportation, Planning and Infrastructure Services, outlined the challenges of informing Committee of administrative updates to By-law 93-93, as amended, relating to bike lanes.

Committee members expressed their opinion that this information would be beneficial in assisting Committee to fulfill its mandate.

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Committee discussion on this matter included the following:

- Possibility of providing quarterly updates to Committee on administrative updates to By-law 93-93, as amended, relating to bike lanes
- Possibility of informing Committee on plans relating to upcoming and planned cycling infrastructure
- Communicating information regarding bike lanes to the public

The following motion was considered.

CYC051-2016 That staff investigate options for providing information to the Cycling Advisory Committee regarding upcoming and planned cycling infrastructure and that an update on this matter be provided at a future Committee meeting.

Carried

7.6. Discussion at the request of Kevin Montgomery, Co-Chair, re: **Requests for Information from Staff:**

- **Status Update – Franceschini Bridge** (email attached)
- **Presentation – Traffic Computer System**
- **Response to Questions re: Cycling Facility Paint and Signage**
- **Status Update – Etobicoke Creek Signage Audit**
- **Status Update – Active Transportation Master Plan.**

Committee discussion took place with respect to the following:

- Franceschini Bridge
 - Concerns regarding the status of the project and timeline for completion
 - Information from staff regarding the current status of the project, including delays and the MTO approval process
- Traffic Computer System
 - Request for a presentation from staff regarding the operation of the traffic computer system
- Cycling Facility Paint and Signage
 - Process/schedule for re-painting pavement markings
 - Appearance of the sharrows on McMurchy Avenue and the possible need for signage
 - Confusion regarding the shoulders on McMurchy Avenue and a request that they be upgraded to proper bike lanes
- Etobicoke Creek Signage Audit
 - Indication from staff that there is no update at this time
- Active Transportation Master Plan Update

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- Staff provided a status update on the procurement process for the consultant

The following motion was considered.

CYC052-2016 That Craig Kummer, Manager, Traffic Services, Planning and Infrastructure Services, be requested to provide a presentation at a future Cycling Advisory Committee meeting regarding the traffic computer system.

Carried

7.7. Discussion at the request of Kevin Montgomery, Co-Chair, re: **Draft Letter to the Minister of the Environment and Climate Change regarding Funding for Cycling Infrastructure.**

Kevin Montgomery, Co-Chair, requested Committee's endorsement of the letter appended to the agenda, to be sent to the Minister of the Environment and Climate Change regarding funding for cycling infrastructure.

The following motion was considered.

CYC053-2016 That the letter, appended to the agenda in Item 7.7, to the Minister of the Environment and Climate Change regarding funding for cycling infrastructure be endorsed by the Cycling Advisory Committee and sent to the Minister.

Carried

7.8. Report from R. Moryc, Traffic Operations Technologist, Public Works, Planning and Infrastructure Services, dated April 19, 2016, re: **Traffic Calming Plan – Edenbrook Hill Drive (Sandalwood Parkway West to Bovaird Drive West) and Fernforest Drive (Sandalwood Parkway East to Bovaird Drive East) – Wards 6 and 9.**

Note: The subject report was considered by the Planning and Infrastructure Services Committee on June 20, 2016 and approved by Council on June 22, 2016. This report was provided for information.

In response to questions from Committee regarding the process for selecting traffic calming measures, staff provided the following:

- Public Information Centres (PIC) are organized in the community to introduce traffic calming measures/concepts, including bike lanes, and to receive feedback from the community

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- Bike lanes are considered in traffic calming plans and staff will endeavour to ensure that future PICs include information on bike lanes as a traffic calming measure.

7.9. Report from R. Moryc, Traffic Operations Technologist, Public Works, Planning and Infrastructure Services, dated April 7, 2016, re: **Traffic Calming Program – City Wide** (File I.AC).

Note: This report was considered by the Planning and Infrastructure Services Committee on June 20, 2016 and approved by Council on June 22, 2016. This report was provided for information.

Kevin Montgomery, Co-Chair, requested that bike lanes be included as an option in future traffic calming consultations.

7.10. Discussion at the request of Lisa Stokes, Member, re: **Additional Community Rides**.

Lisa Stokes, Committee Member, advised that the Program Sub-Committee would like to organize 2-4 additional community rides in the remainder of 2016. Ms. Stokes advised that associated costs would remain within the existing budget, and provided details regarding the planning and promotion of these rides. Ms. Stokes indicated that a report with further details would be provided at the August meeting.

