

Background

Staff is proposing the establishment of an Active Transportation Advisory Committee (ATAC) that will support the development of strategies for infrastructure improvements, and promotion and education initiatives to promote non-motorized and low carbon travel options in collaboration with Area Municipalities.

Purpose / Mandate

To promote all modes of active transportation (AT) and low carbon travel options through support and advocacy of a well-connected, safe, accessible and functional AT network consisting of sidewalks/multi-use paths, designated bicycle lanes, wider paved shoulders, and off road trails.

Responsibilities

The goals of the ATAC are as follows:

- To provide input in the development of AT strategies, promotion and education initiatives, tourism opportunities and infrastructure improvements to support all AT modes and low carbon travel options;
- To support, advocate, and assist with the creation of a safe and accessible AT network;
- To facilitate communication and collaboration among the eight area municipalities, stakeholders and community partners, and;
- To assist and promote tourism destinations related to active transportation within Oxford County

Membership

Six members of the public are to be appointed to the ATAC.

In addition to the above, the Committee will appoint one County Councillor.

A person appointed to the ATAC must be

- At least 18 years old

Essential Competencies & Qualifications

- Commitment to equitable access, diversity and inclusiveness;
- Ability to seek and listen to input from all stakeholders and approach people and problems with an open mind;

- Ability to actively participate in discussion and deliberation and to attain positive outcomes;
- Leadership experience;
- Time and energy to devote to the work of the Board / Committee;
- Demonstrated knowledge and/or interest in active transportation (walking, hiking, cycling, equestrian, etc)

Term

The term of the committee is 4 years ending with the Term of Council (2023-2026).

Time Commitment

The ATAC will meet quarterly in-person at the Oxford County Administration Building.

Rules of Procedure

Meetings will be held quarterly in January, April, July, 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 noted above (at 4:00 p.m. to 5:30 p.m.) at the Oxford County Administrative Building;

Each year, the Committee shall select a Chair and Vice Chair, 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.

Meeting agendas and minutes will be prepared by County staff and posted on the Oxford County website

Compensation and Expenses

Committee members will receive remuneration as per the policies of the County of Oxford, as amended from time to time and shall be reimbursed by the County for County business related expenses incurred, payable in accordance with Employee Expense Policy No. 6.02.

| Half-day meeting or less | Full-day meeting |
|---|-------------------------|
| \$100 | \$175 |
| Compensation applies to Lay Member Appointees only | |

Committee Support

The ATAC will include County staff representatives from the Public Works Department and Tourism Oxford and support from Strategic Communications and Engagement as required.

ATAC membership will also include:

- Representative from each local area municipality
- Police Services (2 members)
- Southwestern Public Health

Additional Information

The ATAC is intended to replace the Oxford County Cycling Advisory Committee (OCCAC) with a broader focus on all active transportation and low carbon modes of travel.