SUBJECT: 2007 Budget Request - Public Works Volunteer Committees (PW07014) - (City Wide)

RECOMMENDATION:

(a) That the Keep Hamilton Clean Committee be disbanded and replaced with the establishment of the Clean City Liaison Committee;

(b) That the Hamilton Cycling Committee be re-established for the 2006-2010 term of Council;

(c) That the 2007 budget submission (Appendix A to Report PW07014) from the Clean City Liaison Committee (former Keep Hamilton Clean Committee) be received and referred to the 2007 budget process;

(d) That the 2007 budget submission (Appendix B to Report PW07014) from the Hamilton Cycling Committee be received and referred to the 2007 budget process;

(e) That the Terms of Reference (Appendix C to Report PW07014) for the Hamilton Cycling Committee be approved;

(f) That the Clean City Liaison Committee prepare a formal Terms of Reference for review and approval by the Public Works Committee.
EXECUTIVE SUMMARY:

As directed by Council approval of Report FCS05048 “2005 Volunteer Committee Budget Review and 2006 Funding Strategy” Public Works staff have prepared their 2007 Budget Submissions for referral to the budget process.

The Hamilton Cycling Committee and the Keep Hamilton Clean Committee (Clean City Liaison Committee) have developed a request for funding for planned activities in 2007. With the endorsement of the Committee members, this request for funding has been forwarded to Public Works staff (refer to Appendix “A” and Appendix “B”) for review and consideration during the 2007 budget process.

The Hamilton Cycling Committee (Clean City Liaison Committee) is requesting a $6,500 subsidy for 2007. The Keep Hamilton Clean Committee is requesting a $18,250 subsidy for 2007. Both are consistent with the funding allocated for the 2006 budget period.

BACKGROUND:

The information/recommendations contained within this report have City wide implications.

The Hamilton Cycling Committee (HCC) advises the City of Hamilton on all matters related to cycling, monitors the implementation of the Hamilton Cycling Plan, encourages and participates in planning for bicycling facilities, encourages citizens to cycle instead of drive, educates the public about the benefits and necessities of cycling and integrates the work of area municipal bicycle committees.

It is being requested that the Keep Hamilton Clean Committee (KHCC) be renamed the Clean City Liaison Committee. The Committee mandate will be to provide advice and recommendations to staff and Council on developing, maintaining and sustaining collaborative community programs designed to maintain a clean, healthy and safe City. The Committee’s Terms of Reference will be confirmed at the first meeting of the new membership and subsequently submitted to the Public Works Committee for approval.

ANALYSIS/RATIONALE:

N/A

ALTERNATIVES FOR CONSIDERATION:

An alternative for consideration would be to no longer support the Hamilton Cycling Committee and/or the Keep Hamilton Clean Committee (Clean City Liaison Committee) in 2007.

If the Hamilton Cycling Committee’s 2007 budget requests are not approved in their entirety, they may have to adjust their 2007 work plan to accommodate a lower funding level.

If the Keep Hamilton Clean Committee’s (Clean City Liaison Committee) 2007 budget requests are not approved in their entirety, the committee may have to adjust its 2007 work plan to accommodate a lower funding level. The Committee’s 2007 activities would have to be reassessed and alternate forms of funding for community activities
such as Pitch-In Week, Trillium Awards, Keep Hamilton Clean website and trail clean-ups. The Committee would also have to reassess its financial support of the proposed Clean City Initiative.

**FINANCIAL/STAFFING/LEGAL IMPLICATIONS:**

**Financial** - The funding for the 2005 Volunteer Committee Budget (FCS05048) and the 2006 funding strategy was approved by Council on September 14, 2005. The intention of the funding strategy is for the budget submissions to be referred to the budget process by the appropriate Standing Committee.

*Hamilton Cycling Committee* - For 2007, the Hamilton Cycling Committee has requested a budget of $6,500. This is consistent with the funding allocated for the 2006 budget period.

In 2006, the Committee exhausted their budget on attending the 2006 Toronto Bike Show, and creating and printing 6,000 copies of their 8-Route Cycling Brochure.

*Keep Hamilton Clean Committee* - For 2007, the Keep Hamilton Clean Committee (Clean City Liaison Committee) has requested a budget of $18,250. The 2006 approved budget was $18,250.

Fiscal 2006 expenditures included the production of promotional material including a brochure, signage, and website; Pitch-In Week materials; EcoNet membership and workshops, Environmentalist of the Year Awards support and Trillium Awards support.

