Oxford County

Growing stronger together

Active Transportation Advisory Committee (ATAC)

Terms of Reference

Adopted: October 14, 2026

Active Transportation Advisory Committee
Terms of Reference
September 2026

Background

Established by County Council in 2022, the Active Transportation Advisory Committee (ATAC) replaced the Oxford County Cycling Advisory Committee (OCCAC) to provide broader focus on all active transportation and low carbon modes of travel.

The ATAC-supports the development of strategies for infrastructure improvements and assists with promotion and education initiatives to advance non-motorized and low-carbon travel options in collaboration with Area Municipalities.

Purpose and Mandate

To promote all modes of Active Transportation (AT), including but not limited to walking, cycling, strollers, roller blades, kick scooters, assistive devices, and other 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.

The committee's mandate is grounded in Oxford County's 2024 Transportation Master Plan (TMP), which identifies the ATAC as a champion and implementation partner for active transportation across the County.

Membership

Composition

The Committee shall be comprised of:

a) Six (6) members of the public; and

b) One (1) County Councillor - is an ex-officio member of the Committee

ATAC membership will also include representatives from following agencies:

- Each local area municipality
- Police Services (2 members)
- Southwestern Public Health

Qualifications & Competencies

A person appointed to the ATAC must be:

- At least 18 years old;
- A resident of Oxford County;
- Committed 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, deliberation and attain positive outcomes;
- Leadership experience;

- Time and energy to devote to the work of the Committee; and
- Demonstrated knowledge and/or interest in active transportation (walking, hiking, cycling, equestrian, etc.).

Term

Members will be appointed by County Council for the term of Council. Members of the Public until successors are appointed. Members are eligible for re-appointment.

A member who has been appointed to fill a vacancy part-way through the Advisory Committee term will be appointed for the balance of the existing term. Any replacement member must be approved by County Council.

Unless otherwise provided for in the resolution and/or by-law establishing the Committee, the Committee shall be dissolved once the purpose for which it was appointed has been fulfilled.

Vacancies

Vacancies on the Committee shall be filled in accordance with the County of Oxford Procedural By-law and applicable Council policies.

Selection of Chair and Vice Chair

At the first meeting of each year, the Committee shall select a Chair and Vice Chair by a majority vote for the purpose of chairing meetings and overseeing the operation of the Committee.

Roles and Responsibilities

The Chair

- Preside over all meetings;
- Ensure adherence to the Council approved Terms of Reference;
- Consult with Committee Secretary on matters for inclusion on Committee agendas; and
- Provide leadership to facilitate the effective conduct of Committee business.

Committee Members

- 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;
- Support, advocate, and assist with the creation of a safe and accessible AT network;
- Facilitate communication and collaboration among the eight area municipalities, stakeholders and community partners;
- Serve as the lead partner in pedestrian safety education and encouragement programs, in accordance with the TMP including partnerships with schools, social clubs, police services, and interest groups;

- Identify and advocate for the establishment of winter maintenance standards for pedestrian infrastructure, including sidewalks, multi-use paths, and controlled crossings;
- Assist and promote tourism destinations related to active transportation within Oxford County; and,
- Committee members may be requested to attend promotional events throughout the year as well as pre-planning meetings as necessary, however, participation will be on a voluntary basis.

County Staff

The ATAC will be supported by County Staff representatives from the Public Works Department and Tourism Oxford, with additional support from Strategic Communications and Engagement for outreach and engagement activities in alignment with the Committee's implementation role under the TMP.

Committee Secretary

An employee of the County shall serve as Recording Secretary to the Committee and shall:

- Prepare and distribute meeting agendas in consultation with the Chair and in accordance with the County's Procedure By-Law;
- Record and maintain meeting minutes and Committee records;
- Distribute agendas and minutes and posting approved minutes on the County website;
- Prepare draft minutes for consideration at the next Committee meeting; and
- Forward approved minutes to the County Clerk for inclusion on a Council agenda, as required.

Meetings

Meeting Frequency

Meetings will generally be held quarterly in January, April, July, and October on the second Monday of each month (at 4:00 p.m. to 5:30 p.m.). Additional meetings are at the call of the Chair.

The meeting schedule will be established on an annual basis. Meetings are subject to change in consultation with the ATAC.

All meetings of the ATAC shall be open to the public, except for those portions of a meeting held in closed session in accordance with applicable legislation.

A Bi-annual newsletter will be prepared to highlight committee achievements, upcoming events, municipal updates and general interest items.

Meeting Location

Meetings will be held at the Oxford County Administrative Building. Virtual attendance is permitted.

Rules of Procedure

The Committee shall conduct its meetings in accordance with the County of Oxford Procedural By-law.

Quorum

Quorum shall consist of (3) appointed members of the Committee, including the Chair.

Where quorum is not achieved, members present may engage in informal discussion and information sharing; however no formal decisions or recommendations shall be made on behalf of the Committee.

Agendas and Minutes

Meeting agendas, including minutes of the previous meeting, shall be distributed to Committee Members in advance of each meeting. Minutes shall be approved by the Committee at its next scheduled meeting and, once approved, posted on the County's website in accordance with the County of Oxford Procedural By-law.

Sub-Committees or Working Groups

Sub-committees and working groups may be established by the Committee as required. Such groups shall be advisory only, shall report to the Committee, and shall not constitute a quorum of the Committee.

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 *3.5 hours or less*	**Full-day meeting**
$100	$175
Compensation applies to Public Member Appointees only	

Reporting and Review

The Committee serves in an advisory capacity and does not have the decision-making authority of Council. All Committee decisions shall be made in the form of recommendations to Council, unless

otherwise authorized by Council through resolution or by-law. Recommendations shall be forwarded by the Committee Secretary to the Clerk for inclusion on the agenda of the next Council meeting.

The ATAC Terms of Reference shall be reviewed during each Council term, with any proposed revisions submitted to Council for adoption prior to the appointment of a new Committee.

At the conclusion of each Council term, the ATAC shall submit a report to the Clerk summarizing its activities and accomplishments during the term.

Relevant Policies and Procedures

All employees and Committee Members will be guided by the County of Oxford's policies, procedures and relevant Provincial legislation and policies including, but not necessarily limited to, the following:

- Council's Code of Conduct Policy
- County Procedural By-law
- Accessibility Policy
- *Municipal Conflict of Interest Act (MCIA)*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*