

**Clerk's Note: Edits to the Windsor Bicycling Advisory Committee  
Terms of Reference and Mandate:**

Bold and italicized text under **Mandate**

Bold and italicized text under **Composition**

Bold and italicized text under **Absenteeism**

Bold and italicized text under **Quorum**

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## **Windsor Bicycling Committee – January 2020**

### **Revised Mandate and Terms of Reference**

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#### **Preamble**

The current Windsor Bicycling Committee was originally established in 1987 as the Bikeways Ad Hoc Steering Committee whose main role was to advise City council on matters pertaining to the establishment of a network of recreational and commuter routes for cyclists in the City of Windsor. The group worked closely with all levels of the City's administration to develop an implementation plan. This resulted in the Bicycle Use Development Study, prepared by Victor Ford & Associates. This plan was adopted in principle by City Council in late 1990.

Since the bicycling study was approved by Council a number of the proposed routes have either been constructed or incorporated into plans for future developments. The Bikeways Ad Hoc Steering Committee changed its name to the Windsor Bicycling Committee during 1991 and has expanded its mandate accordingly.

#### **1. Mandate**

The purpose of the Committee is to enhance the safety and viability of bicycling in the City of Windsor. It acts as an advocate for the growth of ***predominantly bicycling and walking*** as ***a*** form of transportation and recreation that is affordable, ***equitable (as they increase access for all residents), enhance community vitality, attract and retain residents and investors, are environmentally sustainable, mitigate climate change, are quiet and promote health and well-being.*** The Committee acts as an advisor to Council and City departments on bicycling ***matters*** in the City of Windsor.

#### **2. Composition**

The Windsor Bicycling Committee shall consist of a maximum of ***10*** voting members and non-voting resource members.

### **3. Appointment and Term**

Windsor City Council shall appoint the members of the Windsor Bicycling Committee.

The term of Committee membership shall be established by Windsor City Council and is currently approved to be the same as the term of Windsor City Council (4 years). A Committee member may be offered and accept consecutive terms subject to the approval of Windsor City Council.

A Chairperson and Vice Chairperson shall be chosen by a majority vote of the Committee members. The position of Chairperson and Vice Chairperson shall be held for the same term as the Committee member term. At the expiration of the term, the outgoing Chairperson and Vice Chairperson may, subject to the approval of Windsor City Council, remain as a Committee member and may be nominated for the position of Chairperson and Vice Chairperson for consecutive terms.

### **4. Education and Information**

- Increase public awareness of cycling – [www.cyclewindsor.ca](http://www.cyclewindsor.ca) website, events which include Bike the Bridge, Bike to the Fireworks, Ride your Bike to Work
- Promotion of cycling facilities and programs developed by the city, or by groups within the city
- Development and/or promotion of cyclist education courses, in liaison with Windsor Police Services, schools and other groups
- Education/public awareness campaigns for motorists
- Recruitment of those with skills in these areas to volunteer or to train others

### **5. Fundraising**

The Committee may coordinate partnership funding by collecting funds from organizations (derived from various events) with any surplus funds that may be collected to be utilized towards cycling infrastructure, supplies and equipment (i.e. bicycle racks).

### **6. Vacancy**

The Committee may, but is not required to, recommend persons to fill a vacancy if such recommendation is approved by a majority vote of the members present. A vacancy, and any recommended replacements shall be reported by the Chair of the Windsor Bicycling Committee to Windsor City Council. Windsor City Council shall appoint a replacement for the unexpired term of the vacant position.

## **7. Absenteeism**

Any member who is absent from ***75% of the meetings held within a year without a valid reason or the express approval of Council will be deemed to have resigned from the Committee.***

## **8. Quorum**

The quorum of the Windsor Bicycling Committee is 6 voting members.

## **9. Frequency of Meetings**

The Committee shall hold 4 (four) meetings in each calendar year.

## **10. Conduct of the Meeting**

Meetings shall generally be guided by the following:

- (i) The order of business shall ordinarily be as set out in the Agenda, except that the items may be taken up out of order or added to the agenda at the discretion of the Chair by a majority vote of the members present.
- (ii) All decisions of the Committee shall be made by resolution approved by a majority vote of all members present.
- (iii) The Chair shall generally conduct the meeting in accordance with standard Rules of Procedure.
- (iv) In the event of absence of the Chair, a person chosen by a majority vote of the members present shall chair the meeting provided a quorum is present.

## **11. Agenda and Minutes**

An Agenda will be provided prior to each meeting. Committee members may suggest items for the agenda to the Chair who may direct that item to be scheduled.

Minutes shall be taken of all meetings of the Committee and shall be distributed as soon as possible to all Committee members.

All matters related to recording and distributing the Minutes shall comply with the City of Windsor policies governing the recording and distribution of the Minutes of a Committee of City Council.

## **12. Advocacy and Monitoring**

- Monitor City, Provincial and Federal Governments and their committees, departments and agencies, in order to support pro-cycling measures.
- Maintain liaison with other groups such as the Ontario Cycling Association, Bike Windsor-Essex, Share the Road Cycling Coalition and Michigan Trails & Greenways Alliance.