



Hamilton

CITIZEN COMMITTEE REPORT

To:	Public Works Committee
From:	Hamilton Cycling Advisory Committee _____ Chris Ritsma, Chair
Date:	August 10, 2022
Re:	Hamilton Cycling Committee - Terms of Reference and Roles, Responsibilities and Expectations

Recommendation

- (a) That the Hamilton Cycling Committee Terms of Reference be approved, and;
- (b) That the Hamilton Cycling Committee Roles, Responsibilities and Expectations be approved.

Background

At its May 5, 2022 meeting, the Hamilton Cycling Committee reviewed and discussed changes to the existing Terms of Reference and Roles, Responsibilities and Expectations of New Committee Members. As a result, the committee passed the following two motions:

- i. That the Hamilton Cycling Committee Detailed Roles, Responsibilities and Expectations of New Members, be approved and included in a future Committee Citizen Report, that will be presented to the Cycling Committee at the June meeting.
- ii. That the Hamilton Cycling Committee Terms of Reference, be approved and included in a future Committee Citizen Report, that will be presented to the Cycling Committee at the June meeting.

Analysis/Rationale

Recommendations within Report No: CM 15007 - Review of City of Hamilton's Advisory Committees (CM15007) (City Wide) include:

- That all established Advisory Committees prepare prior to the end of each term of Council a detailed Roles, Responsibilities and Expectations of New Members, to be available to potential applicants during the recruitment process

- That all established Advisory Committees review their Committee's Terms of Reference and Mandate, on an annual basis, recommending necessary amendments to their respective Standing Committees