

Terms of Reference for Road Safety Committee

Mandate

The Road Safety Committee provides a community perspective on road safety issues, promotes public awareness and education for road safety initiatives and programs, with an aim to enhance community participation and cooperation. Road Safety Mississauga will consult with and promote partnerships with other committees and agencies, while supporting ongoing City programs and projects in an effort to raise the profile of road safety in Mississauga.

Appointed members are expected to participate in promotional events on a regular basis to raise awareness related to road safety to residents and business.

Objectives/Goals

The objective of the Road Safety Committee is to promote road safety for all methods of transportation, including pedestrian, cyclist and vehicular traffic.

Through the creation of a Road Safety Calendar, setting out road safety themes, the Committee will regularly disseminate information related to the appropriate theme.

Work Plan

All Advisory Committees shall prepare annual Work Plans which will be sent to their parent standing committee, then to Council at the beginning of the New Year, as well as a progress update at the end of the year. Committee members shall work collaboratively with City staff to devise these Work Plans to ensure that the workload is manageable and appropriately shared between the two parties.

Work plans will need to be carefully crafted in order to meet the Committee's mandate and objectives, as well as the City's Strategic Plan, Master Plans, and budgetary capacity.

The work plan shall speak directly to the specific goals the committee aims to accomplish. The work plan for each Advisory Committee attempts to use the City's Strategic Plan Pillars, action items, master plans, or legislation as sub-headings to organize the committee's focus and nature of work. The Committee shall present its accomplishments as they relate to the work plan, to Council annually.

Definitions

Definitions are provided for the purpose of clarity and only where necessary. That definitions provided are referenced to the appropriate source/legislation.

Procedures and Frequency of Meetings

All Committees are subject to Council Procedure By-law, which outlines the procedures for Council and Committee meetings.

http://www7.mississauga.ca/documents/bylaws/procedural_by-law_2013.pdf

The Road Safety Committee will meet approximately 4 times per year or as determined by the Committee at the call of the Chair. In addition to attending Committee meetings, members of the Road Safety Mississauga Committee will be expected to attend community events to promote road safety messaging and community participation.

Membership

All members are subject to the Code of Conduct and Complaint Protocol for Local Boards.

http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local_Boards_Code_of_Conduct.pdf.

and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities. <http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf>

The Road Safety Mississauga Committee shall be comprised of:

- 3 Councillors;
- 8 Citizen Members;
- 1 Traffic Safety Council representative;
- 1 Mississauga Cycling Advisory Committee representative.

In addition to the Council appointed members of the Committee, the following are non-voting members who serve as a resource to the Committee:

- Peel Regional Police;
- Ontario Provincial Police;
- Ministry of Transportation Ontario Road Safety Marketing Branch;
- Region of Peel Environmental Education;
- Region of Peel Health Unit;
- Region of Peel Traffic Safety;
- CAA;
- Mississauga Insurance Brokers Association; and
- Ontario Good Roads Association.

Role of Chair

The Chair of the Committee will be appointed at the first meeting of the Committee.

The role of the Chair is to:

1. Preside at the meetings of Road Safety Committee using City of Mississauga's Procedure By-law, and keep discussion on topic.
2. Provide leadership to the Road Safety Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
3. Review agenda items with the Committee Coordinator and Traffic Operations staff.
4. Recognize each Member's contribution to the Committee's work.
5. Serve as an *ex-officio* member of subcommittees and attend subcommittee meetings when necessary.
6. Liaise with the Supervisor of Road Safety, Transportation and Works, on a regular basis.

Role of Committee Members

The role of Committee Members is to:

1. Ensure that the mandate of the Road Safety Committee is being fulfilled.
2. Provide the Chair with solid, factual information regarding agenda items.
3. When required, advise Council on matters relating to road safety.
4. Actively participate in the promotion of road safety at the city or other events as determined by the Committee.
5. Notify the Committee Coordinator if they are unable to attend meetings to ensure that quorum will be available for all meetings.

Quorum

1. Quorum of the Road Safety Committee shall be reached with the presence of a majority of the appointed and elected members, at a time no later than thirty (30) minutes past the time for which the beginning of the meeting was scheduled and so noted on the agenda or notice of the meeting.
2. The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.
3. The presence of one (1) of the appointed Council members shall be required to establish quorum.

Subcommittees

That, as per the Procedure By-law 139-2013, a Committee of Council may establish a subcommittee which shall consist of members of the parent Committee, as may be determined by such parent Committee and any other member approved by Council.

- Sub-committees will be formed to deal with specific issues, and will make recommendations to the parent Committee. Once the specific issue is dealt with the subcommittee shall cease.
- All appointed members of the subcommittee have the right to vote.
- The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.