



**Terms of Reference**  
**City of Hamilton**  
**Parkway Management Committee**

**Mandate**

The Parkway Management Committee (PMC) shall provide leadership on the safe and efficient operation and maintenance of the Lincoln M. Alexander (LINC) and the Red Hill Valley Parkways (RHVP). PMC shall provide input and guidance to staff and Council on the policies, projects, and programs related to the operation and maintenance of the LINC and RHVP, identifying opportunities for improvements, as well as providing support on matters related to the LINC and RHVP.

**Scope of Work**

PMC's focus areas shall include:

- 1) Ensuring that the City's master plans and strategies related to the City's transportation system considers the ongoing requirements for the operation and maintenance of the LINC and RHVP;
- 2) Providing advice and feedback on matters relating to the ongoing development needs, reconstruction, maintenance, active use, and funding of the LINC and RHVP, including:
  - Road safety;
  - Design changes;
  - Transit related opportunities;
  - Adopting best practices for roadway design and operations to respond to changing climate and frequency of extreme weather events; and
  - Consideration and support for the financial requirements as part of the City's capital and operation program.
- 3) Providing input on LINC and RHVP issues and initiatives which may have impacts on other levels of government; Indigenous groups, and other agencies;
- 4) Acting as a sounding board and determining appropriate actions in response to issues and initiatives related to the LINC and RHVP;
- 5) Encouraging staff to learn from and network with other representatives from other communities and agencies who have similar experience with operating highways;
- 6) Provide updates on the PMC's activities to the respective Divisions, Department Leadership Team, Integrated Transportation Action Group, Senior Leadership Team, Council Sub-Committees, and Council as required;
- 7) Emergency preparedness related to Transportation, Operations, and Maintenance.

- 8) Coordinating reports for City Council and other relevant documents and consultation related to the LINC and RHVP.

### **Staff Representation**

- 1) PMC shall include staff representatives from the following Divisions/Sections in the Public Works Department:
  - i. General Manager's Office;
  - ii. Chief Road Official's Office;
  - iii. Engineering Services Division including Infrastructure Renewal, Design and Construction;
  - iv. Transportation, Operations & Maintenance Division including Transportation Operations;
  - v. Environmental Services including Forestry; and
  - vi. Hamilton Water Division.
- 2) PMC members will be comprised of staff at the Management level, including Superintendents, Managers, Directors, and General Manager.
- 3) PMC members are expected to attend all meeting or send representatives if they are unable to attend.
- 4) Additional staff resources shall be provided by the Divisions as required, e.g. subject matter experts for specific projects.

### **Reporting Structure**

The Public Works Department's Chief Road Official Office shall provide administrative support for PMC, which shall include staff for meeting preparation such as agendas and minutes and the Chief Road Official shall chair the meeting.

### **Meeting Schedule**

PMC shall meet bi-monthly, or as required and agreed upon by the Chair and PMC members.

**Approved:** April 8, 2019