**Staffing** - Public Works staff will continue to act as staff liaison to the Hamilton Cycling Committee and the Keep Hamilton Clean Committee.

**Legal** - N/A

**POLICIES AFFECTING PROPOSAL:**

N/A

**RELEVANT CONSULTATION:**

In preparation of this report, Public Works staff consulted the Keep Hamilton Clean Committee, the Hamilton Cycling Committee, and Finance and Administration staff for the Public Works Department.

**CITY STRATEGIC COMMITMENT:**

Community Well-Being is enhanced. ☑ Yes ☐ No

Hamilton Cycling Committee
- Eliminating litter and graffiti are first steps to increasing civic-mindedness and community pride.
- Litter clean-up activities promote teamwork and community values.

Clean City Liaison Committee
- Providing cycling facilities to residents can increase opportunities for exercise, therefore helping to improve the quality of personal health and the quality of life.
Environmental Well-Being is enhanced.  ☑ Yes  ☐ No

Clean City Liaison Committee
- Eliminating litter and cigarette butts from our streets decreases the likelihood of pollutants reaching our Harbour through storm water run-off.
- Eliminating litter from trails, parks and open spaces decreases effects on habitat and growth of flora and fauna.

Hamilton Cycling Committee
- Cycling for personal transportation helps to reduce motorized vehicle trips, therefore reducing air pollution.

Economic Well-Being is enhanced.  ☑ Yes  ☐ No

Clean City Liaison Committee
- The presence of litter and graffiti are deterrents to tourism and potential economic investment.
- Engaging the community’s assistance in clean-up activities and preventing littering and illegal dumping and assists in containing the municipality’s service costs.

Hamilton Cycling Committee
- The potential to attract visitors from neighbouring communities is increased by creating a continuous cycling network.

Does the option you are recommending create value across all three bottom lines?  ☑ Yes  ☐ No
- The activities of the Keep Hamilton Clean Committee and the Hamilton Cycling Committee contribute greatly to the economic, social and environmental impacts on all Hamilton residents.

Do the options you are recommending make Hamilton a City of choice for high performance public servants?  ☑ Yes  ☐ No

Clean City Liaison Committee
- A clean City is more likely to attract employers and employees looking to relocate to the City of Hamilton.

Hamilton Cycling Committee
- Alternative transportation options within the City will attract a wider variety of employees.
PART A: General Information

VOLUNTEER COMMITTEE MEMBERS (KHCC):

<table>
<thead>
<tr>
<th>Mike Majcher - Chair</th>
<th>Beau Stasiuk</th>
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<tbody>
<tr>
<td>Meg Broadway</td>
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<td>John Hawker</td>
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<td>Christine Moore</td>
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<td>Paul Robichaud</td>
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<td>Jo-Ann Savoie</td>
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MANDATE:

KEEP HAMILTON CLEAN COMMITTEE has been established to address environmental issues and report and/or recommend to the Public Works Committee on matters with respect to littering, dumping, defacing property by means of illegal postings, graffiti, etc. and on generally keeping Hamilton clean.

If approved by Council, the Keep Hamilton Clean Committee will be disbanded and replaced with the Clean City Liaison Committee. The CLEAN CITY LIAISON COMMITTEE will provide advice and recommendations to staff and Council on developing, maintaining and sustaining collaborative community programs designed to maintain a clean, healthy and safe City.

PART B: Strategic Planning

STRATEGIC OBJECTIVES:

To support and maintain a clean City of Hamilton.

To inform the public of the benefits to having a clean, safe and healthy environment in which to live.

To encourage all citizens, visitors and businesses to participate in the health and maintenance of our City.
### ALIGNMENT WITH CORPORATE GOALS:

Please check off which Council approved Strategic Commitments your Volunteer Committee supports.

