

# **AGENDA**

## **Bike St. John's Task Force Inaugural Committee Meeting**

**Wednesday, February 24, 2016**

**9:00 am**

**Engineering Board Room, City Hall  
3<sup>rd</sup> Floor, City Hall**

**AGENDA**

**Bike St. John’s Task Force – Inaugural Meeting**

**February 24, 2016 – 9:00 a.m. – Engineering Board Room, 3<sup>rd</sup> Floor, City Hall**

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**1. CALL TO ORDER AND INTRODUCTION OF PARTICIPANTS**

**2. Review Terms of Reference**

- What is the Bike St. John’s Initiative
- What is the Mandate of the Task Force
- Commitment
- Conduct and Confidentiality

**3. How the Committee works with respect to Council**

- Decision and Information Notes

**4. Review of Council Directive**

- Next Steps
- Supplementary Text

**5. Round Table on Priority Actions**

**6. Other Business**

**7. Next Meeting**

**8. ADJOURNMENT**

# COUNCIL DIRECTIVES

**Meeting Type:** REGULAR MEETING    **Council Directive#:** **R2016-02-08/8**  
**Meeting Date:** 2016/02/08    **Directive Status:** **Closed**  
**Action Status:** Submit    **Closed By:** Jason Sinyard

## Directive

### Required Fields

**Directed To:** Jason Sinyard    Deputy City Manager, Planning, Development & Engineering

**RE:** Decision Note dated February 2, 2016 approved by Director of Engineering  
RE: Bike St. John's Task Force (CD # R2015-06-29/24)

**Type:** DECISION

**Type Desc:** Council approved the launch of the Bike St. John's Task Force with a mandate to:

- Consider the current state of the Bike St. John's initiative;
- Consider current Bike St. John's priorities and the direction of related City plans;
- Recommend the next steps that would be appropriate for the City to take on the Bike St. John's initiative;

And with the following members:

• Dave Lane;	• Grand Concourse Representative;
• Sergeant Kevin Foley;	• Robin Whitaker;
• Garrett Donaher;	• Tobias Langle;
• Tanya Haywood;	• Carmella Gray-Cosgrove;
• Brian Head;	• Peter Stefanuto; and
• Steve Fagan;	• Stephen Hill

Next Steps:

Upon launch of this task force the following tasks will be initiated:

- Set up inaugural meeting;
- Task force to establish scope of current state review;
- Task force to establish Bike St. John's priorities and direction so that context of review is defined

Council noted the importance of a proper engagement process to ensure the concerns of all residents are heard, particularly seniors and residents who live in those areas where bike lanes exist. Councillor Puddister also reminded Council of his intended Notice of Motion to extend beyond March 31st the removal of parking

restrictions imposed on streets with bicycle lanes, previously approved by Council for the winter months from the period of November 1 – March 31 of each year.

**Action:**  As required  
**Date:**  2016/02/09  
**Signed by:** Elaine Henley City Clerk

**Status Comments:**

**Response Required:**  YES  NO **Response Deadline:** 2016/05/30

**Post Deadline Reminder:** 3 (days) **cc Reminder:**

**Meeting Information**

**Required Fields**

**Date of Meeting:**  2016/02/08 **Type of Meeting:**  Regular  Special

**Typist's Initials:**  kc

**Ward:** **Area:**

**Carbon Copy:**  Yes  No

**cc Department Heads:**  Brendan O'Connell/Director of Engineering/Planning, Development & Engineering  
Garrett Donaher/Transportation Engineer/Planning, Development & Engineering 

**cc Standing Committees/Recording Secretaries:**  

**cc Committees of Council/Recording Secretaries:**  

**cc Additional Persons:**

**Attachments**

**Attachments:**  Decision Note re Bike St. John's Task Force.pdf  Bike St. John's Task Force Terms of Reference - Final.pdf

**Responses**

Re-Open Date

**Tracking**

**Email Tracking**

**Directed To:** Jason Sinyard

**cc Department Heads:** Brendan O'Connell; Garrett Donaher

**cc Recording Secretaries/Standing Committees:**

**cc Recording Secretaries/Committees of Council:**

**Posted Date:** 2016/02/09 12:59 PM

**Posted By:** Karen Chafe

**Closed Date:** 2016/02/10 07:37 PM

**Closed By:** Jason Sinyard

**Re-Open Date:**

**Re-Opened By:**

**Automatic emails:**

**Automatic Email Date:**

# DECISION/DIRECTION NOTE

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**Title:** Bike St. John's Task Force (CD# R2015-06-29/24)

**Date Prepared:** February 2, 2016

**Report To:** His Worship the Mayor and Members of Council

**Councillor & Role:** Dave Lane, Task Force Council Representative

**Ward:** n/a

**Decision/Direction Required:** Should the Department of Planning, Development and Engineering launch the Bike St. John's Task Force as described below?

