



Road Safety Advisory Committee

Mandate:

The Road Safety Advisory 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.

Scope of the Committee:

The purpose of the Road Safety Advisory 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.

Membership and Term:

The Committee shall consist of the following voting members:

- Chair of the Active Transportation Advisory Committee (or designate)
- 7 at-large members

Quorum is calculated as 50% of the voting members, plus one (1). Therefore, quorum for this Committee is 5, provided all positions are filled and there are no vacancies.

Non-Voting Members and Staff Support:

- One (1) Council representative
- Staff Representative (or designate)
- Manager of Public Works (or designate)
- Niagara Region Staff from Transportation Department (when necessary)
- Niagara Regional Police Officer

The Committee will be appointed until completion of its mandate and/or the end of the Council term (November 15, 2026), whichever is to occur first.

Council may, at any time, remove any member of the Committee by Council resolution and any member of the Committee may resign therefrom at any time upon providing written notification to the City Clerk's Office. Committee members must adhere to the Code of Conduct and the Harassment Policy.

Committee members who are absent from three (3) consecutive meetings shall forfeit their appointment.

Appointment of Chair:

At its first meeting, the Road Safety Committee shall name an appointed member to act as Chair. Should a conflict of interest be declared, the declarant shall excuse themselves from the roundtable discussion.

Duties of the Chair:

- Preside at all meetings of the Committee
- Liaise with the Staff Representative to prepare agenda
- Enforce Terms of Reference for the Committee
- Maintain order and decorum at all meetings

Minutes:

The minutes shall be the responsibility of the Staff Representative. Minutes shall be approved by the Road Safety Advisory Committee prior to being submitted to the next Council agenda to be received for information purposes and filed by Council and only contain action items such as motions.

Meeting:

The Road Safety Advisory Committee will typically meet once per quarter during regular business hours at Thorold City Hall or at the call of the Chair.

Conflict of Interest:

Members having a conflict in any matter before the Advisory Committee must declare a conflict and shall abstain from voting on the matter.

Rules of Order:

Unless, otherwise specifically provided by the Terms of Reference, all decisions of the Advisory Committee meetings shall be by majority of the members present and voting. The Rules of order not, specifically covered by the Terms of Reference shall be in accordance with the City's Procedure By-Law.

Order of Business:

The Order of Business at regular meetings shall be:

- 1) Call meeting to order
- 2) Adoption of Agenda
- 3) Adopting of Minutes
- 4) Declaration of Interest
- 5) Committee Business
- 6) RoundTable
- 7) Next Meeting
- 8) Adjournment

Budget

A yearly budget may be submitted to the Staff Representative for consideration. The submission must include the amount requested and purpose. Council may approve the budget based on available funds. Any changes to the budget or reallocation of funds must be approved by Council through motion.

Amendment of Terms of References:

These Terms of Reference and any necessary amendments must be approved by Thorold City Council and will become effective when ratified by Thorold City Council. Any provisions of these Terms of Reference may be modified amended or repealed.

Corporate and/or Private Donations and Fundraising Activities:

Policy No. 100-18 dated April 21st, 1998 of the Policy Procedure manual for the City of Thorold along any revisions of this policy will be adhered to.

Amended by Council: November 16, 2021