

Bike Winnipeg Committees – Terms of Reference

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Proposed Committees

a. Internal Committees:

- i. Executive: Administrative, HR, day-to-day management related issues, organizational structure, by-laws, recruiting and orientating new board members
- ii. Finance: Budgeting and accounting, proposing and overseeing major expenditures
- iii. Policy: managing the development and maintenance of policies for the board, ensuring the organization establishes, documents, and communicates effective policies to support the needs of its members.

b. External Committees:

- i. Fundraising: Identifying funding opportunities, developing a fundraising strategy, work with the ED to develop proposals, and to implement fundraising activities
- ii. Education: Identify educational needs for cyclists, motorists and general public, develop educational strategy, identify needed educational programs or initiatives, work with ED to implement educational activities
- iii. Membership/Awareness: Identify and develop ideas to attract and engage members, develop awareness strategy including new member recruitment, work with ED to implement membership activities
- iv. Government Relations: Provincial/city advocacy, monitor and identify advocacy needs, develop strategies and plans to address advocacy needs. Work with ED to implement advocacy strategy

Executive Committee

Terms of Reference

1. Background (Bike Winnipeg /BTTF)

- 1.1. Bike Winnipeg is a voluntary, inclusive group of concerned citizens working to make cycling in Winnipeg a safe, enjoyable, accessible and convenient transportation choice year-round. We envision a city where cycling is embraced as the preferred mode of transportation, where cycling is integrated into urban design and planning, and where Winnipeg is recognized as a leader in cycling infrastructure and programs.
- 1.2. Bike Winnipeg was incorporated as a non-profit organization in February 2007 under the name Bike to the Future. In April 2013, the Board voted to change our name to Bike Winnipeg, which was approved at the next Annual General Meeting in November.
- 1.3. As determined by the organizational by-laws, Bike Winnipeg has a board consisting of 12 Directors, including two Co-chairs, a Secretary, a Treasurer, and up to 8 others. Directors are elected for two year terms. The Board has formed a number of committees over the years. These terms of reference are intended to clarify and rationalize our committees, their authority, responsibilities and membership.

2. Purpose and Role

- 2.1. The purpose of the Executive Committee is to oversee the operational and legal aspects of Bike Winnipeg.

3. Specific Areas of Responsibility

3.1. Administrative:

- Monitor and oversee the day-to-day operations of the organization including:
 - Communications with the executive, members and public
 - Monitor operational activities
 - Oversee the development of strategic plans for Bike Winnipeg
- Prepare a budget in conjunction with the Finance Committee, the Governance Committee, and the Policy Committee that provides basic materials and resources necessary to perform their duties.

3.2. Human Resources:

- Prepare contractor agreements that include the expected job description
- Monitor and oversee contractors
- Conduct an annual performance review for each contractor

3.3. Legal responsibilities:

- Ensure that the By-laws are accurate and propose and/or oversee any by-law changes for approval at the AGM;
- Ensure that annual filings and other governance reporting requirements are fulfilled;

3.4. Board governance:

- Oversee the annual nomination and voting process for Bike Winnipeg Board of Directors:
 - Conduct an annual review of the board and existing directors to determine the skills and knowledge available and identify knowledge and skill gaps;

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- Recruit and solicit director nominations to fill vacant director positions;
 - Document and present appropriate background information on Bike Winnipeg for nominated candidates at the AGM;
 - Oversee the voting process to elect nominated directors at the AGM.
 - Orientation of new board members;
 - Develop appropriate orientation materials
 - Conduct orientation activities as necessary to ensure new board members can contribute appropriately to the governance of Bike Winnipeg;
- 3.5. Develop appropriate governance policy for the organization including collaborative decision-making, ethically sourcing materials, environmental guidelines etc.

