

REGION OF OTTAWA-CARLETON  
RÉGION D'OTTAWA-CARLETON

REPORT  
RAPPORT

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DATE                        26 May 1999

TO/DEST.                  Transportation Committee

FROM/EXP.                Committee Co-ordinator

SUBJECT/OBJET          **REGIONAL CYCLING ADVISORY GROUP ANNUAL REPORT  
TO RMOC COUNCIL, 1998**

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### **REPORT RECOMMENDATION**

**That the Transportation Committee and Council receive this report for information.**

### **BACKGROUND**

The Regional Cycling Advisory Group will present their attached report for the information of the Committee on 2 June 1999.

*Approved by  
Rosemary Nelson*

att.

# **Regional Cycling Advisory Group**



**Annual Report to RMOC Council, 1998**

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## Executive Summary

This document summarizes work done for the calendar year of 1998, with some suggestions for future directions to be taken by the Regional Cycling Advisory Group (RCAG). The work undertaken by RCAG covers a wide range of activities related to the improvement of cycling in RMO, such as transportation facility design, review of site specific projects, policy review and cycling promotion. Consequently, the organization of this report reflects the diversity of activities and projects undertaken in 1998.

It is hoped that this document will serve as a guide to Council by outlining our activities as well as making some recommendations on how we can operate more efficiently in the future and advance the building of the Cycling Transportation Network (CTN) as per Schedule F of the Official Plan. Sections of this report describe the general role of RCAG as well as information about its membership and administration. General information on work projects is tabulated into several different categories. The revised Terms of Reference (short version) is also included.

We believe our work in supporting the ongoing development of a region-wide Cycling Transportation Network will make a lasting contribution towards making Ottawa-Carleton a much more livable region in the future. The creation of additional safe and efficient infrastructure for cyclists will result in greater numbers of cyclists and a consequent reduction in the need for costly infrastructure for motorized vehicles. RCAG's efforts to publicize the physical, aesthetic and environmental benefits of cycling to the public will be much more effective once a completely connected and integrated cycling infrastructure is in place.

When the Regional Official Plan was approved by Council in July 1997 the value of cycling as a preferred mode of transportation was written into official policy. If we look towards the future of Ottawa-Carleton that choice will appear well-founded as transportation demands and the need for environmental responsibility increases. Eventually the private automobile will decline as the primary commuter mode, as fuel costs will inevitably rise and environmental concerns will become more prevalent. The popularity of cycling, especially for transportation, has been increasing, and this trend will inevitably continue. Building adequate bicycle facilities to satisfy and increase this demand can only benefit Ottawa-Carleton in the long run.

Recent studies have shown that cycling transportation and OC Transpo support each other. People switch between the two modes depending on their specific transportation and exercise needs. Having to just "take the bus" or just "ride the bike" would be impractical and undesirable for many residents, for example, being forced to cycle in the winter, or having to take a slow, infrequent bus route to go a short distance within the community. Without both bus and bike options, residents would be more likely to purchase a second car and drive it for all their trips. Future OC Transpo growth depends on the availability of cycling as a complementary transportation choice.

It is therefore imperative that Council gives serious thought to the commitment of greater resources towards the building of the cycling network. There is just not enough money being invested in cycling in Ottawa-Carleton. Out of an overall transportation budget of \$48 million in 1998, only \$380,000 (0.8%) was approved for the Cycling Facilities Improvement Program (CFIP). The CFIP budget for 1999 is only \$190,000 (approximately 0.4% of the transportation budget), half of last year's allocation. It is a big job to manage such a planning and building program, yet not even one full time position at RMOC has been budgeted for. While RCAG has been notified of the search for a manager of the new Mobility Management Branch of E&T, that person has not yet been hired, and we understand that only half of that person's time will be spent on cycling coordination.

The following are RCAG's recommendations which flow out of its activities in 1998. Please note that greater detail concerning these recommendations is provided in Section 4 of this report.

- Provide adequate staff resources to grow cycling transportation;
- Provide adequate financial resources to grow cycling transportation;
- Provide assistance to RCAG to support its effective contribution; and
- A Transportation Committee member should participate in RCAG meetings.
- Reactivate RCAG subcommittees to focus on TDM and public relations

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## **1. About RCAG**

The Regional Cycling Advisory Group (RCAG) was founded by the Regional Municipality of Ottawa-Carleton (RMOC) in 1991. It is a volunteer organization whose primary role is to advise RMOC on bicycling issues and bicycle infrastructure from a users' perspective. The membership of RCAG is made up of volunteers from the public who provide hands-on advice based on their own extensive experience as cyclists in the Region. The volunteer members includes representatives from local municipal cycling committees and organizations within the region as well as members at large. Staff are available as technical resources.

