

Road Safety Advisory Committee - Terms of Reference

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Road Safety Advisory Committee - Terms of Reference

Preamble

The Road Safety Advisory Committee was created to ensure safe roadways within the City of Thorold.

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. The Committee will consult 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 the City of Thorold.

Goals and Purpose

The purpose of the Road Safety Committee is to promote road safety for all methods of transportation, including pedestrian, cyclist and vehicular traffic. The Committee will act in an advisory capacity to Thorold City Council.

Through the creation of various initiatives and programs, the Committee will regularly disseminate information to the public on various road safety issues.

Reporting Structure

The Road Safety Advisory Committee will report directly to City Council.

Membership

Composition

The Committee shall consist of the following members:

- Councillor (Minimum of 1)
- At-large representatives (5)
- Niagara Regional Police Officer (1)

The City's Manager, Engineering, and Manager, Public Works, will support the committee as the City of Thorold's staff liaisons.

Term

Committee appointments shall be held for the term of Council. The term of the Committee itself is determined by the Committee's mandate, goals and objectives.

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Roles and Responsibilities

Chair and Vice Chair

The Chair will:

- Preside over all meetings and be responsible for the overall administration of the affairs of the Committee.
- Work with the Staff Liaison to build and coordinate the Committee/Board work plan and associated documents.
- Serve as the spokesperson for the Committee to City Council
- Provide annual reports to Council.

The Vice Chair, shall act as the Presiding Officer in absence of the Chair, or should the Chair be unable to fulfill his or her duties.

Committee Members

All Committee members, including the chair and vice-chair, have the responsibility to help achieve the Committee's mandate and responsibilities. Committee members are also responsible for:

- Electing a Chair and Vice-Chair
- Reviewing meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration.
- Communicating activities of the committee to groups represented or those who may have an interest and offer information back to the committee
- Represent interests of community
- Create working groups as required to report back to them on specific matters
- Working within their budget (if applicable). Committees/Boards do not have the authority to commit City resources or direct the work of staff

Staff Liaison

The staff Liaison will:

- work with the Chair and Vice-Chair in order to build a work plan for the Committee/Board and develop a regular reporting process to Council with respect to the performance and progress of the Committee/Board
- ensure matters within the mandate of the Committee are circulated to the Committee's attention through Reports and Memorandums where applicable.
- incorporate input from the Committee into staff reports where applicable.

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Working Groups

Working groups or Subcommittees may be established, as required, to complete specific research or to implement a specific project. Subcommittees shall be approved by the Committee. Subcommittee Presiding Officers shall be appointed by the Committee as required.

Subcommittee Presiding Officers shall be responsible for calling and chairing subcommittee meetings, setting up meeting agendas, submitting minutes of subcommittee meetings to the staff representative of the Committee, and the preparation of subcommittee reports to the Committee.

Resources

The Public Works & Community Services Department is the designated department providing resource support to the committee, however, the committee also has access to staff from other departments as may be required.

The Clerks department shall be responsible for preparing and distributing meeting agendas and meeting minutes.

Meetings

Regular Road Safety Advisory Committee will meet once per quarter during regular business hours at Thorold City Hall or at the call of the Chair. The date and time of meetings will be determined at the first meeting of each term.

Absenteeism

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment, unless such absence is provided to the Committee prior to the meeting date/time.

Amendments to the Terms of Reference

The terms of reference should be reviewed and refined at a minimum of every four years to ensure that they remain current and meaningful.

Proposed amendments to the terms of reference shall require the approval of a majority of the Transportation Committee members present and those amendments if approved will be submitted to City Council for approval. Amendments to the terms of reference shall take effect only upon the approval of Council.

Road Safety Advisory Committee - Terms of Reference Glossary of Terms

n/a