4. Authority

- 4.1. The Executive Committee may recommend entering into or terminating a contractor agreement to the Board for approval.
- 4.2. Contractor expenditures (including raises) must be presented to the Board for approval; usually as part of the annual budgeting process undertaken by the Finance Committee.
- 4.3. The Executive Committee shall determine a budget in collaboration with the Executive Director and Bike Valet Manager at the beginning of each fiscal year to be approved by the Board that outlines the anticipated operational expenses for each year. The Executive Committee has the authority to spend amounts allocated to them in an approved budget.
- 4.4. The Executive Committee may determine if the organizational structure or governance by-laws require changes in order to give effect to Board initiatives and implement any organizational structure/reporting changes as needed.

5. Structure and Operations

- 5.1. **Membership** – The Executive Committee shall be chaired by a Co-Chair and shall consist of the other co-Chair, the Secretary, the Treasurer and no less than one additional director.
- 5.2. **Meetings** – The Executive Committee shall determine the frequency, manner and location of its meetings provided that the Executive Committee meets no less than one time each month.
- 5.3. **Reporting** – The Executive Committee shall provide a monthly written report to the Board that outlines the recent activities of the organization.

6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Executive Committee and provides direct support to Bike Winnipeg under the direction of the Executive Committee.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Executive Committee shall be completed on a volunteer basis.

Finance Committee

Terms of Reference

1. Background (Bike Winnipeg /BTTF)

- 1.1. Bike Winnipeg is a voluntary, inclusive group of concerned citizens working to make cycling in Winnipeg a safe, enjoyable, accessible and convenient transportation choice year-round. We envision a city where cycling is embraced as the preferred mode of transportation, where cycling is integrated into urban design and planning, and where Winnipeg is recognized as a leader in cycling infrastructure and programs.
- 1.2. Bike Winnipeg was incorporated as a non-profit organization in February 2007 under the name Bike to the Future. In April 2013, the Board voted to change our name to Bike Winnipeg, which was approved at the next Annual General Meeting in November.
- 1.3. As determined by the organizational by-laws, Bike Winnipeg has a board consisting of 12 Directors, including two Co-chairs, a Secretary, a Treasurer, and up to 8 others. Directors are elected for two year terms. The Board has formed a number of committees over the years. These terms of reference are intended to clarify and rationalize our committees, their authority, responsibilities and membership.

2. Purpose and Role

- 2.1. The purpose of the Finance Committee is to develop an annual budget, monitor the financial health of Bike Winnipeg, and approve minor expenditures from the various committees.

3. Specific Areas of Responsibility

- 3.1. Create and manage an annual budget. The budget should include:
 - A general reserve fund;
 - An allocation for general operational expenses;
 - A balanced budget of anticipated revenue and anticipated expenses for each project that has a dedicated source of funding, including a 10% allocation to the general reserve fund;
 - An allocation for the anticipated costs for each contract out of the general reserve fund; and
 - An allocation for each committee out of the general reserve fund.
- 3.2. Monitor the financial health of Bike Winnipeg:
 - Accept financial contributions, issuing receipts where appropriate, and deposit the contributions into the Bike Winnipeg bank account;
 - Track and record expenses that form part of the budget;
 - Renew existing grants, bursaries, etc. where appropriate;
 - Collaborate with various committees to coordinate funding for specific projects and assist in preparing a budget for the project; and
 - Report to the Executive Committee, upon request, on the availability of funds for emerging or unanticipated expenses, such as committee expenses not included in an approved budget.

4. Authority

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- 4.1. The Finance Committee shall determine a budget in collaboration with the Executive Committee at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Finance Committee has the authority to spend amounts allocated to them in an approved budget.
- 4.2. The Finance Committee will work collaboratively with the Fundraising committee.

