

Terms of Reference for Road Safety Committee

Mandate

The Road Safety Committee (“The Committee”) provides a community perspective on road safety issues and community wellbeing and promotes public awareness and education for road safety initiatives and programs, with an aim to enhance community participation and cooperation and foster a culture of safety for all.

The Committee will consult with and promote partnerships with other City committees and partner agencies, while supporting ongoing City programs and projects, in an effort to raise the profile of public safety in Mississauga.

Appointed members are expected to participate in promotional events on a regular basis to raise awareness to residents and businesses about road safety and Vision Zero in Mississauga.

Objectives/Goals

The objective of the Road Safety Committee is to strengthen public safety, and promote road safety for all methods of transportation, including but not limited to pedestrian, cyclist, vehicular traffic safety and auto thefts.

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

Work Plan

The Road Safety Committee shall prepare annual Work Plans which will be sent to General 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 0044-2022, which outlines the procedures for Council and Committee at meetings.

<https://www.mississauga.ca/publication/council-procedure-by-law/>

The Road Safety Committee will meet bi-monthly, approximately 5 times per year or at the call of the Chair. Meetings are typically held on the fourth Tuesday of the given month. 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**: <https://www.mississauga.ca/wp-content/uploads/2023/06/Local-Boards-Codes-of-Conduct-and-Complaint-Protocol-2023.pdf> , and

Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities: <https://www.mississauga.ca/wp-content/uploads/2018/09/27090924/02-01-01-Citizen-Appointments-to-Committees-Boards-and-Authorities-Policy.pdf>

The Road Safety Mississauga Committee shall be comprised of:

- 5 Councillors;
- 8 Citizen Members;
- A representative from each of the: Mississauga School Traffic Safety Action Committee and the Mississauga Cycling Committee.

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 of Ontario Public Outreach and Education Office; Region of Peel Education Programs and Services;
- Region of Peel Health;

- Region of Peel Traffic Safety;
- CAA;
- Mississauga Insurance Brokers Association;
- Ontario Good Roads Association;
- City of Mississauga Traffic and Communications staff, and
- City of Mississauga Vision Zero Project Leader

In addition, other agencies, organizations and staff may be invited to attend as required.

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. Actively participate in the promotion of road safety at the city or other events as determined by the Committee.
3. 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

Pursuant to the Council Procedure By-law 0044-2022, as amended, 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.