

Terms of Reference

Burlington School Traffic Safety and Mobility Advisory Committee

Name: Burlington School Traffic Safety & Mobility Committee

Clerk: Committee Clerk

Reference: TS-08-24

Mandate

The Burlington School Traffic Safety and Mobility Committee (“committee”) aims to identify, assess, and provide recommendations to staff on school traffic and mobility-related risks, with the goal of implementing measures that improve safety in and around school areas. The Committee will:

1. Consider and advise on student pedestrian, cyclist, and vehicle traffic safety matters at and around Burlington schools.
2. Consider and advise upon matters relating to pedestrian school routes.
3. Develop, implement, assist, and advise with respect to educational programs promoting safety awareness within school zones.
4. Review existing, temporary, or prospective new or relocated adult school crossing guard locations for kindergarten to Grade 5, considering approved City criteria, and recommend additions or deletions to locations as required.
5. Report on and refer to appropriate City and Regional departments, School Boards, Police Divisions, etc. on matters related to school safety requiring the application of engineering standards and warrants and specialized expertise or enforcement.
6. Collaborate and share data and information relating to school traffic safety and mobility.

Approach

The committee will work collaboratively to share information, conduct inspections and develop solutions to enhance school traffic safety and mobility.

Meetings

The committee is expected to meet monthly, apart from July, August and December. Staff will monitor the meeting frequency during the initial implementation phase and recommend adjustments if needed. Additional meetings are at the discretion and the call of the Chair.

Meetings are expected to be held during normal business hours with a duration of approximately 2 hours, unless a vote by members to extend the time to a specified time

has been approved. Meetings will be in-person, with a virtual option offered to members and other attendees for convenience.

Working groups may be established at the Committee's discretion to carry out additional work. These groups are temporary and allow for concentrated effort on completing a specific task outside of the committee's regular meeting schedule. Working groups will be informal and a clerk is not required. Working groups do not make independent decisions or take action that is not agreed upon by the advisory committee at a regular meeting.

Quorum

Quorum is constituted by the attendance of 50% +1 of appointed (voting) members. If quorum is not attained within the first 20 minutes, the formal meeting cannot proceed and the clerk is not required to remain and/or provide notes. If members present choose to remain, they may do so for information exchange only and no formal decisions can be made. Quorum is not required at working group meetings.

Agenda Management

The Chair will work with the Committee Clerk to prepare and publish the meeting agenda, in accordance with the City's Procedure By-law.

Budget Considerations

The fiscal year of the Committee shall be from January 1 to December 31. The Committee will work with the Committee Clerk to submit a budget request that reflects their upcoming year's operating and capital needs, in keeping with corporate budget directions and timelines. The Committee's budget will be presented within the Local Boards and Committees budget submission. All financial commitments of the Committee must be approved through the Committee, with revenues and expenditures authorized through the Committee Clerk and processed in keeping with corporate policies.

Mileage from site inspections will be compensated at the corporate rate from the Committee budget.

Additional budget outside of the approved budget submission may be provided by Transportation Services at the discretion of the Director, Transportation Services.

Workplans and Annual Reports

The Chair and Vice Chair will work collaboratively with committee members to prepare an annual work plan and budget to support the committee's mandate as outlined in the terms of reference. The work plan will be from January 1 to December 31 each year.

Within the first quarter of each year, the Chair and Vice Chair will work collaboratively with committee members to prepare an annual report outlining the activities and deliverables of the previous year. The annual report will be provided to Council for

information through the Council Information Package or reported to the relevant standing committee of Council.

Committee Composition and Organization

Voting Members:

The Committee is comprised of up to 13 voting members, with one vote per member:

- Minimum of 4 and up to 9 resident members (not affiliated with City or Regional Council or a local board, appointed by City Council). Preference will be given to Parents\Guardians of students enrolled at a Burlington School.
- 1-2 Trustee from the Halton District School Board (HDSB)
- 1-2 Trustee from the Halton Catholic District School Board (HCDSB)

Non-voting supporting Staff/Agencies:

- City of Burlington staff (Transportation, Transit, By-law, Parking Services, Fire Department)
- Halton Region
- Halton Regional Police Service (HRPS)
- Halton Student Transportation Services (HaltonBus)
- School staff representatives (Planning, Facilities, etc.)
- Other agencies can be invited to provide input or attend meetings as required
- 1 or 2 City Council representatives

Resident members will be selected and appointed in accordance with the City's Public Appointment Policy and Corporate Volunteer Program.

Councillor representatives are appointed by Council resolution, with a term specified.

School Board Trustees who are voting members are to be identified by the respective School Board(s).

Requirements for Voting Members

In addition to the requirements outlined in the City's Public Appointment Policy, Voting Members must be able to commit to the following:

- Must be available to complete at least two site visits per month, during daytime hours
- Must have access to a car or other reliable source of transportation to complete site visits

All appointed resident members must complete a police vulnerable sector check, paid for by the City of Burlington. Police checks may also be required for other members.

Term of Office

Voting Members: Three years from the date of appointment, with staggered terms planned to ensure continuity. Members will generally serve a maximum of two consecutive terms at a time.

Chair: One year from date of election. An individual may serve a maximum of three consecutive years as Chair.

Vice Chair: One year from date of election. An individual may serve a maximum of three consecutive years as Vice Chair.

Election of Chair and Vice Chair

The Chair and Vice Chair are voting committee members. They are elected by the membership of the committee at the first committee meeting of each calendar year. The Council representative is not to hold the role of Chair or Vice Chair.

Inspections

Members shall be available to conduct approximately two site inspections per month, in the vicinity of schools, generally within morning arrival and afternoon dismissal times to observe and document matters relating to student traffic safety and mobility and make recommendations for improvements. Mileage will be compensated at the corporate rate.

A minimum of two members (voting or supporting) must be present during an inspection, consisting of at least 1 resident and 1 non-resident member. Additional members may be requested to attend inspections as needed, based on their areas of expertise. The Crossing Guard Supervisor or the Crossing Guard Coordinators will either attend and/or ensure attendance from staff in the Transportation Department.

Inspections may also result in other actions or data collection being requested to be obtained by additional inspections or city or school staff to inform decisions.

Accountability

Participants on the Committee and or delegates must understand their roles and accountabilities in relation to the broader review process. Members must adhere to City Policies and Procedures, and are accountable to the Code of Conduct for Local Boards. Members may also be bound by other professional codes of ethics.

Recommendations and outcomes of committee meetings may result in additional reviews or studies being conducted. As an example, if speeding is noted during an inspection, additional studies by staff may be conducted with the results and proposed

actions (for example justification for Traffic Calming based on the City's policy) brought to the committee for information.

Terms of Reference Review Date

One year after commencement and at minimum once per term of council thereafter.