5. Structure and Operations

- 5.1. **Membership** – The Finance Committee shall be chaired by the Treasurer and shall consist of one of the co-Chairs, and at least one additional director.
- 5.2. **Meetings** – The Finance Committee shall determine the frequency, manner and location of its meetings provided that the Finance Committee meets no less than one time each month.
- 5.3. **Reporting** – The Finance Committee shall provide a monthly written report to the Board that outlines the status of the budget and highlights any issues with the financial health of Bike Winnipeg. The Finance Committee shall also provide an annual report at the AGM.

6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Finance Committee and may be available to provide assistance to various initiatives.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Finance Committee is completed on a volunteer basis.

Policy Committee

Terms of Reference

1. Background (Bike Winnipeg /BTTF)

- 1.1. Bike Winnipeg is a voluntary, inclusive group of concerned citizens working to make cycling in Winnipeg a safe, enjoyable, accessible and convenient transportation choice year-round. We envision a city where cycling is embraced as the preferred mode of transportation, where cycling is integrated into urban design and planning, and where Winnipeg is recognized as a leader in cycling infrastructure and programs.
- 1.2. Bike Winnipeg was incorporated as a non-profit organization in February 2007 under the name Bike to the Future. In April 2013, the Board voted to change our name to Bike Winnipeg, which was approved at the next Annual General Meeting in November.
- 1.3. As determined by the organizational by-laws, Bike Winnipeg has a board consisting of 12 Directors, including two Co-chairs, a Secretary, a Treasurer, and up to 8 others. Directors are elected for two-year terms. The Board has formed a number of committees over the years. These terms of reference are intended to clarify and rationalize our committees, their authority, responsibilities and membership.

2. Purpose and Role

- 2.1. The purpose of the Policy Committee is to articulate the position of Bike Winnipeg on various cycling related issues such that committees and public representations on behalf of Bike Winnipeg are able to integrate such positions into their statements and initiatives.

3. Specific Areas of Responsibility

- 3.1. Articulate the positions of Bike Winnipeg:
 - Consolidate positions taken by Bike Winnipeg on various issues into written policy statements; and
 - Document and analyze emerging trends and new evidence to be used in support of amendments to existing policy statements or for the purpose of developing new policy statements;
 - Develop new policy statements in collaboration with the Board and by seeking input from members; and
 - Manage Bike Winnipeg's consolidated policy statements so that they remain current and are readily available to committees, directors and members.

4. Authority

- 4.1. The Policy Committee may determine whether a particular policy statement is in keeping with the mission and values of Bike Winnipeg.
- 4.2. The Policy Committee shall recommend amendments to existing policy statements or the adoption of a new policy statement to the Board for approval by the Board.
- 4.3. The Policy Committee shall determine a budget in collaboration with the Executive Committee at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Policy Committee has the authority to spend amounts allocated to them in an approved budget.

5. Structure and Operations

- 5.1. **Membership** – The Policy Committee shall be chaired by a Director and shall consist of one of the co-Chairs of the Board, at least one additional director, and at least one additional member.
- 5.2. **Meetings** – The Policy Committee shall determine the frequency, manner and location of its meetings provided that the Policy Committee meets no less than every three (3) months.
- 5.3. **Reporting** – The Policy Committee shall provide a monthly written report to the Board that outlines the recent initiatives of the Policy Committee and that recommends amendments to existing policy statements or the adoption of a new policy statement where appropriate. A representative of the Policy Committee shall include a verbal report of each recommended amendment to an existing policy statement or new policy statement for consideration by the Board and may provide a verbal report of any highlights from the report.

6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Policy Committee and may be available to provide assistance to various initiatives.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Policy Committee is completed on a volunteer basis.