RCAG provides advice on the best uses of public funding for bicycling, in particular with respect to physical improvements in the Cycling Transportation Network. The RCAG Terms of Reference requires the submission of reports to both regional staff and council as per the following:

“Periodic reports will be made to both the Environment & Transportation and Planning & Development Approvals Departments including any requirements for staff action. Additional annual or status reports may be made to Regional Council to assess the viability and function of the advisory group.”

## **2. Administration**

RCAG experienced some administrative changes during 1998. As a volunteer organization there were many changes in membership with the resignation of some members and the addition of others to replace those who left. A list of those members who served on the Committee in 1998 is included with this report (see section 5).

A problem RCAG faced in 1998 was the lack of administrative support from Regional staff with regard to secretarial support. Throughout most of the year the meeting minutes were taken by the wife of the Chair, who contributed her time even though she was not an RCAG member. The seriousness of the situation resulted in the resignation of the Chair at the November meeting, followed by the cessation of our monthly meetings. The membership agreed that this was necessary in order to draw attention to our need for secretarial support. The lack of support from the Region was also seen as a morale issue with the volunteers. This problem continued into 1999 where it was resolved through the office of the Councilors.

One of the important projects of 1998 was the rewriting of RCAG's Terms of Reference. This project was initiated in order to bring the guiding documentation of RCAG to a state which better reflects the actual working situation. The revised Terms of Reference set in specific terms the mandate, membership requirements, reporting structure, role of staff support and operational issues.

The revised Terms of Reference recognized the changes in transportation policy brought about by the Region's new Official Plan and Transportation Master Plan, which was approved in July 1997. In general, the policy set out in clear terms an official preference for transit, cycling and walking over the traditionally dominant private motor vehicle. This change represented a shift in policy much welcomed by cycling residents. The shortened version of the Terms of Reference has been included in this report (see section 7).

Subcommittees representing different components of RCAG work were formed in 1997: one for Public Relations, one for Traffic Demand Management (TDM) issues and one for Planning and project priorities. Although the Planning Subcommittee met regularly and worked effectively, the other two subcommittees failed for the most part to advance their mandates as participation was weak.

### 3. Projects Participated in by RCAG

RCAG provided comments on issues and projects referred to them by Regional Council and/or staff. These issues may include site specific projects or planning studies and may involve capital works or policy changes or development. We have separated the work items into a variety of categories so that Council will have a better perspective on the range of activities performed by RCAG in 1998.

#### 3.1 Site Specific - Comments on Study Reports

Table 1: Comments on Study Reports

Airport Parkway Extended Traffic Impact Study	Review and input on various cycling concerns throughout the study process.
Centretown Traffic Calming Study	Detailed comments were provided on all aspects of the plan, including recognition of cycling routes in the study area; adverse affects of additional car parking on cyclist traffic; collision study methodology and reporting; support for traffic calming.
Kirkwood and Churchill Area Transportation Assessment and Traffic Calming Plan	RCAG reviewed the plan and provided general comments in support of the overall plan, and in favour of vertical speed control measures over horizontal measures to reduce the negative impact on cyclists.
Light Rail Project	RCAG reps have attended many public assemblies and submitted input in such areas as bicycle accessibility and facilities at stations, and transportation of bikes by trains.
Parkdale Area Transportation Study	RCAG reviewed the proposal for staggered car parking on Parkdale Avenue and provided detailed comments on how to minimize conflicts between cycling traffic and parked cars, including design of curb extensions, and the value of a new traffic signal.

### 3.2 *Miscellaneous*

- opportunities arising from the Regional Overlay Program
- bicycle maps
- Loan-a-bike program

