



## University of Victoria Cycling Advisory Committee

### Terms of Reference

**Type:** Advisory to the Office of Campus Planning and Sustainability

**Responsibilities:**

To provide advice and assistance to the Office of Campus Planning and Sustainability in the university's design, development and delivery of programs, facilities and strategies that promote cycling and support the campus Transportation Demand Management program by:

- Promoting safe and responsible bicycle use.
- Communicating with the university community on cycling issues, programs, information and opportunities.
- Assisting with the development and implementation of plans for additional bike racks, lockers and shelters.
- Providing input on capital projects involving cycling facilities.
- Establishing working groups to assist with annual or special cycling related projects or initiatives such as Bike to Work Week and Day, the Bike Kitchen and the Lighten Up or other safety campaigns.
- Assisting with the preparation of campus cycling plans and strategies.
- Providing input on the Office's allocations of the annual budget and program priorities for the cycling component of the overall TDM program and budget.
- Gathering information and research on cycling best practices and innovations from other post secondary institutions and organizations.
- Providing liaison to SPOKES, other campus cycling groups and organizations in the community.
- Reviewing existing operational programs and practices related to cycling and making suggestions for new approaches on campus consistent with the various decision-making, planning and budgetary parameters set out by the university.

**Membership and Meeting Arrangements:**

The Office of Campus Planning and Sustainability will encourage participation on the Committee from the student body, plus staff and faculty who are cyclists, involved with the campus and external cycling community and cycling organizations, and who have an interest in promoting cycling interests on campus.

The Committee will meet as required and at a minimum three times per year to assist in planning for fall, spring and summer term activities.

The Office of Campus Planning and Sustainability will be the Secretariat for the Committee, with its Director acting as Chair. The Sustainability Coordinator will be the primary resource person to the Committee with assistance provided by the Transportation and Parking Coordinator from the Campus Security Services Department.