



Traffic Safety Advisory Committee

(a committee established to act as a resource to Council for the 2022-2026 Term of Council)

Terms of Reference

1. Mandate

The Traffic Safety Advisory Committee (the “Committee”) is a Committee of Council. The purpose of the Committee is to raise awareness, advise, and stimulate action in order to facilitate and promote community safety initiatives related to traffic safety. The scope of this Committee includes vehicular and active modes of travel within the Town’s jurisdiction but does not include public transit or rideshare services.

The specific activities or projects the Committee will invest in will be determined at the start of each year. All Members of Council will be invited to submit the areas of concern within their wards to the Committee. The Committee will evaluate whether each concern should be managed by the Committee, operationally, or through another means. Those items assigned to the Committee will be placed in priority order based on Town Staff recommendations and Committee evaluation.

a) Duties and Functions

- Investigate and provide evidence-based recommendations respecting systematic traffic safety concerns. For example, evaluating strategies to reduce the frequency of collisions at a collision-prone intersection.
- 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.
- Educate and inform the community about traffic safety. For example, partnering with schools to promote road safety and awareness through social media.
- Liaise with other groups or organizations to fulfill the mandate of the Committee. For example, responding to community organizations focused on traffic safety.
- Provide a venue for appeals of decisions made by Town Staff regarding traffic safety.
- Investigate other traffic safety matters, as needed. For example, evaluating new programs released by the province.

2. Membership and Remuneration

a) Required Skillsets

- Relevant experience, expertise, or interest relating to traffic safety. Relevant topics may include the Highway Traffic Act, the Ontario Traffic Manual, traffic safety programming, or enforcement.
- Geographical representation shall be taken into consideration.

b) Composition

The Committee shall be comprised of Four (4) Voting Members as follows:

- Four (4) Members of Council
 - Mayor
 - Deputy Mayor
 - Two (2) Ward Councillors

The Committee may also establish a Working Group from current membership or through additional resource members to research, investigate, and provide information to the Committee when required.

c) Chair

A Member shall be appointed Chair and a Vice Chair shall be elected from amongst themselves at the first regular meeting. 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, Bourinot's Rules of Order shall apply.

d) Remuneration

Members of Council are remunerated pursuant to Section 6 of Council Compensation By-law No. 014-18.

3. Quorum and Attendance

Quorum shall be set as the majority of the total Voting Members and is required at each meeting of the Committee.

In order to maintain a high level of commitment, Members who have been absent for three consecutive meetings without good cause may be required to resign at the discretion of the Chair and in consultation with the designated Assistant Clerk. Committee Members are requested to advise the designated Assistant Clerk of any scheduled absences in order to ensure quorum.

4. Meeting Schedule and Location

All meetings shall be open to the public, except as provided for in the Town's Procedural By-law and any other by-law respecting the Committee, and Members shall observe all provisions respecting the confidentiality of closed session meetings and materials. Meetings may be scheduled bi-monthly throughout the year, but no meeting will be scheduled in the month of July. Scheduled meetings may also be cancelled in the event they are not required.

Meetings may be held in person at Town Hall, 2101 Innisfil Beach Road, Innisfil, or may be held virtually, as determined by the Committee.

5. Resources and Support Staff

Budget

The designated Assistant Clerk shall consult with the Staff Liaison and Chair to review the Committee's resource requirements on an annual basis and provide Financial Services with a draft budget to be provided to Council for consideration. An overview of the budget will be provided to Members of the Committee or local board.

Expenses incurred by Committee Members shall be reimbursed provided the expense has been approved by the Clerk prior to the expense being incurred and the expense is within the Committee's Council-approved budget. Receipts detailing the expense must accompany all requests for reimbursement and are to be submitted to Clerk Services (for submission to Accounts Payable) within 30 days of the expense being incurred.

Expenses incurred by this Committee shall adhere to the Business Expense Policy for Elected Officials and Committee Members (CP.01-11-05).

Administration and Liaison

Clerk Services shall provide administrative support services to the Committee, including the preparation and distribution of agendas, taking of minutes, and general administrative coordination of meetings of the Committee.

Town Staff with traffic-related expertise shall act as Staff Liaison to the Committee.

The Committee may call upon the assistance of other Town service areas or Staff as needed.

6. Agendas and Reporting to Council

Clerk Services will liaise with the Chair of the Committee and the Staff Liaison to prepare the agenda for each meeting. Staff will attend the meeting and create minutes of the meeting which will be circulated to Committee Members for accuracy prior to submission of a Summary Report to Council. The Summary Report will identify any motions that require consideration by Council.