Fundraising Committee

Terms of Reference

1. Background (Bike Winnipeg /BTTF)

- 1.1. Bike Winnipeg is a voluntary, inclusive group of concerned citizens working to make cycling in Winnipeg a safe, enjoyable, accessible and convenient transportation choice year-round. We envision a city where cycling is embraced as the preferred mode of transportation, where cycling is integrated into urban design and planning, and where Winnipeg is recognized as a leader in cycling infrastructure and programs.
- 1.2. Bike Winnipeg was incorporated as a non-profit organization in February 2007 under the name Bike to the Future. In April 2013, the Board voted to change our name to Bike Winnipeg, which was approved at the next Annual General Meeting in November.
- 1.3. As determined by the organizational by-laws, Bike Winnipeg has a board consisting of 12 Directors, including two Co-chairs, a Secretary, a Treasurer, and up to 8 others. Directors are elected for two year terms. The Board has formed a number of committees over the years. These terms of reference are intended to clarify and rationalize our committees, their authority, responsibilities and membership.

2. Purpose and Role

- 2.1. The purpose of the Fundraising Committee to develop a fundraising strategy that actively seeks out new sources of funding and outlines the processes and procedures for implementing funding activities or obtaining new funding.

3. Specific Areas of Responsibility

- 3.1. The Fundraising Strategy will:
 - Identify sources of funds, such as grants, bursaries, donations, etc., that Bike Winnipeg has not previously received, including developing relationships with businesses and organizations that are in a position to contribute financially to Bike Winnipeg;
 - Outline the plans on how these funds will be secured; and
 - Include an implementation schedule delineating when and who will implement the activities;
- 3.2. Fundraising includes:
 - Grants that are appropriate/applicable for Bike Winnipeg;
 - Fundraising activities and events;
 - Partnership fundraising activities and/or events; and
 - Membership donations/fees.
- 3.3. Actively seek new sources of funding:
 - Explore and apply for;
 - Coordinate or participate in fundraising events that are designed to generate general revenue for Bike Winnipeg and are in keeping with the mission and values of Bike Winnipeg; and
 - Participate in community events for the purpose of promoting Bike Winnipeg and soliciting donations from members of the public.

4. Authority

- 4.1. The Fundraising Committee will work collaboratively with the Finance Committee;
- 4.2. The Fundraising Committee may determine whether a particular source of funding is in keeping with the mission and values of Bike Winnipeg.
- 4.3. The Fundraising Committee may determine the content of the materials to be used to apply for funding grants, the amounts to apply for and the appropriate projects and/or activities pertinent to each funding opportunity.
- 4.4. The Fundraising Committee may determine the type and frequency of fundraising activities.
- 4.5. Once a funding grant is secured the funds become the responsibility of the Finance Committee and the activities related to the grant are monitored by the Executive Committee.
- 4.6. The Fundraising Committee shall determine a budget at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Fundraising Committee has the authority to spend amounts included in an approved budget. The Fundraising Committee shall report on the budget at the following AGM.
- 4.7. Where no budget is approved, the Fundraising Committee shall seek the approval of the Executive Committee for expenses in excess of \$100.
- 4.8. The Fundraising Committee shall report on each expense not included in an approved budget at the first regularly scheduled Board meeting after the expense was incurred.

5. Structure and Operations

- 5.1. **Membership** – The Fundraising Committee shall be chaired by a Director and shall consist of no less than one additional director and one member.
- 5.2. **Meetings** – The Fundraising Committee shall determine the frequency, manner and location of its meetings provided that the Fundraising Committee meets at least once every three (3) months.
- 5.3. **Reporting** – The Fundraising Committee shall provide a monthly written report to the Board that outlines the initiatives of the Fundraising Committee. A representative of the Fundraising Committee shall provide a verbal report of a few of initiatives included in the written report.

6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Fundraising Committee and may be available to provide assistance to various initiatives.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Fundraising Committee is completed on a volunteer basis.