### 3.3 *Site Specific - Comments on Facility Design*

Table 2: Comments on Facility Design

Airport Parkway Bridge overpasses	RCAG recommended Share the Road signage to increase cyclist visibility after Hunt Club Rd. ramp openings.
Albion Road at Rideau Road	Comments on plans to rebuild intersection.
Alert Road to Leitrim Road link	Negotiations with the new Airport authority in conjunction with the Gloucester Cycling Advisory Committee resulted in a link through the airport, to the south.
Armstrong Road at River Road	Comments on design drawings; shoulder lanes installed at intersection.
Bank Street	Bridge over Rideau Canal: erase edge line and put in signage.
Bank Street at Lester Street	Comments on proposed new traffic signals.
Bank Street at South Keys	Examined potential conflicts between cyclists and right turn/through vehicles in curb lane.
Baseline Road at Erindale	Comment on pedestrian signals before Transportation Committee.
Blohm Drive at Hunt Club Road	Comments on proposed new traffic signals.
Booth Street at Albert Street	Response to safety concerns.
Champlain Bridge	RCAG requested that a letter be sent to the NCC requesting that cyclists be provided with safe and practical access on the Champlain Bridge during construction, and provided proposals on how this could be done practically and inexpensively.
Church Street at Main Street (RR#5), Stittsville	Comments on proposed new traffic signals.
Colonel By at Pretoria Bridge intersection	Comments were made on bicycle accessibility and turning movements.
Conroy Road	Review of plans and comments on new construction.
Cyrville Road @ Innes Road intersection	Cyrville Road Comments on paving sidewalks.
D.N.D. Project - Franktown Road (RR#10)	Comments on preliminary design of shoulder paving and pavement markings.
Elgin Street Rehabilitation	Input to design and construction phasing.
Fallowfield Road	Comments on median design at Woodroffe.
Hampton Park Plaza	RCAG recommended wide shared through lanes.
Hawthorne Road	Review of contract drawings and 2 metre cycle lanes.
Hunt Club at Merivale Road	Comments on carry through of bicycle lanes in the vicinity of new adjacent developments.
Hunt Club Road at Airport Parkway	Comments on ramp designs.
Innes Road (RR #20) at Portobello Road	Comments on design for intersection modifications and traffic control signals.
Lebreton Flats Transitway Station	Input to facility design.
Leitrim Road (Bank to Hawthorne to Baseline)	Input to Regional Overlay Program and line painting.
MacKenzie Bridge	RCAG participated in design of bicycle connection to Stewart Street.
March Road (Regional Road 49)	Comments on contract drawings.
Merivale Road at Family Brown Lane	Comments on proposed new traffic signals.
Queen St/Albert St/Slater St	Lane Markings and Signage.
Richmond Road (Queensway to Carling)	Comments on roadway design to accommodate cyclists.
Richmond Road/Byron Avenue/Woodroffe Ave.	Writeup not received in time.
River Road (Hunt Club to Limebank)	Input to Regional Overlay Program and reinstatement of shoulders.

Spencer Street at Holland Avenue	Comments on proposed new traffic signals.
Sussex/MacKenzie	Writeup not received in time.
Waller and MacKenzie	Writeup not received in time.
Waller at Stewart	Comments on median cut.
West Hunt Club Road Extension	Comments on conceptual design (Moodie Drive realignment).
West Hunt Club Road (Merivale to RR #73)	Share the Road signage.

### 3.4 New Cycling Facilities/CFIP Investments

This section lists the projects on which the Cycling Facilities Improvement Program (CFIP) budget was spent in 1998, as well as other major improvements in the cycling infrastructure. The CFIP budget for 1998 was \$180,000 with an additional \$200,000 being approved by Council during the summer. Some of the unspent CFIP budget from 1997 was used in 1998, while approximately \$53,000 was still unspent at the end of 1998. It should be noted that throughout 1998 there were improvements in cycling infrastructure made through other departmental budgets. For example, cycling lanes along Baseline Road from Greenbank to near Cedarview were paid through the Road Construction budget while other work was financed through the Road Maintenance budget.

At the time of this writing there was no available breakdown of spending on a project by project basis. However, Table 3 provides a breakdown by category of spending for the year, while Table 4 includes the most significant design and/or construction projects which were funded in whole or in part by CFIP. Some of the projects indicated in Table 4 are new cycling infrastructure not supported through CFIP funds. Please note that costs for staff time and work orders issued by staff as shown in Table 3 reflect recommendations from RCAG for work on many of the site specific projects listed above in Table 2.

