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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.