

City of Mississauga  
**Memorandum**



---

Date: August 16, 2023  
To: Chair and Members of Mississauga Cycling Advisory Committee  
From: Michelle Sanstra, Legislative Coordinator  
Meeting date: September 13, 2023  
Subject: **Appointment to Subcommittees**

---

As per the Procedure By-law, a Committee of Council may establish a subcommittee which shall consist of members of the parent Committee, as may be determined by such parent Committee and any other member approved by Council.

Sub-committees will be formed to deal with specific issues, and will make recommendations to the parent Committee. Once the specific issue is dealt with the subcommittee shall cease. All appointed members of the subcommittee have the right to vote.

The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.

Mississauga Cycling Advisory Subcommittees are as follows;

- Communications and Promotions Subcommittee
- Network and Technical Subcommittee

**Communications and Promotions Subcommittee**

(meets as needed)

- All Subcommittee activities will be consistent with and support the attainment of MCAC's goals
- On an ongoing basis, the Subcommittee will undertake activities to review and monitor cycling related communications and promotions undertaken by City Staff or MCAC and will provide feedback to MCAC and City staff concerning any recommended actions
- Upon request and as directed by MCAC, the Subcommittee will assist City staff in the development of cycling related communications and promotions programs and materials in support of City cycling activities.

- As directed by MCAC, the Subcommittee will develop and recommend to MCAC communications and promotions programs and materials to support attainment of MCAC's goals.
- The Subcommittee also recommends recipients for the Phil Green Recognition Award, the Youth/School Cycling Award, the Business Award and the Cycling Equity, Diversity and Inclusion Award.

### **Network and Technical Subcommittee**

(meets as needed)

- All subcommittee activities will be consistent with and support the attainment of MCAC's goals
- On an ongoing basis, the Subcommittee will undertake activities to review and monitor the safety and performance of the installed cycling network and will provide feedback to MCAC and City staff concerning any recommended remedial actions.
- Coordinating with City staff, the Subcommittee will provide safety and technical performance input for proposed new cycling structures and upon completion will review finished structures for safety, utility and deficiencies.

## **Attachments**

Appendix 1: Mississauga Cycling Advisory Committee Terms of Reference

Appendix 2: Phil Green Award – MCAC Recommendation

Appendix 3: Three New MCAC Awards – MCAC Recommendation

*Michelle Sanstra*

---

Prepared by: Michelle Sanstra, Legislative Coordinator