

**Hamilton Cycling Committee
Committee Recruitment 2022 - 2026
Detailed Roles, Responsibilities and Expectations of New Members**

Committee Mandate:

The Hamilton Cycling Committee advises City Council on:

- a. All matters related to cycling and micro-mobility
- b. Monitors the implementation of the Hamilton Cycling Master Plan
- c. Encourages and participates in planning for bicycling and micro-mobility 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 and active transportation committees

Committee Member Roles and Expectations:

The members of the Hamilton Cycling Committee 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 Hamilton Cycling Committee outreach, research, and educational opportunities outside of meetings
- d. Form working groups, from within the Hamilton Cycling 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 and other cycling and/or micro-mobility programs
- g. Act as cycling and micro-mobility ambassadors, participate in cycling and/or micro-mobility related events in Hamilton and represent the Hamilton Cycling Committee at public meetings
- h. Read agendas and minutes prior to meetings and keep themselves well informed of committee projects
- i. Members are expected to liaise with City Councillors to keep them informed of Hamilton Cycling Committee projects

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 and micro-mobility needs are emphasized in all transportation related decisions
- d. Encourage legislation and policy changes that are supportive of cycling and micro-mobility
- e. Promote cycling for transportation and recreation through relevant events
- f. Educate the public on benefits, necessities and safety aspects of cycling
- g. Assist in establishing secure, adequate bicycle parking facilities
- h. Represent the cycling and scooter community at City of Hamilton sponsored functions/events
- i. Foster a mutual respect between cyclists and other road users

Membership Composition

- a. The Hamilton Cycling Committee comprised of two (2) members of Council and up to 15 citizen members. Committee members will serve a four (4) year term, to coincide with the term of Council. Meetings are typically held between 5:45 p.m. - 7:45 p.m. on the 1st Wednesday of each month, or at the call of the chair
- b. Committee members shall:
 - i. Be available to attend 8-11 formal meetings each year
 - ii. Participate in working group meetings as needed
 - iii. Fulfil the member roles outlined above
 - iv. Members who are absent for three (3) consecutive meetings, without advanced notification, could and/or may be asked to resign from the Committee
- c. A Chair and Vice-Chair will be elected and/or appointed by the voting membership of the committee
- d. 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 Public Works Committee.

Committee Leadership

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

- a. **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 committee members, the Chair shall:
 - i. Preside at committee meetings and make sure meetings run smoothly by establishing meeting guidelines, involving all Committee members in discussions and resolving conflicts
 - ii. With the Vice Chair and the 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 HATC at public functions

- b. **Vice Chair**
 - i. Support the Chair in the responsibilities and activities listed above
 - ii. With the 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. **Staff Liaison:** A City of Hamilton staff member will be assigned to support the ongoing functions of the Hamilton Cycling Committee and will:
 - i. Record decisions and other proceedings at each meeting without note or comment
 - ii. Keep an accurate set of minutes for each meeting
 - iii. Keep an up-to-date membership/contact list
 - iv. Distribute minutes and agendas to members and notifying them of upcoming meetings

- v. Assisting the Chair and Vice Chair with preparing the agenda, providing advice on meeting procedure, reference materials and information retrieved from the records
- vi. Coordinate, develop and deliver the Orientation Session for Committee members at the beginning of the term
- vii. Provide technical advice from the Planning and Economic Development department and the Public Works department for the preparation of discussion materials, reports, correspondence, etc.
- viii. Arrange for presentations from City staff, community members or external stakeholders on topics related to active transportation initiatives
- ix. Submit the committee's meeting minutes, reports, correspondence, etc. to the Director of Transportation Planning and Parking prior to finalization for review
- x. Liaise with all City staff for advice and information required by the committee, including procedural advice from Legislative Coordinator in the Office of the City Clerk
- xi. Arrange for printing of agendas, minutes, reference material and distribution required by the Committee
- xii. Arrange for the booking of the meeting room
- xiii. Coordinate the annual review of the Committee's Terms of Reference, Roles and Responsibilities and the committee's work plan
- xiv. Arrange for parking passes and bike parking access, if required
- xv. Forward notices of resignation to the Legislative Coordinator for inclusion in the appropriate Public Works Committee agenda.

Qualifications

Members of the Hamilton Cycling Committee are expected to possess the following qualifications, experience, and abilities to be selected to the Hamilton Cycling Committee:

- a. An interest, passion, or desire to learn about:
 - i. cycling and/or micro-mobility in Hamilton
 - ii. cycling or micro-mobility as a mode of transportation
 - iii. environmental sustainability
 - iv. placemaking
 - v. municipal innovation
- b. 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.
- c. Shall reside in the City of Hamilton and have an interest in cycling or scooter issues. It is preferable to have at least one member residing in each ward and that the committee as a whole reflect the diversity of the City of Hamilton on the basis described in point B above