

CROSSWALK SAFETY ADVISORY COMMITTEE

Terms of Reference

Purpose

The purpose of the Crosswalk Safety Advisory Committee (CSAC) exists to develop and present input and advice to the Transportation Standing Committee with respect to crosswalk safety in the Halifax Regional Municipality.

Mandate

The CSAC will serve as a forum to develop and present input and advice with respect to crosswalks with the objective of improving the safety of pedestrians using crosswalks in HRM.

The CSAC will develop a report, along with action plans to improve the safety of pedestrians using crosswalks, both marked and unmarked

Issues to be addressed in the report include, but are not limited to

- education,
- enforcement,
- traffic control measures
- standards and consistency

as they relate to crosswalks, including budget implications.

Reporting

The CSAC reports to the Transportation Standing Committee (TSC). Reports will be presented to the TSC as completed. The TSC will in turn forward approved recommendations to Regional Council.

Committee composition

The CSAC will be comprised of 13 members as follows:

- two (2) transportation professionals (engineers)
- two (2) Councillors from the Transportation Standing Committee
- one (1) Councillor at large
- three (3) citizens – one from each Community Council area
- one (1) member of the Active Transportation Advisory Committee
- one (1) representative from the Halifax Regional School Board
- one (1) representative from post-secondary education
- one (1) member of the Accessibility Advisory Committee
- one (1) representative of the police community (HRP or RCMP)

All Committee members will be expected to commit to the meeting schedule included in these terms of references, some of which will take place in the evening.

Applications for the citizen members will be evaluated based on skills and experience related to crosswalk safety.

Appointments

The Transportation Standing Committee shall be the nominating and appointing body for all members except the three citizens, to be nominated and appointed by the respective Community Councils. Appointments shall be in accordance with the Public Appointment Policy of Regional Council.

Governance

On behalf of Regional Council the Transportation Standing Committee shall provide oversight to the Crosswalk Safety Advisory Board appointments, work plan and other governance matters.

Authority

The CSAC is an advisory committee. Recommendations will be provided to the TSC who will forward those recommendations it accepts to Halifax Regional Council for approval.

Officers

The CSAC shall have a Chair and Vice-chair to be elected from among its members at the first meeting. The Vice-chair shall act as Chair in the absence of the Chair.

Staff support

The Manager of Traffic and Right of Way Services shall be the primary staff liaison to the committee. Additional staff support from police services, Corporate Communications, Design and Construction and Planning and Infrastructure will be made available as needed.

The Clerk's Office will provide meeting and legislative support.

Meetings

The Committee shall meet monthly throughout 2013 and no less than quarterly thereafter. Additional meetings may be scheduled at the discretion of the Chair in consultation with the Clerk's Office.

Quorum

The quorum for meetings shall be in accordance with Section 74 of Administrative Order 1 – quorum of Committees.

Vacating a position

A member may vacate their position in accordance with the procedures set out in Section 68 of Administrative Order 1 – Vacating a Position on Committee. Any member who misses three consecutive meetings will be removed from their position. The nominating and appointing Committee/Council will appoint a replacement to any vacated position in a timely manner.

Meeting procedure

HRM Administrative Order 1– Respecting Procedure of Council as it relates to Committee Procedures will govern meetings.

Approved March 5, 2013