

# Terms of Reference for Mississauga Cycling Advisory Committee

## Mandate

The committee is an active stakeholder in the Mississauga Cycling Master Plan which was initially approved by Council in September 2010 with an update re-approved by Council in the fall of 2018. The plan is an ambitious strategy that will transform Mississauga into a city that is conducive to cycling, not only for recreation and fitness, but also for daily transportation needs. The plan builds on Mississauga's long-standing commitment to its off-road trail system by identifying a comprehensive network of on-road as well as off-road cycling facilities to be maintained and constructed over the term of the plan.

## Objectives/Goals

Consistent with the goals of the Cycling Master Plan, the goals of the Committee are to foster a culture where cycling in Mississauga is an everyday activity, to support the building of an integrated on-road and off-road cycling network as part of a multi-modal transportation system, and to promote a "safety-first" approach for cycling in Mississauga.

In order to meet the above goals, the committee has set the following objectives to provide the framework for its work:

- Monitor the implementation of the City of Mississauga Cycling Master Plan and make recommendations to influence progress when appropriate;
- Assist City staff in updating the Cycling Master Plan, as required;

### Fostering a Cycling Culture:

- Represent the cycling community and facilitate opportunities for additional Community input to implement, enhance, and evolve the Cycling Master Plan.
- Monitor and encourage all forms of cycling activity within Mississauga by providing input and feedback for City staff or citizen-led programs, community or other organized mass rides or cycling initiatives, and as a point of contact for the cycling and general communities with regards to cycling in Mississauga.

### Building a Cycling Network:

- Provide input into and support the development and maintenance of a continuous and integrated cycling network within the City of Mississauga and with neighbouring municipalities, with a particular emphasis on recommending priorities;

Adopting a “Safety-First” Approach:

- Provide input to City staff and Council on and support the planning and delivery of programs and infrastructure to promote safe cycling; and
- Review legislation and policies that relate to cycling and advocate to City Council and other legislative bodies for cycling-supportive legislation and policies.

### **Work Plan**

All Advisory Committees shall prepare annual Work Plans which they will send to their parent standing committee, then to Council at the beginning of the New Year, as well as a progress update at the end of the year. Committee members shall work collaboratively with City staff devise these Work Plans to ensure that the workload is manageable and appropriately shared between the two parties. Work plans will need to be carefully crafted in order to meet the Committee’s mandate and objectives, as well as the City’s Strategic Plan, Master Plans, and budgetary capacity.

The work plan shall speak directly to the specific goals the committee aims to accomplish.

The work plan for each Advisory Committee attempts to use the City’s Strategic Plan Pillars, action items, master plans, or legislation as sub-headings to organize the committee’s focus and nature of work.

The Committee shall present its accomplishments as they relate to the work plan, to Council annually.

### **Definitions**

Definitions are provided for the purpose of clarity and only where necessary.

That definitions provided are referenced to the appropriate source/legislation.

### **Procedures and Frequency of Meetings**

All Committees are subject to Council Procedure By-law, which outlines the procedures for Council and Committee meetings.

<https://www.mississauga.ca/publication/council-procedure-by-law/>

The Mississauga Cycling Advisory Committee will meet approximately 12 times per year, usually on the second Tuesday of every month, or as determined by the Committee at the call of the Chair.”

## Membership

All members are subject to the Code of Conduct and Complaint Protocol for Local Boards.

[http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local\\_Boards\\_Code\\_of\\_Conduct.pdf](http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local_Boards_Code_of_Conduct.pdf). and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities. <http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf>

The MCAC shall consist of Voting Members and Volunteer Members. Their roles are outlined below:

### ***Voting Members***

There will be a total of 8 voting members appointed by Council, with a minimum of 3 members from each of the three quadrants of the City. The areas are established using the following quadrants; North West, North East and South (see attached). There shall also be representation(s) from City Council on the Committee. The Councillor(s) will also be a Voting Member(s), but will not necessarily be required for quorum. Quorum will consist of a majority of the members.

### ***Volunteer Members***

Provision will also be made for Volunteer members. These volunteers are non-voting members of MCAC. They can participate in the meetings of MCAC and sit on all sub-committees. A person wishing to be a Volunteer Member should indicate their interest to the Committee Coordinator who will maintain a registrar of such members.

### ***Staff Support Members and Agency Representatives***

Staff support members and agency representatives will function as non-voting members of the committee.

The Committee Coordinator (Office of the City Clerk) will prepare the committee's notices, agendas, minutes and correspondence. The committee will also be supported by staff from the Active Transportation Office (Transportation and Works Department) and by staff from the City Departments, as warranted. They include, but are not limited to the following:

- Transportation & Works Department: Traffic Operations
- Community Services Department: Parks; Sports
- Planning & Building Department: Policy Planning
- Corporate Services Department: Communications

Agency representatives may be involved in the development or implementation of cycling initiatives. Representatives from these agencies will be requested to attend as warranted. Such agencies include, but are not limited to the following:

- Region of Peel: Public Works Department
- Peel Regional Police

### Role of Chair

The role of the Chair is to:

1. Preside at the meetings of Mississauga Cycling Advisory Committee using City of Mississauga's Procedure By-law, and keep discussion on topic.
2. Provide leadership to Mississauga Cycling Advisory Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
3. Review agenda items with the Committee Coordinator and (appropriate) Office in the City.
4. Recognize each Member's contribution to the Committee's work.
5. Serve as an *ex-officio* member of subcommittees and attend subcommittee meetings when necessary.
6. Liaise with the Manager of (Office in the City that handles the Committee's subject matter) on a regular basis.

### Role of Committee Members

The role of Committee Members is to:

1. Ensure that the mandate of Mississauga Cycling Advisory Committee is being fulfilled.
2. Provide the Chair with solid, factual information regarding agenda items.
3. When required, advise Council on matters relating to (the matters that the committee deals with).
4. Actively participate in the promotion of the Committee's signature events/Site inspections/etc. (whatever they may be).
5. Notify the Committee Coordinator if they are unable to attend Mississauga Cycling Advisory Committee meetings to ensure that quorum will be available for all meetings.

### Quorum

1. Quorum of the Mississauga Cycling Advisory Committee shall be reached with the presence of a majority of the appointed and elected members, at a time no later than thirty (30) minutes past the time for which the beginning of the meeting was scheduled and so noted on the agenda or notice of the meeting.
2. The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.

3. The presence of one (1) of the appointed Council members shall not be required to establish quorum.

### Subcommittees

That, 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;

- Network and Technical Subcommittee
- Communications and Promotions Subcommittee

#### Terms of Reference: Network and Technical Subcommittee

- 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.

#### Terms of Reference: Communications and Promotions Subcommittee

- 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.