Education Committee

Terms of Reference

1. Background (Bike Winnipeg /BTTF)

- 1.1. Bike Winnipeg is a voluntary, inclusive group of concerned citizens working to make cycling in Winnipeg a safe, enjoyable, accessible and convenient transportation choice year-round. We envision a city where cycling is embraced as the preferred mode of transportation, where cycling is integrated into urban design and planning, and where Winnipeg is recognized as a leader in cycling infrastructure and programs.
- 1.2. Bike Winnipeg was incorporated as a non-profit organization in February 2007 under the name Bike to the Future. In April 2013, the Board voted to change our name to Bike Winnipeg, which was approved at the next Annual General Meeting in November.
- 1.3. As determined by the organizational by-laws, Bike Winnipeg has a board consisting of 12 Directors, including two Co-chairs, a Secretary, a Treasurer, and up to 8 others. Directors are elected for two year terms. The Board has formed a number of committees over the years. These terms of reference are intended to clarify and rationalize our committees, their authority, responsibilities and membership.

2. Purpose and Role

- 2.1. The purpose of the Education Committee is to provide formal and informal cycling education opportunities to members of the public, policy makers and infrastructure planners, and to recommend policy and legislative changes based on safe cycling practices.

3. Specific Areas of Responsibility

- 3.1. Formal public education:
 - developing and delivering classes to the public that improve understanding of safe and effective cycling practices;
 - developing and delivering programs to train instructors to teach safe and effective cycling;
 - working with other organizations to help them organize and deliver classes on safe and effective cycling to the public, including adults and children; and
 - hosting webinars in collaboration with other community organizations and interested professionals that promote safe cycling practices.
- 3.2. Informal public education:
 - Create resources on safe and effective cycling practices that can be shared with members of the public; and
 - Participate in community events and engage with members of the public to promote safe and effective cycling practices.
- 3.3. Recommend policy and legislative changes in collaboration with the Policy Committee;
 - to ensure Bike Winnipeg policy statements conform with safe and effective cycling practices; and
 - to recommend legislative amendments or policy changes that promote safe and effective cycling practices.

4. Authority

- 4.1. The Education Committee may determine the content of the materials to be used to promote cycling safety and education, including materials for formal classes and webinars and informal resources for general public distribution.
- 4.2. The Education Committee may work with the Policy Committee to ensure Bike Winnipeg policies conform to prevailing safe cycling practices.
- 4.3. The Education Committee may work with the Advocacy Committee to develop statements or positions on government policies and legislative changes for consideration by the Board.
- 4.4. The Education Committee shall determine a budget at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Education Committee has the authority to spend amounts included in an approved budget. The Education Committee shall report on the budget at the following AGM.
- 4.5. Where no budget is approved, the Education Committee shall seek the approval of the Executive Committee for expenses in excess of \$100.
- 4.6. The Education Committee shall report on each expense not included in an approved budget at the first regularly scheduled Board meeting after the expense was incurred.

5. Structure and Operations

- 5.1. **Membership** – The Education Committee shall be chaired by a Director and shall consist of no less than one additional director and one member.
- 5.2. **Meetings** – The Education Committee shall determine the frequency, manner and location of its meetings provided that the Education Committee meets at least once every three (3) months.
- 5.3. **Reporting** – The Education Committee shall provide a monthly written report to the Board that outlines the initiatives of the Education Committee. A representative of the Education Committee shall provide a verbal report of a few of initiatives included in the written report.

6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Education Committee and may be available to provide assistance to various initiatives.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Education Committee is completed on a volunteer basis.

Membership/Awareness Committee

Terms of Reference

1. Background (Bike Winnipeg /BTTF)

- 1.1. Bike Winnipeg is a voluntary, inclusive group of concerned citizens working to make cycling in Winnipeg a safe, enjoyable, accessible and convenient transportation choice year-round. We envision a city where cycling is embraced as the preferred mode of transportation, where cycling is integrated into urban design and planning, and where Winnipeg is recognized as a leader in cycling infrastructure and programs.
- 1.2. Bike Winnipeg was incorporated as a non-profit organization in February 2007 under the name Bike to the Future. In April 2013, the Board voted to change our name to Bike Winnipeg, which was approved at the next Annual General Meeting in November.
- 1.3. As determined by the organizational by-laws, Bike Winnipeg has a board consisting of 12 Directors, including two Co-chairs, a Secretary, a Treasurer, and up to 8 others. Directors are elected for two year terms. The Board has formed a number of committees over the years. These terms of reference are intended to clarify and rationalize our committees, their authority, responsibilities and membership.

