

TORONTO CYCLING COMMITTEE TERMS OF REFERENCE

(1) Committee Purpose:

To advise City Council and its Departments, Agencies, Boards and Commissions, on the design, development and delivery of bicycle policies, programs and facilities to promote and enhance cycling within the City of Toronto.

(2) Goal:

A liveable and environmentally friendly City that is accessible and safe for people of all ages and abilities to get around by bicycle and to ensure the role of cycling in a transportation system appropriately balanced among all road users.

(3) Focus:

The Toronto Cycling Committee will focus on:

- representing cyclists' interests within the City;
- physical infrastructure (planning, design standards, operations, maintenance);
- education, safety and security of cyclists and other road users;
- promoting bicycle use;
- environment, air quality and economic development issues related to cycling;
- better integration of transit-bicycle trips; and
- co-ordinating initiatives with cycling interests outside the City of Toronto.

(4) Responsibilities:

- (i) to represent the interests of cyclists within the City;
- (ii) regular attendance at full committee meetings;
- (iii) active participation on at least one Sub-Committee; and
- (iv) assist with other aspects of the Toronto Cycling Committee's work. (i.e. production of newsletters and special events, likely totaling about 4 hours of additional work per month for a total volunteer time of about 10 hours per month).

(5) Composition:

- (i) 1 City Councillor;
- (ii) 15 citizens-at-large, equitably representative of all geographic districts of the City; and
- (iii) 1 representative from each of the following organizations (7):
 - (1) Toronto Pedestrian Committee;
 - (2) Toronto Bicycling Network;
 - (3) Community Bicycle Network;
 - (4) Toronto District School Board;
 - (5) Toronto Catholic District School Board;
 - (6) Advocacy For Respect For Cyclists; and
 - (7) Toronto Youth Cabinet.

(6) Length of Term:

The term of appointment is three years, concurrent with the term of Council. All appointments will continue until their successors are appointed or City Council terminates an appointment.

(7) Quorum:

Quorum shall be nine members.

(8) Attendance:

In order to be a member in good standing, regular attendance at meetings is required. A member who is absent (or not represented by an alternate where terms of the Member's appointment permits same) for three consecutive meetings, without providing the Committee with written or verbal notification and reason for such absence, shall be deemed to have resigned from the position.

(9) Remuneration:

No compensation shall be made to members of the Committee for their participation.

(10) Term of Office:

For the three-year term of Council expiring on November 30, 2006 and until his/her successor is appointed.

(11) Meetings:

(i) the Toronto Cycling Committee usually meets once a month, or at the call of the Chair. Currently the Committee meets on the third Monday evening of each month;

(ii) the following working Sub-Committees meet once a month:

- (1) Education and Safety Sub-Committee;
- (2) Promotions and Communication Sub-Committee; and
- (3) Network Planning Sub-Committee.

(iii) meetings are usually held in the evenings; and

(iv) ad hoc meetings of all or part of the Toronto Cycling Committee may be convened, as required.

(12) Reporting:

The Toronto Cycling Committee shall report, in consultation with staff, principally to the Works Committee.

(13) Staff Support:

City Clerk's staff will prepare the Cycling Committee's notices, agendas, minutes and correspondence. The Committee will be supported by staff dedicated to working on cycling issues, and by staff of the City's service areas as warranted