The following motion was considered.

CYC054-2016 That the Program Sub-Committee investigate options for organizing additional community rides in 2016 within the existing approved budget.

Carried

8. **Future Agenda Items – nil**

9. **Correspondence**

9.1. Email from Leanne Ryan, Marketing Specialist, The Family Enhancement Center (TFEC)/The Career Doctors (CD) and Butterfly Kids (BK), to Bike Brampton, dated June 29, 2016, re: **Request to Participate in Cycling Advisory Committee Events to Promote Counselling Services**.

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Discussion took place with respect to the request from The Family Enhancement Center, The Career Doctors and Butterfly Kids, to participate in Cycling Advisory Committee events, and the opportunity to establish a new partnership with this organization.

The following motion was considered.

- CYC055-2016 That the email from Leanne Ryan, Marketing Specialist, The Family Enhancement Center (TFEC)/The Career Doctors (CD) and Butterfly Kids (BK), to Bike Brampton, dated June 29, 2016, to the Cycling Advisory Committee Meeting of July 21, 2016, re: **Request to Participate in Cycling Advisory Committee Events to Promote Counselling Services** be referred to the Program Sub-Committee for a response.

Carried

- 9.2. Correspondence from Finu Iype, Director, Bramalea Cyclefest, dated June 6, 2016, re: **Expression of Thanks to the Cycling Advisory Committee for Bike Rodeo Training at Bramalea Cyclefest.**

The following motion was considered.

- CYC056-2016 That the correspondence from Finu Iype, Director, Bramalea Cyclefest, dated June 6, 2016, to the Cycling Advisory Committee Meeting of July 21, 2016, re: **Expression of Thanks to the Cycling Advisory Committee for Bike Rodeo Training at Bramalea Cyclefest** be received.

Carried

10. Question Period

1. In response to a question from Stephen Laidlaw, Committee Member, Lisa Stokes, Committee Member, advised that a motion will be presented at the next Committee meeting to request that a letter of thanks be sent to Peel Regional Police in recognition of their contributions during the community rides.

11. Public Question Period

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1. David Laing, Brampton resident, asked about the City's policy for curb cuts, and outlined concerns relating to inconsistencies in how they are implemented.

Nelson Cadete, Project Manager, Active Transportation, Planning and Infrastructure Services, advised that standards have been discussed, and an objective of the Transportation Master Plan is to audit curb cuts, address issues, and ensure consistency.

2. In response to a question from David Laing, Brampton resident, regarding the possibility of establishing a standard operating procedure for staff to inform the Cycling Advisory Committee of updates to By-law 93-93 relating to cycling, Nelson Cadete, Project Manager, Active Transportation, Planning and Infrastructure Services, advised that this is a possibility.
3. In response to a question from David Laing, Brampton resident, on whether standard procedures exist for processing expenses by Committees of Council, Peter Fay, City Clerk, Corporate Services, advised that programming budgets reside with various departments, thus procedures may differ. Mr. Fay added that potential inconsistencies in processing ancillary expenses (e.g. mileage, parking) would be reviewed.
4. In response to a question from David Laing, Brampton resident, as to whether sub-committee members could participate in a meeting with staff and Committee Co-Chairs regarding the Cycling Advisory Committee work plan, Henrik Zbogor, Manager, Long Range Transportation Planning, Planning and Infrastructure Services, advised that he would review this request with Michael Won, Executive Director, Engineering and Development, Planning and Infrastructure Services.
5. In response to a question from David Laing, Brampton resident, on whether it would be beneficial to apply for the Bicycle Friendly Community Status on an annual basis, Nelson Cadete, Project Manager, Active Transportation, Planning and Infrastructure Services, advised that staff will consider this opportunity.
6. In response to a question from David Laing, Brampton resident, on whether the existing trail map could be reproduced to ensure sufficient quantities are available in 2017, Nelson Cadete, Project Manager, Active Transportation, Planning and Infrastructure Services, advised that the current map is outdated and reproducing it would be ineffective.

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12. Adjournment

The following motion was considered.

CYC057-2016 That the Cycling Advisory Committee do now adjourn to meet again on
Thursday, August 18, 2016, at 7:00 p.m.

Carried

Kevin Montgomery, Co-Chair

Anthony Simone, Co-Chair