2. Purpose and Role

- 2.1. The purpose of the Membership/Awareness Committee is to engage the public on cycling related issues, develop connections with community organizations that share common values with Bike Winnipeg, and encourage people to become members of Bike Winnipeg.

3. Specific Areas of Responsibility

- 3.1. Public engagement:
 - Attend community events for the purpose of engaging members of the public, learn about their cycling related issues and concerns, and discuss possible solutions supported by policy statements adopted by Bike Winnipeg;
 - Coordinate public meetings for members and non-members to discuss, learn about, and explore solutions for various cycling related issues; and
 - Develop resources and material for distribution that promote Bike Winnipeg.
- 3.2. Develop connections with community organizations:
 - Actively participate in community organizations as a representative of Bike Winnipeg; and
 - Strive to develop community connections in different areas of Winnipeg.
- 3.3. Encourage people to become members of Bike Winnipeg:
 - Ensure membership forms are available to representatives of Bike Winnipeg attending community events;
 - Identify and articulate the benefits and responsibilities of membership; and
 - Develop additional benefits of membership in partnership with community organizations;

4. Authority

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- 4.1. The Membership/Awareness Committee may determine the content of the materials to be used to promote Bike Winnipeg provided that the content is in keeping with the mission and values of Bike Winnipeg.
- 4.2. The Membership/Awareness Committee may determine how the material is to be distributed, including whether the material is to be distributed gratis, on a cost-recovery basis, or for the purpose of raising general revenue for Bike Winnipeg. Where the purpose is to raise general revenue, the Membership/Awareness Committee shall collaborate with the Fundraising Committee.
- 4.3. The Membership/Awareness Committee may engage community organizations on behalf of Bike Winnipeg and in accordance with adopted policy statements. The Membership/Awareness Committee may draft partnership agreements with community organizations that are subject to approval by the Board.
- 4.4. The Membership/Awareness Committee shall determine a budget at the beginning of each fiscal year to be approved by the Board that outlines the anticipated expenses for each year. The Membership/Awareness Committee has the authority to spend amounts included in an approved budget. The Membership/Awareness Committee shall report on the budget at the following AGM.
- 4.5. Where no budget is approved, the Membership/Awareness Committee shall seek the approval of the Executive Committee for expenses in excess of \$100.
- 4.6. The Membership/Awareness Committee shall report on each expense not included in an approved budget at the first regularly scheduled Board meeting after the expense was incurred.

5. Structure and Operations

- 5.1. **Membership** – The Membership/Awareness Committee shall be chaired by a Director and shall consist of no less than one additional director and one member.
- 5.2. **Meetings** – The Membership/Awareness Committee shall determine the frequency, manner and location of its meetings provided that the Membership/Awareness Committee meets at least once every three (3) months.
- 5.3. **Reporting** – The Membership/Awareness Committee shall provide a monthly written report to the Board that outlines the initiatives of the Membership/Awareness Committee. A representative of the Membership/Awareness Committee shall provide a verbal report of a few of initiatives included in the written report.

6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Membership/Awareness Committee and may be available to provide assistance to various initiatives.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Membership/Awareness Committee is completed on a volunteer basis.

