

Mobility Lab – Cycling Network

Terms of Reference

City of Hamilton
100 King Street W
Hamilton, ON L8P 1A2

November 2022



Table of Contents

1. Purpose	1
2. Team Composition.....	1
i. Appointed Stakeholders	1
ii. Open Positions	2
iii. City Staff	2
1. Roles and Responsibilities.....	3
i. Community Members	3
ii. City Staff.....	3
2. Time Commitment	3
i. Meetings.....	3
ii. Bike Rides	3
iii. Comments on Feasibility Studies	4
iv. Public Information	4

1. Purpose

A team consisting of community members who can provide feedback on cycling infrastructure projects that represent the diverse experiences of Hamiltonians.

Building on the work from the Mobility Lab, the Mobility Lab – Cycling Network is being proposed to focus on the rapidly expanding bicycle network. This group will be involved in the design process by attending public information centres, community bike rides and reviewing feasibility studies. These champions are expected to share information between the City and their respective communities and represent the interests of all Hamiltonians impacted by these changes. This includes bringing examples from other cities, and ideas for how to improve and increase cycling in Hamilton.

2. Team Composition

i. Appointed Stakeholders

City staff will identify a number (~20) of key stakeholders from key groups to be appointed to the working group. The following key stakeholders have been identified as potential appointed members:

Advisory Committee for Persons with Disabilities	Hamilton Centre for Civic Inclusion
BIA Advisory Committee	Hamilton Chamber of Commerce
CarShare	Hamilton Community Foundation
Clean Air Hamilton	Hamilton Cycling Committee
Cycle Hamilton	McMaster
Daily School Routes	Mohawk
DARTS	New Hope
Dundas Rides	Seniors' Advisory Committee
Environment Hamilton	Share the Road
Hamilton BikeShare	Social Planning and Research Council

Mobility Lab – Cycling Network

Where appointed stakeholders are unable to attend a meeting, they can send someone from the same organization in their place, if the individual has read the agenda and any other materials. The Project Manager must be notified two days in advance. The position is held by the organization and not the individual, therefore the organization can change their representative at any time by notifying the Project Manager.

ii. Open Positions

At a minimum, ten (10) open positions will be recruited, with an attempt to build a team with diverse interests, backgrounds, ages, cultures, abilities and geographic residency. We hope to find several community members who identify as “interested but concerned” when it comes to cycling, so we can address some of the barriers that prevent many people from cycling in our community. Applications for the open positions will be accepted until Tuesday, January 31st. Please see Appendix A for questions.

Individuals will serve for 2 years, at which point they will be asked to reapply for an open position. The City of Hamilton will attempt to ensure that there are 2 new members at a minimum as part of its commitment to keeping the group diverse, with individuals that are new to cycling and cycling infrastructure.

Council members and their staff are welcome to attend meetings and comment on projects in their Ward as ex-officio members and are not required to apply to this committee.

iii. City Staff

Role	Name
Project Manager	Danny Pimentel
Program Manager	Peter Topalovic

3. Roles and Responsibilities

i. Community Members

- Attend and participate at meetings
- Come prepared to meetings by reading all agendas and materials in advance
- Participate in a minimum of 1 bike ride per year
- Review and provide comments on feasibility plans shared by city staff
- Bring ideas to the committee on how cycling can be improved in Hamilton
- Where community members represent a wider community group, ensure information is shared between the City and the relevant group and provide any feedback to the City

ii. City Staff

The Project Manager will be responsible for organizing and chairing meetings. The agenda will be prepared and distributed by the project managers in advance of meetings. The Project Manager will also be responsible for meeting minutes and will distribute these to the group.

4. Time Commitment

i. Meetings

The first meeting of the Mobility Lab – Cycling Network will be held on Wednesday March 22, 2023. Following that, meetings will be organized by the Project Manager at least 2 weeks in advance, with any materials, including the agenda, sent out at least 1 week in advance. Meetings can include, but are not limited to, Public Information Centres and bike rides to discuss and review upcoming bicycle infrastructure projects. Meetings will usually be between 1.5-2 hours, with 3-5 meetings expected in 2023.

ii. Bike Rides

Members will be required to participate in at least 1 bike ride per year. Members are not expected to be confident cyclists, and the bike rides will be planned to consider all comfort levels. The rides will be no more than 10km, at a maximum time commitment of 1.5 hour including all stops. The City of Hamilton will strive to accommodate all needs on these rides. Please contact the Project Manager in advance if any specific accommodations would be required, such as tricycles or other adaptive cycles.

iii. Comments on Feasibility Studies

Throughout the year, Mobility Lab – Cycling Network will be sent feasibility studies or other plans for comment. Members are asked to review the plans and provide comments via email. The average time to review these plans will be between 20-40mins.

The Project Manager will be available to review feasibility plans with individuals where there is interest.

iv. Public Information

Information that is formalized from the Mobility Lab – Cycling Network (including, but not limited to meeting minutes) may at some time become public through posting of materials on a City website, the engagement process, within a report or through other means. Please consider this in the participation at meetings and in commenting on material.

Appendix A: Application Guide

In addition to some initial demographic questions, members of the Mobility Lab – Cycling Network will be chosen based on responses to the following three questions.

Questions
1. How are you currently involved in your community? (This does not need to be directly related to cycling)
2. What unique perspective, experience, skills or qualifications will you contribute to the team?
3. If you could change or improve one thing about the cycling experience in Hamilton, what would it be?

Below, you will find some things to consider as you come up with responses to these questions. The goal of this group is to bring together a diverse group of people to discuss cycling infrastructure so please include anything that you think gives you a unique perspective on this topic. This list is intended to get you started, as is by no means an exhaustive list of things that could be included.

- What your main mode of transportation is in the city, and other types of cycles, mobility devices, or vehicles you use in Hamilton
- How often you cycle, and in what conditions you are comfortable
- Whether you volunteer or have membership in any community groups such as a neighbourhood association
- Whether you work at a business or organization that is impacted by cycling infrastructure