

Traffic Advisory Committee

Terms of Reference

Mandate

The Traffic Advisory Committee will evaluate matters pertaining to traffic, active transportation, and/or parking 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 will review matters related to roadways, parking, speed zones, pedestrian paths, sidewalks, cross-walks, and cycling lanes/paths, and provide recommendations that promote safety and livability in our community.

Goals/Purpose

The goals and purpose of the Traffic Advisory Committee are to:

1. Identify challenges and opportunities in high-traffic areas;
2. Provide information and recommendations to Council regarding traffic, parking, and speed zones;
3. To review and consider traffic, parking, and speed zone concerns as raised by the public, unless the matter has already been addressed by the Committee within the term of Council and there has not been a significant change to the matter since it was previously raised;
4. To promote, support, and increase traffic initiatives throughout Prince Edward County;
5. Advocate for the safety of pedestrians and cyclists in Prince Edward County;
6. Other activities as requested through motion of Council.

Membership

1. Three (3) members of Council.
2. Four (4) public representatives appointed by Council for the term of Council or until reappointed, all of whom should have demonstrated interest and knowledge of traffic and transportation.

3. Two (2) youth representative (16 - 25).
4. One non-voting member from the Ontario Provincial Police - Picton Detachment.
5. Mayor is an ex officio member of the committee.
6. A Chair and Vice-Chair will be elected by members at the first meeting annually.
7. Council may terminate the appointment of any member without notice.

Roles

1. Members will actively participate, and provide support and expertise.
2. The Chair will facilitate meetings, ensure participation by members, maintain decorum, and be the primary contact of the Committee.
3. Council appointees will act as a liaison between the Committee and Council. They will serve as voting members and count towards meetings quorum.
4. The Clerk's Office will manage administrative functions, and provide procedural and legislative guidance to the committee.

Responsibilities of the Traffic Advisory Committee

1. It is the responsibility of all appointed members to comply and work with County procedures, by-laws and Provincial legislation, with guidance from staff:
 - a. Council's Code of Conduct
 - b. *Highway Traffic Act*
 - c. County Accountability and Transparency Policy
 - d. County Procedural By-law
 - e. Other applicable County by-laws and policies
 - f. *Municipal Act*
 - g. *Municipal Freedom of Information and Protection of Privacy Act*
 - h. *Municipal Conflict of Interest Act*
2. The Committee will make recommendations to Council on various issues related to the Committee's mandate, through meeting minutes, motions, and reports.

3. The Committee may take on additional initiatives as recommended or approved by Council or the Chief Administrative Officer (CAO).

Working Groups

The Traffic Advisory Committee may form working groups on specific subject matters. The working groups will report to the Committee and include at least one Committee member. The Committee will ensure that working group opportunities are shared with the public, receive and review applications, and recommended appointments to be ratified by Council.

The establishment of a working group and any changes to the group must be reported in the Traffic Advisory Committee meeting minutes.

Term

The term of office for the Traffic Advisory Committee will be the term of Council.

Staff Support

The Director of Development Services, or designate, Director of Operations, or designate, and the Supervisor of Bylaw Enforcement, or designate, will attend meetings as technical experts, as needed.

While the Clerk's Office provides procedural support, the entire Corporation will provide input and support to the Committee as required, with the approval of the CAO and/or the relevant Director.

Reporting Relationship to Council

The Committee will act as an advisory body and does not have any delegated authority. Recommendations for implementation must first be considered and approved by Council through meeting minutes and reports on Council agendas.

The Committee will report to Council, and once per year with a written report and deputation on its activities and its intended direction or projects. All Committee minutes will form part of the next applicable Council agenda.

Finances

No member shall receive remuneration for services.

A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

Attendance

If a Committee Member is absent for three consecutive meetings they have forfeited their membership, unless their absence has been approved by the Chair.

Meetings

The Traffic Advisory Committee shall meet no less than three (3) times per year, and more frequently at the discretion of the Chair. Meetings shall be governed by The County's Procedural By-law as may be amended from time to time. The meeting, agenda, and minutes will be available to the public, on the municipal website.

Meetings may be held electronically. A member may participate electronically in open or closed meetings. Any such member shall be counted toward quorum of members present at any point in time and shall be able to vote, as permitted by the *Municipal Act*.