

Hamilton Cycling Committee
Committee Recruitment 2018-2020
Detailed Roles, Responsibilities and Expectations of New Members

Committee Mandate:

- To advise City Council, through the Planning Committee, on all matters related to cycling;
- To monitor implementation of the Hamilton Cycling Master Plan (CMP);
- To encourage and participate in planning for bicycling facilities;
- To promote cycling as a mode of transportation;
- To educate residents on the benefits and necessities of cycling;
- To integrate the work of surrounding municipality's cycling committees.

Committee Member Roles and Expectations:

The members of the Hamilton Cycling Committee (HCyC) responsibilities include, but are not limited to the following:

- (a) Attend and actively participate in committee meetings;
- (b) Demonstrate leadership in action through participation in events and activities;
- (c) Commit a minimum of six (6) hours per month to HCyC outreach, research and, educational opportunities outside of meetings;
- (d) Form working groups, from within the HCyC Committee membership, to deal with specific issues as they arise;
- (e) Examine and advise on issues brought forward by members of the community including businesses, residents, education sector, local organizations and special interest groups;
- (f) Provide input and advice to Council and City staff on the implementation of the Cycling Master Plan (CMP) and other cycling programs;
- (g) Act as cycling ambassadors, participate in cycling related events in Hamilton and represent the HCyC at public meetings;
- (h) Read agendas and minutes prior to meetings and keep themselves well informed of committee projects;
- (i) Members, accompanied by the staff liaison, are expected to liaise with City Councillors to keep them informed of HCyC projects.

Committee Goals:

- Review progress in implementing the City of Hamilton Cycling Master Plan (CMP) and to take action to influence progress if necessary;
- Ensure community input on specific details associated with implementing the CMP;
- Ensure that cycling needs are emphasized in all transportation related decisions;
- Encourage legislation and policy changes that are supportive of cycling;
- Promote cycling for transportation and recreation through relevant events;
- Educate the public on the benefits, necessities and safety aspects of cycling;

- Assist in establishing secure, adequate bicycle parking facilities;
- Represent the cycling community at City of Hamilton sponsored functions/events;
- Foster a mutual respect between cyclists and other road users.

Membership

The HCyC is comprised of up to 15 citizen members. The members of the HCyC will serve a 4-year term to coincide with the term Council. Meetings are typically held from 5:45 – 7:45 PM on the 1st Wednesday of each month or at the call of the chair.

Members must be available to attend 8-11 formal meetings each year, participate in working group meetings as needed and fulfil the member roles outlined above. Members who are absent for three (3) consecutive meetings, without advanced notification to the HCyC, may be asked by the Chair to resign from the Committee.

A Chair, Vice-Chair and Recorder will be appointed by the voting membership of the HCyC.

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, through Planning Committee.

Committee Leadership

The various positions within the Committee and the specific responsibilities associated with each are as follows:

(a) Committee Chair

The Committee Chair plays a leadership role in planning and coordinating the committee's work. The Chair is responsible for maintaining order and decorum during meetings and generally ensuring that the committee work proceeds smoothly in conjunction with the committee's work plan. Elected by the HCyC Committee members, the Chair shall:

- i. Preside at committee meetings and make sure meeting run smoothly by establishing meeting guidelines, involving all Committee members in discussions and resolving conflicts;
- ii. With the Vice Chair, Secretary and Staff Liaison, assist with the preparation of meeting agendas and familiarize themselves with agenda items prior to each meeting;
- iii. Ensure the Committee complies with procedural By-laws and operational policies;
- iv. Maintain contact with working groups, helping them to stay on track and monitoring whether they need any additional support to accomplish their assigned goals;

- v. Build a sense of collaboration, creativity and team ownership between Committee members;
- vi. Represent the HCyC at public functions.

(b) Vice Chair

Elected by the HCyC members, the Vice Chair shall:

- i. Support the Chair in the responsibilities and activities listed above
- ii. With the Vice Chair and Staff Liaison, assist with the preparation of meeting agendas and familiarize themselves with agenda items prior to each meeting;
- iii. In the absence of the Chair at Committee meetings or events, the Vice Chair will fulfill the obligations and responsibilities of the Chair.

(c) Secretary

Elected by the HCyC members, the Secretary will fulfil an additional leadership role to support the administration of the Committee by:

- i. Record decisions and other proceedings at each meeting without note or comment;
- ii. Keeping an accurate set of minutes of each meeting;
- iii. Keeping an up-to-date membership/contact list;
- iv. Distributing minutes to members and notifying them of upcoming meetings;
- v. Helping the Chair, Vice Chair and Staff Liaison with preparing the agenda, providing advice on meeting procedure, reference materials and information retrieved from the records; and,
- vi. Making meeting and physical set-up arrangements (*Note: room bookings with City Facilities will be co-ordinated through the Advisory Committee's Staff Liaison.*)

(d) Staff Liaison

A City of Hamilton staff member will be assigned to support the ongoing functions of the HCyC Committee and ensure Committee productivity. The Staff Liaison will:

- i. Coordinate; develop and deliver the Orientation Session for Committee members at the beginning of the term;
- ii. Provide technical advice from the Planning and Economic Development department and the Public Works department for the preparation of discussion materials; reports; correspondence, etc.;
- iii. Arrange for presentations from City staff, community members or external stakeholders on topics related to HCyC initiatives

- iv. Submit the HCyC Committee's meeting minutes, reports, correspondence, etc. to the Director of Public Works prior to finalization for review;
- v. Liaise with all City staff for advice and information required by the HCyC Committee, including procedural advice from Legislative Coordinator in the Office of the City Clerk;
- vi. Arrange for printing of agendas, minutes, reference material and distribution required by the Committee;
- vii. Arrange for the booking of the meeting room;
- viii. Coordinate the annual review of the Committee's Terms of Reference, mandate and work plan;
- ix. Arrange for parking passes, if required; and,
- x. Forward notices of resignation to the Legislative Coordinator for inclusion in the appropriate Standing Committee agenda.

Qualifications

Members of the HCyC Committee are expected to possess the following qualifications, experience and abilities to be elected to the HCyC Committee:

- (a) An interest, passion or desire to learn about: cycling in Hamilton, cycling as a mode of transportation, environmental sustainability, placemaking, municipal innovation, etc.
- (b) Experience working alongside diverse stakeholders on community-building initiatives including experience collaborating with community/special interest groups for the purposes of educational programming, special events, and other related community initiatives.
- (c) Demonstrated tact, diplomacy and a commitment to reducing barriers to participation, access or inclusion on the basis of race, ethnicity, ancestry, citizenship/immigration status, country of origin, religion, gender, sexual or gender orientation, ability, health status, receipt of public assistance, political affiliation, record of offences, level of literacy, mental health status, age, socio-economic class, type of housing, neighbourhood of residence, language, family status, or any other personal characteristics.
- (d) All members shall reside in the City of Hamilton and have a demonstrated interest in cycling issues. It is preferable to have at least one member residing in each ward.
- (e) It is preferred for members to have demonstrated work, volunteer or educational experience in the areas of: sustainable or active transportation, environmental sustainability, community based social marketing, etc.