



Terms of Reference Traffic Advisory Committee 2023 – 2026

Meeting Frequency

Meetings may be scheduled every second month on the second Thursday of the month, throughout the year, but no meeting will be scheduled in the month of July. Scheduled meetings may also be added or cancelled at the discretion of the Chair.

Meetings will be held in accordance with the Council approved Committee Procedures unless otherwise directed by Council.

Mandate

The purpose of the Committee is to raise awareness, advise, and stimulate action in order to encourage and facilitate community initiatives related to active transportation and road safety policies, programs and facilities. The scope of this Committee includes vehicular and active modes of travel within the Town's jurisdiction.

As directed by Council, the specific traffic-related activities or projects the Committee will be involved in will be determined as received. Council will provide areas of concern within the Town to the Committee.

The Committee will be familiar with and make recommendations consistent with established Town procedures, policies, and guidelines, and shall act in accordance with the *Highway Traffic Act*. Canadian, provincial, and municipal design guidelines and criteria will be taken into consideration when reviewing traffic and active transportation matters. The Committee shall act in accordance with the mission, vision and values of the Strategic Plan. The Committee will evaluate concerns which fall outside of established operational procedures. Concerns which fall within established operational procedures would continue to be managed by Staff. The Committee shall operate in a manner which does not put the Town in a position of liability through its recommendations.

Those items assigned to the Committee will be placed in priority order based on Council's recommendations and Committee evaluation.

Scope of Responsibilities

As requested by Council, the Committee may be required to:

1. Review existing Town policies, programs and by-laws pertaining to traffic and make recommendations to Council based on established procedures.
2. Investigate and provide recommendations respecting new traffic safety tools and programs. For example, evaluating the use of automated speed enforcement or red-light camera programs.
3. Investigate and provide evidence-based recommendations respecting systematic

Traffic Advisory Committee Terms of Reference

traffic safety concerns.

4. Educate and inform the community about traffic safety. For example, partnering with schools to promote road safety and awareness through social media.
5. Liaise with other groups or organizations to fulfill the mandate of the Committee. For example, responding to community organizations focused on traffic safety.
6. Investigate other traffic matters, as needed. For example, evaluating new programs released by the province.
7. Identify any potential funding opportunities to assist the Town of New Tecumseth in improving roadways.

At the request of a resident, the Committee may provide a venue for appeals of decisions made by Town Staff regarding traffic concerns.

Composition of the Committee

| Citizen Members | Council Members | OPP Members | Staff Support (Non-voting) |
|---------------------------|----------------------------|---|--|
| Three (3) citizen members | Two (2) members of Council | One (1) representative from OPP Nottawasaga | Director of Engineering and Development or their Designate (1) |
| | | | Municipal By-Law Enforcement Officer (1) |
| | | | Director of Public Works or their Designate (1) |
| | | | Legislative Support Specialist / Committee Secretary (1) |

Term of Service

Members of the Transportation Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council and will remain in office until their successors are appointed.

A Committee member may be re-appointed by Council for additional terms.

A member may resign from the Committee at any time advising of this intention in writing to the Chair of the Committee and Committee Secretary.

A Committee member who is absent for three (3) consecutive meetings without permission from the Committee will be removed from appointment.

Administration and Liaison

Clerk Services, or their designate, shall act as Committee Secretary and provide Legislative Support services to the Committee, including the preparation and distribution of agendas, taking of minutes, and general administrative coordination of meetings of the Committee.

Traffic Advisory Committee Terms of Reference

The Director of Engineering, or their designate, shall act as the primary Staff Liaison to the Committee. Staff will provide advisory support to the Committee, including background information, resources and advice to Committee members to assist them in their role when, in the opinion of the Municipal Staff, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources.

The Director of Public Works, or their designate, will provide advisory support and offer their perspective to the committee regarding road operations.

One (1) Municipal By-Law Enforcement Officer from the Town will also provide advisory support to the Committee.

The Committee or Staff may request the support or participation (non-voting) of staff from other departments with a particular area of expertise when needed.

The Committee Secretary will coordinate, through consultation with the Chair, the request made by the Committee.

Appointment

All members of the Committee shall be appointed by Council. Appointments shall be approved by Council in accordance with the membership requirements in the Terms of Reference. The advertising of vacancies and appointments to the Committee will be in accordance with the policies adopted by Council and applicable legislation.

A Chair and Vice Chair shall be elected by a majority vote of the committee at its first meeting of each new term to preside over meetings and Committee business. Members of Council may not Chair or Vice Chair the meetings. The Committee may decide the term of the Chair, so that other Members may gain experience in that role.

The Chair shall be responsible for conducting the meeting of the Committee in accordance with the Town's current Procedural By-law, as may be amended from time to time. Where the Town's Procedural By-law is silent on a procedural matter, Robert's Rules of Order shall apply.

Remuneration

Appointment to the Traffic Advisory Committee will be volunteer-based and therefore, no member shall receive remuneration for their services.

Required Skillsets

- Demonstrated expertise through work/academic qualifications, relevant experience, or interest relating to traffic safety. Relevant topics may include the Highway Traffic Act, the Ontario Traffic Manual, traffic safety programming, or enforcement.
- Demonstrated passion through previous volunteer experience.
- Ability to commit necessary time to meetings and events.
- Geographical representation shall be taken into consideration.
- Strong interpersonal skills and able to maintain effective working relationships.

Reporting Structure

All Committee Minutes, when approved, are to be sent to the Town Clerk, or designate, for record keeping purposes and to be included in the next scheduled Regular Committee of the Whole meeting for information purposes.

Delegated Authority

The Committee has no authority to direct staff, and any recommendations that need to be carried out (reports or staff actions) must be first considered by Committee of the Whole and/or Council.

Rules of Procedure

All meetings shall be open to the public in accordance with the Town of New Tecumseth's Procedural By-law and the Municipal Act.

A meeting of the Committee may only be closed to the public, if the subject matter being considered meets the criteria established in Section 239 of the Municipal Act.

The allocation of Town resources, such as staff and budget, may be provided to the Committee, as directed by Council.

Committee members must keep in mind that while the committee on which they serve has specific goals and objectives, the Committee's function is advisory in nature and the final decision on recommendations made by the Committee rests with Town Council.

Council's responsibility is to the broad public good and, as such, Council may take into account other matters beyond those considered by the Committee when making its final decision on the matter.

The Committee shall, at all times follow the policies and procedures set out in the Town of New Tecumseth's Council and Committee Member Code of Conduct.