

## **Cycling Public Advisory Committee (CPAC)**

### **Draft Terms of Reference**

**Type:** The Cycling Public Advisory Committee (CPAC) will be an advisory body to the Comox Valley Cycling Task Force.

**Chairperson:** The Chairperson of the advisory committee will be chosen by the members of the committee.

**Responsible to:** CPAC is responsible to the Comox Valley Cycling Task Force.

**Purpose:** to work with the cycling community and provide advice and recommendations regarding cycling initiatives, concerns and priorities.

### **Timeframe, Reporting and Deadlines:**

- CPAC will be in place for the same time frame as the Comox Valley Cycling Task Force (currently established as October, 2011).
- CPAC will meet quarterly (four times per year). The meetings will be open to the general public.
- The chair or designate of CPAC will attend the Comox Valley Cycling Task Force meetings (four times per year) and provide a report to the task force.
- CPAC may also contact or coordinate meetings as required with each jurisdiction, including MOT, to deal with specific jurisdictional issues.

### **Composition:**

CPAC will be composed of a total of six members, which will include three members chosen by the Comox Valley Cycling Coalition and three members from the general public appointed by the Comox Valley Cycling Task Force.

One staff representative from the Comox Valley Cycling Task Force Technical Committee will attend the CPAC meetings (this will be a rotating staff member from local government jurisdictions represented on the Comox Valley Cycling Task Force).

### **Goals:**

- 1) Review the Comox Valley Cycling Plan and identify priorities for implementation as indicated in Section 4 of the plan.
  - a) make recommendations to the Cycling Task Force on regional issues identified in the plan
  - b) make recommendations to the specific jurisdictions based on issues identified in the plan
  - c) develop an action plan including budget for items listed in the plan.
- 2) Advocate for cycling issues in the Comox Valley.
- 3) Provide a process for the general public to communicate cycling issues, concerns and suggestions and establish a process to communicate with existing stakeholders and organizations.