Government Relations

Terms of Reference

1. Background (Bike Winnipeg /BTTF)

- 1.1. Bike Winnipeg is a voluntary, inclusive group of concerned citizens working to make cycling in Winnipeg a safe, enjoyable, accessible and convenient transportation choice year-round. We envision a city where cycling is embraced as the preferred mode of transportation, where cycling is integrated into urban design and planning, and where Winnipeg is recognized as a leader in cycling infrastructure and programs.
- 1.2. Bike Winnipeg was incorporated as a non-profit organization in February 2007 under the name Bike to the Future. In April 2013, the Board voted to change our name to Bike Winnipeg, which was approved at the next Annual General Meeting in November.
- 1.3. As determined by the organizational by-laws, Bike Winnipeg has a board consisting of 12 Directors, including two Co-chairs, a Secretary, a Treasurer, and up to 8 others. Directors are elected for two-year terms. The Board has formed a number of committees over the years. These terms of reference are intended to clarify and rationalize our committees, their authority, responsibilities and membership.

2. Purpose and Role

- 2.1. The purpose of the Government Relations Committee is to advocate on behalf of people who bike by monitoring and responding to public policy decisions that may impact people who bike.

3. Specific Areas of Responsibility

- 3.1. Develop strategies and campaigns to advocate for specific improvements by;
 - o collaborating with the Policy Committee, the Education Committee, and the Membership/Awareness Committee to identify the needs of people who cycle;
 - o communicating these needs to the media, the public, and representatives of public bodies and other organizations; and
 - o collaborating with individuals and organizations who may assist in furthering the mission and values of Bike Winnipeg.
- 3.2. Monitor public policy decisions and actions that affect:
 - o the ability of people to bike safely;
 - o the rights of people who bike;
 - o the availability of infrastructure for people who bike; and
 - o other aspects of cycling, such as the difficulty, convenience, cost of biking.
- 3.3. Monitor public policy decisions made or actions taken by:
 - o The Province of Manitoba;
 - o The City of Winnipeg;
 - o Manitoba Public Insurance Corporation; and
 - o Other public bodies or organizations whose decisions may impact people who bike.

4. Authority

- 4.1. The Government Relations Committee shall act in accordance with the policies of Bike Winnipeg and shall operate in keeping with the mission and values of Bike Winnipeg.

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- 4.2. The Government Relations Committee will prepare an annual strategy that provides a general outline of planned priorities and actions to be taken in the coming year along with a proposed budget and will bring this strategy to the board for approval.
- 4.3. Once approval has been received, the Government Relations Committee will be responsible for implementing the strategy, while responding to new or emerging public policy decisions, recruiting the volunteers, and spending funds available in the approved budget.
- 4.4. The Government Relations Committee may determine whether a public policy decision is in keeping with specific Bike Winnipeg policy statements and generally with the mission and values of Bike Winnipeg. The Government Relations Committee may determine the appropriate response or may seek guidance and direction from the Board.
- 4.5. The Government Relations Committee may speak to public bodies, the media, and the public at large on behalf of Bike Winnipeg when responding to public policy decisions that may impact cyclists.
- 4.6. The Government Relations Committee may recommend amendments to existing Bike Winnipeg policy statements or the adoption of a new policy statement to be considered by the Policy Committee.
- 4.7. Where no budget is approved, the Government Relations Committee shall seek the approval of the Executive Committee for expenses in excess of \$100.
- 4.8. The Government Relations Committee shall report on each expense not included in an approved budget at the first regularly scheduled Board meeting after the expense was incurred.

5. Structure and Operations

- 6.3. **Membership** – The Government Relations Committee shall be chaired by a Director and shall consist of no less than one additional director and one member.
- 5.1. **Meetings** – The Government Relations Committee shall determine the frequency, manner and location of its meetings provided that the Committee meets no less than every three (3) months.
- 5.2. **Reporting** – The Government Relations Committee shall provide a monthly written report to the Board that outlines the recent initiatives of the Government Relations Committee.

6. Resources and Supports

- 6.1. The Executive Director is an ex-officio member of the Government Relations Committee and may be available to provide assistance to various initiatives.
- 6.2. Bike Winnipeg relies heavily on volunteers to advance various initiatives. It is expected that the majority of the work of the Government Relations Committee is completed on a volunteer basis.