Table 3 - 1998 Budget Allocations (General)

Activity	Cost (\$)
Staff time (salaries & miscellaneous)	38,000
Work orders (erection of signage; line painting etc.)	29,500
RMO Bicycle Map (cost recoverable through sales)	8,800
Miscellaneous	1,500
Construction projects (see Table 4)	132,750
Facility design (internal and consultant)	115,000
Total	325,550

Table 4: New Cycling Facilities and/or CFIP Investments

Baseline Road (Cedarview to Richmond)	This section of roadway was redesigned with considerable RCAG input towards enabling cyclists to use it safely, particularly the intersection of Richmond Road and Baseline.. The design incorporates bike lanes to be built in 1999.
Baseline Road (Greenbank to Cedarview)	RCAG provided input on the design of cycling shoulders along this stretch.
CPR Corridor (Robertson to Fitzgerald link)	A paved pathway was provided on a Nortel site on Fitzgerald. A stone dust pathway was extended from Robertson to the new pathway. Fitzgerald road has a signalized intersection at Moodie allowing cyclists to access Moodie drive bike shoulders.
Fallowfield Road (Greenbank to CN tracks)	RCAG provided input on the design of cycling shoulders along this stretch.
Innes Road	Reviewed and commented on road widening, turn lane additions and bicycle lane configuration due to increased commercial development (Petsmart Store and adjacent Plaza at the corner of Cyrville Road).



Innes Road (Orleans Blvd. to Jeanne d'Arc Blvd.)	Review of design for 2.0 metre bicycle lanes through new construction area. Reviewed and commented on final implementation.
Montreal Road (Ogilvie to Shefford)	Provided feedback on the design and pavement markings for cycling facilities, consisting of shared lanes, bike lanes through intersections and new curb side bike lanes where the road allowance was wide enough.
Montreal Road (Shefford to Green's Creek Bridge)	Comments on design of proposed bicycle facilities.
Moodie Drive (Nortel expansion)	RCAG provided extensive input towards making the Nortel Expansion on Moodie Drive fully accessible to cyclists. Work performed included TDM suggestions, design reviews of cycling lanes, paved shoulders, traffic signals and 417 ramps.
Ogilvie Road (Blair to Montreal)	Reviewed and commented on road widening, turn lane additions and alterations to bicycle lane configuration due to increased commercial development (new theatres and Canadian Tire store expansion).
Richmond Road (Baseline to Queensway)	Paved shoulders were designed in 1998 for implementation in 1999. Bike lanes will be provided in the section between Baseline and the Hospital while the remainder will consist mostly of paved shoulders.

### **3.5 Policy and Design Input**

- RCAG Use of Helmets
- bicycle registration
- HOV lanes
- road speed postings
- signage for bicycle facilities
- shared lanes with motorized traffic
- lane widths
- stormwater catch basins
- bicycle lane treatment at freeway ramps
- bicycle lane treatment on extended vehicle right turn lanes
- bus bay guidelines
- bikes on buses/trains
- bicycle parking
- Regional Roads Design Guidelines Study Group

### **3.6 Projects not Participated in by RCAG**

#### **Bank Street Parking (Centretown traffic calming):**

Although RCAG provided extensive written comments into plans for the overall traffic calming plan, the additional car parking on Bank Street arrived as a surprise; RCAG was not consulted. Bank Street is heavily used by cyclist traffic and is a designated cycling route. The additional, staggered car parking creates additional danger from car doors opening and forces cyclists to repeatedly weave around parked cars.

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### **Traffic and Parking By-law - Controlled-access Roads/HOV Lanes:**

The staff report recommended that Regional Road 174 (Old Highway 17) and the Airport Parkway (a CTN route) be designated as Controlled access roads, and also introduced new regulations defining HOV lanes. As per Council policy, RCAG comments were not included in the staff report. RCAG advised the Transportation Committee directly that: signage should be erected on RR174 to direct cyclists to another route as they approach it from the east end; that cyclists should to be allowed to use HOV lanes by default instead of exception as HOV lanes are frequently the right lane on the road; and that cyclists continue to be permitted to use the Airport Parkway.

### **Minimum Road Maintenance Standards:**

Staff recommended that Council approve in principle MTO recommendations for minimum road maintenance standards to shield municipalities from liability. MTO reports deliberately ignored the impact of reduced maintenance on cyclist traffic and therefore endangered cyclists e.g. permitting large potholes and on-road debris. RCAG's comments were not solicited for the report even though cyclists are most affected by road maintenance.

### **Trans Canada Trail:**

RCAG was not provided with the opportunity to provide staff with input to this report. The report neglected to acknowledge that the regional route being designated as part of the Trans Canada Trail is an important link and official part of the Cycling Transportation Network. It introduced other users and changes to path operation that would reduce its safe and effective operation as a cycling route from Bells Corners to Stittsville.

## **4. Recommendations for Improvements**

1. Provide adequate staff resources to grow cycling transportation:

Establish a full time, not half-time cycling / half time pedestrian cycling coordinator by reallocating existing staff resources if necessary. Ensure that the person has appropriate knowledge, experience and departmental support to do the job effectively.

