

To: Corporate Services, Strategy, Risk & Accountability Committee

From: Jason Manayathu (Vice-Chair, ITAC)  
Carm Anthony Piro (Chair, ITAC)  
James Schofield (Chair, CAC)

Re: **Advisory Committee Review (Report MO-04-20)**

Date: March 11, 2020

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As chairs and vice-chairs of the Integrated Transportation Advisory Committee (ITAC) and the Cycling Advisory Committee (CAC), we are pleased to offer the following comments on the Office of the Mayor's Report on the Advisory Committee Review (MO-04-20).

The advisory committee review has been ongoing for over a year. Throughout this time, there have been a number of engagement activities which collected feedback from advisory committee members, staff, and the general public. A citizen Advisory Review Team was established to review this feedback and provide recommendations. We are grateful for their diligent work.

While the review has been ongoing, our committees have been restricted from recruiting and interviewing new members. In the meantime, a number of committee members have resigned. The reduced size of our committees has significantly hampered our ability to operate effectively. The CAC has had difficulty consistently achieving quorum at its meetings. Due to resignations on ITAC, the chair and vice-chair are now the only dedicated members of ITAC (that is, members who are not representatives of another committee).

**Recommendation #1: We recommend that ITAC and CAC be permitted to immediately resume recruitment of new members.** Our committees will continue to atrophy if we wait for further study and a report (as suggested by recommendation #10 in the report). Several residents have expressed interest in joining the CAC, and a number have attended some meetings as observers. Our committees would benefit greatly from being permitted to recruit, interview, and onboard new members.

In terms of the future structure of the mobility-related committees, we recommend the following:

**Recommendation #2: Maintain ITAC and CAC intact, and conduct a review of our terms of reference.**

While we appreciate the motivation to have a single committee related to all matters mobility-related, we feel that consolidating the CAC and ITAC into a single committee would result in a committee with an overly broad mandate and without sufficient resources to deliver everything that would be expected of it.

Across communities large and small in Ontario, it is the norm to have a dedicated cycling or active transportation advisory committee. Like our CAC, these committees are often active in supporting staff with active transportation planning and policy development and with community outreach — for example, distributing bells, lights, and educational materials at events; organizing bike rides and bike repair clinics; and partnering with other volunteer/non-profit groups. Many municipalities also have a

broader transportation advisory committee. We are not aware of any examples of municipalities who have merged these two groups, and we do not feel it would be in Burlington's interest to do so. We are supportive of reviewing CAC's mandate, with consideration to renaming it an "Active Transportation Advisory Committee". Already, the CAC is engaged in reviewing topics such e-scooters and other forms of "human scale" mobility, and we feel that this would be a natural evolution of the committee's mandate.

We also feel that ITAC serves a valuable role in advising the City on broader transportation-related matters. In reviewing its terms of reference, we suggest expanding the number of dedicated ITAC committee members to give it more resources to conduct its own important work.

**Recommendation #3: Consider creating a standalone transit committee.** There are arguments for the creation of a stand-alone transit committee. It is also reasonable to consider that an expanded ITAC could advise council on transit-related matters. We suggest that the question of creating a standalone transit committee be examined in greater detail as part of a review of ITAC's terms of reference.

Regrettably, we will be unable to attend Thursday's committee meeting due to work and other commitments. We offer our thanks to staff who have been engaged in the Advisory Committee Review, and look forward to continuing to serve the City through our volunteer roles with our respective committees.