<table>
<thead>
<tr>
<th>1) A City of Growth and Opportunity</th>
<th>4) A City Where People Come First</th>
<th>X</th>
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<tr>
<td>2) A Great City in Which to Live</td>
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<td>3) A Healthy, Safe and Green City</td>
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<td>5) A City that Spends Wisely and</td>
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<tr>
<td>Invests Strategically</td>
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<tr>
<td>6) A City of Choice for High</td>
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<tr>
<td>Performance Public Servants</td>
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### INCIDENTAL COSTS:

- Refreshments at monthly meetings: $120.00
- Paper and mailing costs: $200.00

**TOTAL:** $320.00

### SPECIAL EVENT/PROJECT COSTS:

- **PITCH-IN WEEK:** Pitch-In Canada fee, bins, garbage bags, gloves, advertising campaign, refreshments, printing and mailing, participant posters. $4500.00
- **REGISTRATION FEES:** To affiliate organizations (Pitch-In Canada, Green Venture, etc.) $1500.00
- **TRILLIUM AWARDS:** Judges honorariums, clean up kits, printing and mailing. $150.00
- **TRAIL CLEAN UPS:** Promotional items, printing, transportation and refreshments. $500.00
- **CLEAN CITY YOUTH PROGRAM:** Outreach, program development, grants, meetings, materials. $2000.00
- **CLEAN CITY OUTREACH:** Promotional items, printing, meetings, materials. $1250.00
- **INCENTIVES/AWARDS:** (BASEF, IEC). $500.00
- **KEEP HAMILTON CLEAN WEBSITE:** Domain registration and hosting $130.00
- **CLEAN CITY PROGRAM PROMOTION:** Creative, templates. $7400.00

**TOTAL:** $17,930.00

**TOTAL 2006 BUDGET REQUEST (SUM OF THE ABOVE):** $18,250.00

**PREVIOUS YEAR BUDGET REQUEST:** $18,250.00
CERTIFICATION:

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative's Name: Mike Majcher

Signature: 

Date: October 11, 2006
CITY OF HAMILTON

Appendix B - PW07014

2007 BUDGET SUBMISSION

HAMILTON CYCLING COMMITTEE (HCC)
PART A: General Information

**VOLUNTEER COMMITTEE MEMBERS:**

<table>
<thead>
<tr>
<th>Mr. Daryl Bender (Chair)</th>
<th>Mr. Bob Brown</th>
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<tr>
<td>Mr. Thom Oommen</td>
<td>Mr. Michael Donaldson</td>
</tr>
<tr>
<td>Mr. Al Horzelenberg</td>
<td>Mr. Matt Thompson</td>
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<tr>
<td>Mr. Greg Ellis</td>
<td>Mr. Udo Ehrenberg</td>
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<tr>
<td>Mr. Rob Wazny</td>
<td>Mr. Chris Gainham</td>
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<tr>
<td>Mr. Tarquin Adams</td>
<td>Mr. Cheri Weaver</td>
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<tr>
<td>Mr. Brad Tyleman</td>
<td>Mr. Rich Shebib (staff)</td>
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**MANDATE:**

The purpose of the Hamilton Cycling Committee (HCC) is to advise the City Government on all matters related to cycling, to monitor implementation of the Hamilton Cycling Plan, to encourage and participate in planning for bicycling facilities, to encourage citizens to cycle instead of drive, promote commuter cycling, to educate on the benefits of cycling, and to integrate the work of area municipal bicycle committees.

**PART B: Strategic Planning**

**STRATEGIC OBJECTIVES:**

1. Review progress in implementing the City of Hamilton Bicycle Master Plan and to take action to influence progress if necessary.
2. Ensure community input on specific details associated with implementing the Master Plan.
3. Ensure that cycling needs are emphasized in all transportation related decisions.
4. Encourage legislation and policy changes that are supportive of cycling.
5. Promote cycling for transportation and recreation through relevant events.
6. Educate the public on the benefits, necessities and safety aspects of cycling.
7. Assist in establishing secure, adequate bicycle parking facilities.
8. Represent the cycling community at City of Hamilton sponsored functions/events.
9. Encourage the formation of, and liaise with other municipal cycling committees.
10. Foster a mutual respect between cyclists and other road users.
11. Support the appointment of a City of Hamilton Bicycling Coordinator.
12. Support data collection and statistical studies on cycling in Hamilton.
13. Maintain regular, direct contact with Hamilton City Council.