Progressive North American cities have full time staff dedicated to working on and improving cycling. Implementing the cycling policy of the Transportation Master Plan and Official Plan requires this same commitment.

2. Provide adequate financial resources to grow cycling transportation

The 1999 funding of \$40,000 for public cycling promotion and safety activities (including staff and overhead costs) and \$190,000 for physical cycling facilities improvements (including staff cost) is insufficient to implement the cycling transportation growth policies of the Official Plan. Funding of both areas should be doubled in 2000, not just increased in 2001 as proposed for CFIP in the 10 year forecast. This level would be comparable to

efforts in by the old City of Toronto (not Metro) which was selected as the best cycling city in North America.

3. Provide assistance to RCAG to support its effective contribution:

Providing an effective secretary for only four hours each month to assist RCAG at its meetings is essential to maximize the contributions of RCAG members. RCAG members already put significant time into reviewing plans, writing reports, visiting sites, etc. between meetings. During meetings, members need to be focused on participating, not taking notes.

If a staff person with specific secretarial skills cannot be provided for this small task, then one of the regional staff who are already paid to be present at RCAG meetings should take and prepare the notes.

4. A Transportation Committee member should participate in RCAG meetings:

The value of having a Council member participate in cycling advisory committee meetings in other municipalities including Gloucester and Nepean, and in other regional committees, is proven. Having at least one cycling member of Transportation Committee attend RCAG meetings on a regular basis would enhance communications, both to Transportation Committee of RCAG's work, and to RCAG of Regional Council's priorities and constraints.

5. Reactivate RCAG subcommittees to focus on TDM and public relations

RCAG needs to devote more time to the 'soft' side of building the cycling network. This includes promoting cycling as an alternative transportation mode, educating the public and supporting traffic demand management techniques. This will require a greater participation by RCAG volunteers.

## 5. List of Participants Who Served in 1998

RCAG would like to express its thanks and appreciation to the regional staff who have provided their time and technical expertise, shared information concerning regional projects, and worked alongside the volunteer members throughout 1998. These include:

Harvey Dorman	RMOC - Environment and Transportation
Steve Lyon	RMOC - Planning and Development Approvals
Grant Malinsky	RMOC - Environment and Transportation

We would also like to express our appreciation for the excellent contributions provided by staff from other organizations who worked with us on a regular basis:

Daphne Hope	City of Ottawa - Alternative Transportation Planner
Gavin MacPhail	Citizens for Safe Cycling - Cycling Safety and Promotion Program Coordinator

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Christopher Bradshaw

Citizens for Safe Cycling - Cycling Safety and Promotion  
Program Coordinator

The following people constituted the RCAG membership in 1998:

Boyd Aitkin lives in Gloucester and is a member of the Gloucester Cycling Advisory Committee. He cycles or walks to work year round at the National Research Council working as a Civil Technologist. He has represented CfSC on GCAC for the last 4 years.

Robin Bennett, RCAG vice-chair, is a planning consultant who has a personal as well as professional interest in cycling as a means of transportation and recreation. He lives outside the region and commutes by car to his office on Bank Street, and normally walks or uses a bicycle for travel within Ottawa. He is a member of the Canadian Institute of Planners and has considerable experience working in the field of transportation planning.

Al Corbishley is a resident of South Gloucester and was the RCAG Chair in 1998. He has been a long time contributor to cycling in Ottawa-Carleton, having been an original member of Citizens for Safe Cycling (CfSC), a member of the Ottawa Bicycle Club (OBC) since 1981 and also the former Chair of Gloucester Cycling Advisory Committee (GCAC). Mr. Corbishley joined RCAG after retirement from Gloucester Hydro where he had worked for 28 years. Still a very keen cyclist, he cycled 11,200 km. in 1998, a little more than his normal average of 8,000 km. per year.

Brett Delmage is President of Citizens for Safe Cycling and CfSC's representative. He does not own a car by choice, and travels primarily by bicycle, OC Transpo and taxi, including commuting 40 km round-trip through Ottawa and Nepean to south Kanata, where he works as a software engineer. Brett is a nationally certified CAN-BIKE cycling skills instructor and a member of the Institute of Transportation Engineers. He has a broad interest in sustainable transportation, all facets of cycling transportation, and effective citizen participation in local planning and government.

