

Terms of Reference

**Cycling Advisory
Committee**
July 2018

BACKGROUND

The goals of the Cycling Advisory Committee are as follows:

- To advocate and promote community education and events to increase cycling safety and participation;
- To advocate and engage organizations/businesses to support cycling in Oxford County;
- To support, advocate, and assist with the creation of a safer cycling environment;
- To assist with cycling policies, strategies, and programs;
- To facilitate communication and collaboration among the eight area municipalities, stakeholders and community partners;
- To assist and promote cycling tourism within Oxford County

PURPOSE

To foster a bike-friendly community that encourages and facilitates people to use the bicycle for recreation and as an alternate, environmentally friendly mode of transportation.

COMPOSITION

Membership shall be made up of the following:

- County Council representative (1 member)
- Representative from each local area municipal council or staff (up to 8 members)
- Police Services (2 members)
- Residents/Representatives from the cycling community (6 members)
- County department representatives (Public Works, Public Health, Tourism)

The Executive shall be made up of the following:

- Chair or Co-Chairs – to be elected by members
- Vice-Chair
- Recorder

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RULES OF PROCEDURE

The term of the committee is 4 years ending with the Term of Council (2018 - 2022);

Meetings will be held monthly, except March, July, August, and October;

There may be additional meetings at the call of the chair(s);

Meetings will be held on the second Monday of each month at 6:00 PM at the Oxford County Administrative Building;

The Committee shall select a Chair, Vice Chair, and Recorder from among their members for the purpose of chairing meetings and overseeing the operation of the Committee. Terms of Reference will be reviewed by the Committee prior to the end of the term with recommendations to be considered by the next term of County Council.

Sub-committees and Working Groups:

The committee may form sub-committees and working groups as may be necessary to address specific issues. These sub-committees and working shall include committee members as well as outside resources as deemed necessary.

ToR Adopted by Council Report No. CAO 2018-15 July 11, 2018
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