

Terms of Reference for the Safe Roads and Active Transportation Advisory Committee

Mandate

The Safe Roads and Active Transportation Advisory Committee will provide a community perspective to provide advice and feedback to City Council and City staff to promote and enhance the active transportation network within the City. The Safe Roads and Active Transportation Advisory Committee will consult with other committees and agencies, while supporting ongoing City programs, initiatives and projects with a view to consider different perspectives as well as safety for cyclists, pedestrians, other mobility options, and people of all abilities for the on-road and off-road network.

Objectives/Goals

The Safe Roads and Active Transportation Advisory Committee may be responsible to review and provide advice and feedback to City Council and City staff on initiatives, programs and policies related to the following:

- Cycling Master Plan
- Pedestrian Master Plan
- Transportation Demand Management (TDM) Strategy and Implementation Plan
- Vision Zero

Action List

The Legislative Coordinator for the Safe Roads and Active Transportation Advisory Committee shall prepare an Action List of items emanating from each Committee meeting as well as items identified by staff. At the beginning of a calendar year, in consultation with staff, the Legislative Coordinator will prepare a memorandum to the Committee and Members of Council to provide a progress update on the Action List. The Action List shall capture the Committee's recommendations to Council that require action, and matters that staff have identified for review or feedback in accordance with the Committee's mandate and objectives.

Procedures and Frequency of Meetings

The Safe Roads and Active Transportation Advisory Committee will meet bi-monthly or as determined by the Committee at the call of the Chair.

In addition to attending Committee meetings, members of the Safe Roads and Active Transportation Advisory Committee may be expected to attend subcommittee meetings and other committee related events.

Membership

All members are subject to the Code of Conduct and Complaint Protocol for Local Boards and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities.

The Safe Roads and Active Transportation Advisory Committee shall be comprised of:

Voting Members

Total maximum membership of 14 including:

- 2 Members of Council
- Up to 10 Citizen Members who represent diverse and lived experience with: safety issues of the on-road and off road network, pedestrian mobility, cycling mobility or other modes of transportation
- 1 representative from the Mississauga School Traffic Safety Committee (formerly Traffic Safety Council)
- 1 representative from the Accessibility Advisory Committee

Staff Support Members and Agency Representatives

The committee will be supported by staff from the Active Transportation Office and Traffic Services and Road Safety (Transportation and Works Department), and by staff from the City Departments, as warranted.

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
- Peel Region Traffic Safety
- Peel Region Health Unit
- Communications

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 over the Committee meetings using City of Mississauga's Procedure By-law, and keep discussion on topic.
2. Provide leadership to the Committee to encourage that its activities remain focused on its mandate as an Advisory Committee of Council.
3. Review agenda items with the Legislative Coordinator and Transportation and Works Department staff
4. Recognize each Member's contribution to the Committee's work.

Role of Committee Members

The role of Committee Members is to:

1. Actively participate the discussion at the Committee meeting in a respectful and open-minded manner.
2. Notify the Legislative Coordinator if they are unable to attend meetings to ensure that quorum will be available for all meetings.

Quorum

Quorum 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.

The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.

The presence of one (1) of the appointed Council members shall be required to establish quorum.

Subcommittees

- As per the Procedure By-law 0044-2022, 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
- Subcommittees 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
- The Chair of the subcommittee will be appointed at the first meeting of the subcommittee
- All appointed members of the subcommittee have the right to vote