## **Discussion – Background and Current Status:**

### 1. Task Force Mandate

As described in the attached Terms of Reference the mandate of the Bike St. John's Task Force is threefold:

- To consider the current state of the Bike St. John's initiative
- To consider current Bike St. John's priorities and the direction of related City plans
- To recommend the next steps that would be appropriate for the City to take on the Bike St. John's initiative

### 2. Membership

The Bike St. John's Task Force will be made up of 12 representatives. Seven of these are staff or other official roles while five are members of the public. The official roles are:

- i. Dave Lane, Council Representative
- ii. Sergeant Kevin Foley, Community Services, RNC
- iii. Garrett Donaher, Transportation Engineer, Department of Planning, Development & Engineering
- iv. Tanya Haywood, Deputy City Manager, Department of Community Services
- v. Brian Head, Manager Parks & Open Spaces, Department of Public Works
- vi. Steve Fagan, Traffic Division, Department of Public Works
- vii. Grand Concourse Authority Representative

The five members of the public (one representing a cycling group) were selected from a pool of 38 applications to the task force:

# ST. JOHN'S

- viii. Robin Whitaker, Avalon Mountain Bike Association (AMBA)  
Robin is a board member of the AMBA and avid cyclist in St. John's. She is a professor at MUN and has spoken out on cycling issues in the past. She also drives around town and does some short trips on foot which helps her understand a broad spectrum of issues affecting cycling infrastructure.
- ix. Tobias Längle, who cycles recreationally  
Tobias is a biologist with Agriculture and Agri-Food Canada on Brookfield Road. When he is out on his bike he usually rides on the roads but he also uses trails especially when out with his children. He would like to improve safety for when his children are riding and has firsthand experience of cycling networks in Europe.
- x. Carmella Gray-Cosgrove, who cycles for transportation  
Carmella cycles for her regular commute almost daily. She lives downtown and rides primarily on public streets. She is an active member of Ordinary Spokes Bike Action and Community Bike Shop and recently completed a Master's degree at MUN. She brings a wealth of experience from cycling in many communities across Canada.
- xi. Peter Stefanuto, who feels affected by existing bike lanes  
Peter is a surgeon who lives with his family in the east end. Driving is the main way that his family gets around town. He feels that the bike lanes currently in St. John's affect him largely by their absence and lack of connectivity. He is keenly aware of and interested in the health benefits of active transportation.
- xii. Stephen Hill, who does not feel affected by existing bike lanes  
Stephen sees himself as a typical bench sitter on cycling. He has a bike but doesn't use it that often. He doesn't feel affected by the existing bike lanes as they don't work for the types of trips he might make by bicycle. His two car household relies on driving for most of their travel needs.

### 3. Unsuccessful Applicants

Unfortunately there are 33 people interested in participating on this task force that were not selected at this time. To ensure that these people are given the opportunity to remain engaged in the Bike St. John's process they will be invited to participate on a Bike St. John's Public Consultation list. People who opt in to this list will receive direct notifications and invitations to review Bike St. John's material as soon as it is made public.

## **Key Considerations/Implications:**

### 1. Budget/Financial Implications

There is no financial impact associated with this task force. However, the task force may identify activities it would like to undertake in the completion of its mandate that come with some cost. These will be reviewed as they arise.

2. Partners or Other Stakeholders

The RNC, Grand Concourse Authority, Public Works and, Community Services have been consulted to date.

3. Alignment with Strategic Directions/Adopted Plans

The activity of this task force will contribute to the following strategic directions and goals:

- Neighbourhoods Build Our City
  - Promote a safe and secure City
  - Improve neighbourhood-level services
- A City for All Seasons
  - Support year-round active transportation
  - Promote active and healthy living

4. Legal or Policy Implications

None.

5. Engagement and Communications Considerations

The Office of Strategy and Engagement assisted with the recruiting phase of this task force.

6. Human Resource Implications

None.

7. Procurement Implications

None.

8. Information Technology Implications

None.

9. Other Implications

None.

**Recommendation:**

That council approve the launch of the Bike St. John's Task Force with a mandate to:

- consider the current state of the Bike St. John's initiative;



- consider current Bike St. John's priorities and the direction of related City plans;
- recommend the next steps that would be appropriate for the City to take on the Bike St. John's initiative;

and with the following members:

- Dave Lane;
- Sergeant Kevin Foley;
- Garrett Donaher;
- Tanya Haywood;
- Brian Head;
- Steve Fagan;
- Grand Concourse Representative
- Robin Whitaker;
- Tobias Längle;
- Carmella Gray-Cosgrove;
- Peter Stefanuto; and
- Stephen Hill.

