

**HAMILTON CYCLING COMMITTEE
TERMS OF REFERENCE**

Committee Type:	Advisory Committee	Reports To:	Public Works Committee
Meeting Schedule:	1st Wednesday of each month from 5:45 to 7:45 p.m.	Composition:	2 Members of Council Up to 15 members of the public
Duration:	4 years, aligning with the term of Council		

1. COMMITTEE PURPOSE:

The Hamilton Cycling Committee (HCC) advises City Council on:

- a. all matters related to cycling
- b. monitors the implementation of the Hamilton Cycling Master Plan
- c. encourages and participates in planning for bicycling facilities
- d. encourages citizens to cycle instead of drive
- e. educates the public about the benefits and necessities of cycling
- f. integrates the work of area municipal bicycle committees

2. COMMITTEE GOALS:

- a. Review progress in implementing the Cycling Master Plan and to take action to influence progress if necessary
- b. Ensure community input on specific details associated with implementing the Cycling Master Plan
- c. Ensure that cycling needs are emphasized in all transportation related decisions
- d. Encourage legislation and policy changes that are supportive of cycling
- e. Promote cycling for transportation and recreation through relevant events
- f. Educate the public on the benefits, necessities and safety aspects of cycling
- g. Assist in establishing secure, adequate bicycle parking facilities;
- h. Represent the cycling community at City of Hamilton sponsored functions/events;
- i. Encourage the formation of, and liaise with other municipal cycling committees
- j. Foster a mutual respect between cyclists and other road users.

3. MEMBERSHIP

- a. The Hamilton Cycling Committee is comprised of up to 15 citizens members;
- b. Serve a 4 year term, coinciding with the term of Council
- c. All members shall reside in the City of Hamilton
- d. Have a demonstrated interest in cycling issues
- e. It is desirable (although not required) for the committee to include:
 - faculty, staff or student from McMaster University
 - faculty staff or student from Mohawk College
 - employee from the Hamilton-Wentworth District School Board
 - employee from the Hamilton-Wentworth Catholic District School Board
 - a representative from the bicycle retail industry
 - one member from each of the City wards
 - diversity in:
 - i. cycling skill levels

- ii. gender
 - iii. ethnicity
 - iv. age
- f. All applicants must complete an application form available from the City and be subject to an interview by a Selection Sub-committee. Vacancies will be advertised when appropriate and the Selection Sub-committee will recommend candidates to City Council.
- g. Members who are absent (or not represented by an alternate) for 3 consecutive meetings (without advanced notification) may be removed from the committee.
- h. A chair and vice-chair will be appointed by the voting membership of the committee.

4. MEMBER RESPONSIBILITIES

- a. Voting members are expected to commit a minimum of 6 hours per month to committee meetings and projects
- b. Members must choose to work on at least one project during their term
- c. Members are encouraged to create a bicycle users group, or trip reduction program at their place of employment
- d. Participate in committee public events
- e. Contribute to bicycling newsletter(s)
- f. Represent the committee at public meetings and/or media events.
- g. It is the member's responsibility to read agendas and minutes prior to meetings and to keep themselves well informed of committee projects.
- h. To liaise with City Councillors to keep them informed of committee projects.

5. STAFF SUPPORTS

- a. A representative from the City of Hamilton's Transportation Planning and Parking Department shall be the staff liaison to the committee
- b. Staff liaison will be responsible for posting (online) and distributing agendas and minutes for each meeting
- c. Representatives from other City Departments, may be called upon, as required

6. MEETINGS

- a. Held monthly, typically the first Wednesday of each month
- b. 12 meetings each year, unless the committee votes to eliminate a specific (i.e. December) monthly meeting
- c. All meetings are open to the public and/or media
- d. Joint meetings with surrounding municipal cycling committees, can constitute a standard committee meeting
- e. Quorum must be achieved for a formal meeting to occur and be recorded; quorum is 50% of the current membership plus one (ex. 15 members - 8 quorum)

7. REPORTING

- a. The Hamilton Cycling Committee shall report to Public Works Committee