Glenn Gobuyan, RCAG Member-at-large, is a resident of Orleans and also a member of the Gloucester Cycling Advisory Committee (GCAG). Glenn is an Industrial Design graduate and has keen interests in ergonomics/human factors issues in transportation and wayfinding. An avid bicycle traveler, he has experienced and observed different traffic conditions by bike in 14 countries.

Peter McNichol is a Member at Large who lives in Kanata. He has been an RCAG member since its inception, and is also the Chair of the planning sub-committee. He has been active in cycling for many years in many different capacities. He is a certified CAN-BIKE Instructor and is presently a member of both Citizens for Safe Cycling and the Ottawa Bicycle Club. In the past, he was Chair of the Kanata Cycling Advisory Committee, a board member of Citizens for Safe Cycling, president of Kanata/Nepean Bicycle Club and a member of the Kanata Traffic Safety Sub-Committee. Peter is also active in other community work and is currently President of the Katimavik-Hazeldean Community Association

Graydon Patterson is a year-round commuting cyclist, logging about 6,000 km per year. He is also manager of the crime analysis unit of the Ottawa-Carleton Regional Police. Graydon is a Can Bike II instructor and a member of the Ottawa Bike Club and Citizens for Safe Cycling. Graydon likes the challenge of cycling in winter, long self-supported camping tours and extending his 10 km commute to 40 and 50 km rides before work. He participates regularly in the Rideau Lakes tour, the Kokanee 24-hour mountain bike relays and OBC Sunday rides. Graydon is the OCAG representative for the Regional Cycling Advisory Group.

Lisa Semenoff sits as a member at large on RCAG. She has extensive experience in both commuter and recreational cycling. Cycling and walking are her main forms of transportation year round. She has a strong interest in safety issues, integrating multiple modes of transportation and cycling promotion.

Michael Slavitch lives in Ottawa and is a Senior Consultant for a local telecommunications company. He has been active in the local cycling community for several years and in the past has held the positions of Vice President and Touring Events Director for the Ottawa Bicycle Club. He is an active sports cyclist and tourist, and a dedicated cycle commuter from March to December.

Biographies for the following members were not available at printing time:

Bruce Lowe	Member at Large, OBC member
Manon Valin	Member at Large

## **6. List of Guest Speakers**

Gail Salminen and Clare Perdue, Health Dept, RMOC (February 3, 1998)

Councilor Diane Holmes, (March 3, 1998)

Graham Zeisner, Maintenance Division, E&T Dept., RMOC (April 7, 1998)

Vinnie Sahni, E&T Dept., RMOC (May 5, 1998)

Bill Jolliffe, E&T Dept., RMOC (August 11, 1998)

Madelaine Stewart-Dmaj , Councilor Doucet's office (October 8, 1998)

Doug Brousseau, Director of Mobility Services, RMOC E&T Dept. (November 3, 1998)

Pamela Sweet, Director, Policy and Infrastructure Planning, RMOC (November 3, 1998)

## **7. RCAG Terms of Reference \***

The mission of the Regional Cycling Advisory Group is to provide the Region with public input to investments in cycling infrastructure and various issues affecting cycling in Ottawa-Carleton.

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## **Mandate**

Advise Regional Council and the Environment & Transportation and Planning & Development Approvals Departments on cycling issues as they relate to the Regional Official Plan including policy review, budgets, development and implementation.

Advise on transportation systems, their maintenance standards and schedules as they affect cycling.

Advise on classification and integration with other cycling systems within the National Capital Region.

Advise on the integration of cycling facilities into development proposals through the provision of policy guidelines and review of plans to Regional Council, committees and appropriate staff.

Advise on the development and integration of bicycle facilities design standards.

Advise on cycling-related issues in education, safety, and enforcement of the law for all road users.

Bring before Regional staff issues and proposals regarding commuting, safety, public awareness, tourism etc., which will improve cycling in the Region.

Provide liaison with the municipal cycling groups.

## **Composition**

Members at large (up to 8, having voting rights)

Municipal cycling committee reps (1 with voting rights from each municipality, where obtainable)

Local cycling organization reps (each with a voting right)

Staff from RMOC (2)

Secondary staff support from various municipal organizations (number varies)

## **Frequency of Meetings**

Once per month or at the call of the Chair.

## **Quorum**

One-half of the current "Public" membership plus one.

## **Reporting**

Periodic reports to the Environment & Transportation and Planning & Development Approvals Depts.

Annual or status reports may be made to Regional Council.

\* Note: This is the 'shortened' version. The full version is available upon demand.