**Next Steps:**

Upon launch of this task force the following tasks will be initiated:

- Set up inaugural meeting
- Task force to establish scope of current state review
- Task force to establish Bike St. John's priorities and direction so that context of review is defined

**Prepared by/Signature:**

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Garrett Donaher, Transportation Engineer

**Approved by/Date/Signature:**

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Brendan O'Connell, Director of Engineering

**Attachments:**

Bike St. John's Task Force Terms of Reference

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# TERMS OF REFERENCE

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BIKE ST. JOHN'S TASK FORCE



ST. JOHN'S, NL

*Final*

*2015.10.01*

**ST. JOHN'S**

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## 1 PURPOSE

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The Bike St. John's initiative includes:

- the Cycling Master Plan
- cycling infrastructure (bike lanes, trails, signed routes)
- the website "bikestjohns.ca"
- online cyclist educational materials
- cyclist training programs administered through the City of St. John's Recreation Division.

The Bike St. John's initiative began with the development of a Cycling Master Plan originally completed in 2008.

City Council has directed that a review of the Bike St. John's initiative is required to evaluate the state of the existing Cycling Master Plan. The details of this review are outlined in Section 2 below.

The final goal of this task force is to provide advice and guidance to the City of St. John's on the next steps to be taken on the Bike St. John's initiative.

These next steps may include a wide variety of recommendations. Some possibilities include (but are not limited to) recommendations to:

- adopt new or updated goals and priorities for the Bike St. John's initiative
- conduct public opinion research
- perform other research or data collection activities
- institute specific program initiatives
- undertake specific infrastructure projects
- procure an expert consultant to professionally review and update the Cycling Master Plan

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## 2 RESPONSIBILITIES

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This task force will have the following primary responsibilities:

1. To consider the current state of the Bike St. John's initiative  
For example: What is currently working well? What could be improved? Are there opportunities being missed?
2. To consider current Bike St. John's priorities and the direction of related City plans to:
  - a. understand recreational and utilitarian cycling needs
  - b. recommend what priorities the City should use going forward
3. To recommend the next steps that would be appropriate for the City to take on the Bike St. John's initiative

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## 3 MEMBERSHIP

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This task force will be comprised of a small group that includes one representative from each of the following groups:

1. The Department of Planning, Development & Engineering
2. The Recreation Division, Department of Community Services
3. The Parks & Open Spaces Division, Department of Public Works
4. The Roads & Traffic Division, Department of Public Works
5. The Grand Concourse Authority
6. A local cycling group or organization

In addition this task force will include a member of the public from each of the following categories:

7. A person who cycles recreationally
8. A person who cycles for transportation
9. A person who feels affected by existing bike lanes
10. A person who does not feel affected by existing bike lanes

There will be a public call to ask members of the public to express an interest in participating on this task force. These expressions of interest will be facilitated by a City prepared application form detailing participation criteria and expectations.

A staff project manager will participate on this task force in one of the roles identified above or in addition to those listed.

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### 3.1 SELECTION

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City staff members outlined above will select the public task force team members. The selection will be based on providing representation:

- from a wide variety of stakeholders (through each of the categories outlined above)
- from a range of ages and backgrounds
- that will work well together to fulfill the mandate of the task force

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### 3.2 CONDUCT

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All task force members have an equal status and value as part of the team. All will have an equal opportunity to present their views and all views will be given legitimate consideration.

Members are expected to bring insight to the table on a broad spectrum of issues relevant to the responsibilities of this task force.

Members will be expected to respect the time and opinions of others on this task force.

Members will be expected to participate with a collaborative spirit to fulfill the responsibilities of this task force. Recognising that there may be differences of opinion, an argumentative or combative attitude will not be considered appropriate.

Consensus among the members should be a goal for any recommendations made by this task force. A consensus may or may not be unanimous.

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## 4 CHAIRPERSON

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This task force will be chaired by the staff project manager.

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## 5 TERM

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It is envisioned that this task force will be in place for less than one year.

The responsibilities of this task force will be fulfilled when a final set of recommendations for next steps on the Bike St. John's initiative is submitted to City Council for consideration.

If, as part of the next steps adopted by council, there is a continued need for an advisory or steering committee, then members of the task force would be eligible for membership of that committee.

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## 6 MEETINGS

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Meetings will be called by the Chairperson.

It is envisioned that this task force will meet once every one to two months for the duration of the term (expected to be less than one year).

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## 7 SUPPORT

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This task force will be supported by staff from the Department of Planning, Development & Engineering. Other departments will assist on an as required basis.

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## 8 CONFIDENTIALITY

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Members are expected to be open and candid in discussing items before this task force. For this reason, it is important to maintain confidentiality. Task force members are committed to respecting the privacy of task force participants and agree not to disclose information or views expressed by individuals during meetings. Information and deliberations should remain confidential until there is general agreement and consensus by this task force to make them public. All communication on behalf of this task force will follow the City's media and communications policies.

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## 9 COMPENSATION

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Membership on this task force is voluntary, with no salary or stipends attached.