**ALIGNMENT WITH CORPORATE GOALS:**

Please check off which Council approved Strategic Commitments your Volunteer Committee supports

| 1) A City of Growth and Opportunity | ✓                     | 4) A City Where People Come First | ✓                     |
| 2) A Great City in Which to Live   | ✓                     | 5) A City that Spends Wisely and Invests Strategically | ✓                     |
3) A Healthy, Safe and Green City ✓

6) A City of Choice for High Performance Public Servants ✓

INCIDENTAL COSTS:

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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TOTAL

$ 

SPECIAL EVENT/PROJECT COSTS:

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>Toronto International Bike Show (March 2007)</td>
<td>$1000.00</td>
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<tr>
<td>Cycling Routes Around Hamilton Booklet</td>
<td>$5000.00</td>
</tr>
<tr>
<td>CAN-Bike Training and Kids CAN-Bike (safety promotion)</td>
<td>$500.00</td>
</tr>
</tbody>
</table>

TOTAL

$6500.00

TOTAL 2007 BUDGET REQUEST (SUM OF THE ABOVE)

$6500.00

PREVIOUS YEAR BUDGET REQUEST

$6500.00

CERTIFICATION:

Please note that this document is a request for a Budget from the City of Hamilton Operating budget. The submission of this document does not guarantee the requested budget amount. Please have a representative sign and date the document below.

Representative’s Name:

__________________________________________

Signature:

__________________________________________

Date:

__________________________________________
Hamilton Cycling Committee
Terms of Reference

December 7, 2006

COMMITTEE PURPOSE
The purpose of the Hamilton Cycling Committee (HCC) is to advise the City of Hamilton on all matters related to cycling, to monitor implementation of the Hamilton Cycling Plan, to encourage and participate in planning for bicycling facilities, to encourage citizens to cycle instead of drive, promote commuter cycling, to educate on the benefits of cycling, and to integrate the work of area municipal bicycle committees.

COMMITTEE GOALS
• Review progress in implementing the City of Hamilton Bicycle Master Plan and to take action to influence progress if necessary;
• Ensure community input on specific details associated with implementing the Master Plan;
• 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;
• Encourage the formation of, and liaison with other municipal cycling committees;
• Foster a mutual respect between cyclists and other road users;
• Support the appointment of a City of Hamilton Bicycling Coordinator;
• Support data collection and statistical studies on cycling in Hamilton;
• Maintain regular, direct contact with Hamilton City Council.

MEMBERSHIP
Voting Members
The HCC will consist of a maximum eleven citizen members. The members of the HCC will serve a four year term coinciding with the term of City Council; to ensure vibrancy in the committee, members may serve a maximum of two consecutive four year terms.

All applicants must complete an application form available from the City’s Clerk’s office and may be subject to an interview by the Selection Subcommittee.

Members are requested to give three months notice in advance of retiring or resigning from the HCC. This will give enough time to select and orient a new member without compromising the running of the committee. Members who are absent, or not represented by an alternate for three consecutive meetings, without advance notification to the HCC, will no longer retain membership on the HCC.

No compensation will be made to members of the HCC.
Positions
A Chair, Vice-All, Secretary, Webmaster, and Treasurer will be appointed by the voting membership, from the voting membership of the HCC. The Vice-All will be responsible to fill in any vacancy of executive officers due to absenteeism and will also act as HCC liaison to Hamilton City Council.

For internal documentation, signing officers shall be the Chairperson, Treasurer, and designate as decided by HCC.

Non-Voting Members
Two representatives from the City of Hamilton Public Works Department shall provide advisory assistance as ex-officio members to the HCC.

The HCC recognizes the need to raise Councillors’ awareness of cycling issues in Hamilton. Ex-officio membership is granted to all members of Council, with the intention that at least one will attend the HCC meetings at least twice a year. At the start of the new term, a Vice-All shall be appointed Council Liaison and charged with inviting Councillors to HCC meetings.

All HCC meetings are public and the HCC encourages community participation. The Chair will recognize visitors for input on agenda items following member discussion.

Member Responsibilities
Voting members are expected to commit an average of six hours per month to HCC meetings and projects. Members are expected to choose to work on at least one project/subcommittee of the HCC during their term.

Members are encouraged to create a bicycle users group, or motorized vehicle trip reduction program at their place of employment, participate in HCC public events, contribute to bicycling newsletter(s), and to represent the HCC at public meetings and media events. It is the member’s responsibility to read agendas and minutes prior to meetings and to keep themselves well informed of HCC projects, the committee website and all links. Members are also expected to personally liaise with City Councillors to keep them informed of HCC projects.

MEETINGS
Meetings of the HCC will generally be held monthly or at the call of the Chair, with the provision that at least six meetings will be held per year. Meetings will be open to the public. Joint meetings with cycling committees from surrounding municipalities are also encouraged.

With a membership of eleven, a quorum of the HCC shall be six members. With a membership of less than eleven, a quorum of the HCC shall be 50% plus one.

REPORTING
In consultation with staff, the HCC Chair will report to the Public Works Committee of the City of Hamilton.