

TRANSPORTATION ADVISORY COMMITTEE TERMS OF REFERENCE

ADOPTED: MAY 16, 2016 (Resolution No. 164/16)
AMENDED: FEBRUARY 12, 2018 (Resolution No. 039/18)
FEBRUARY 11, 2019 (Resolution No. 56/19)



White City

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Article 1: Interpretation

- 1 In these terms of reference,
 - (a) **chair** shall mean the council member appointed by council to preside over the committee's meetings;
 - (b) **clerk** shall mean the Manager, Governance and Legislative Services;
 - (c) **committee** shall mean the Transportation Advisory Committee;
 - (d) **council** shall mean the Town of White City's governing body established by section 79 of *The Municipalities Act*;
 - (e) **proposed plan of subdivision** means the proposed plan of subdivision for the purpose of subdividing lands;
 - (f) **subdivision** means, as defined by *The Planning and Development Act, 2007*, a division of land that will result in the creation of a surface parcel or the rearrangement of the boundaries or limits of a surface parcel, as surface parcel is defined in *The Land Titles Act, 2000*; and
 - (g) **town** shall mean the Town of White City.
- 2 Except as expressly provided in this agreement, and except where the context clearly requires otherwise, all definitions used in any pertaining Act shall further apply.

Article 2: Role of the Committee

- 1 A community-based Transportation Advisory Committee which reports to council, through the Development Services Committee. The Transportation Advisory Committee advises and supports council in the implementation of the town's current and future transportation and traffic safety issues in the town and to support, improve and promote pedestrian and traffic safety.

Article 3: Responsibilities

- 1 The Transportation Advisory Committee is responsible for:
 - (a) Encouraging community dialogue on traffic and safety issues affecting the town by providing a public forum for community members to present traffic safety concerns;
 - (b) Recommend traffic safety improvements and traffic safety programs, following community consultation, analysis, and discussions with public bodies, and other stakeholders;
 - (c) Promoting the creation and adoption of formal, neighbourhood-specific policies related to traffic and safety, including measures to calm traffic;
 - (d) Advise and support the implementation of the White City Traffic Study Recommendations adopted by council; and
 - (e) Support in the review and monitoring of general or specific development proposals and proposed plans of subdivision for conformity with principles and policies related to transportation and traffic safety as referred from council and/or Administration.
 - (f) Cooperate and coordinate with the Prairie Valley School Division, the Ministry of Highways and Infrastructure, the RM of Edenwold No. 158 and other public agencies.

Article 4: Authority

- 1 This committee is considered a non-standing committee of the council that has been developed to advise, support, improve and promote pedestrian and traffic safety in the town.
- 2 The committee has the authority to:
 - (a) Review materials related to traffic, planning and development and other documents relevant to its purpose;
 - (b) Meet regularly to determine best practices relative to its work and report regularly to the Development Services Committee;
 - (c) Solicit the views and opinions of other community members on issues related to traffic and safety through public meetings, surveys, discussions and correspondence;
 - (d) Meet with the Development Services Committee, Administration and other stakeholders and represent committee's position; and
 - (e) Make recommendations to the Development Services Committee in relation to traffic policies, proposals, studies, and development plans in the town.

Article 5: Membership

- 1 Membership to the committee will be comprised of four (4) community members.
- 2 Membership and the appointment of committee chair and vice-chair will be determined by resolution of council.
- 3 The town planner shall attend all committee meetings on an ex-officio basis. Other town staff or members of the public may be invited to attend at the discretion of the committee to advise and provide information when required.
- 4 The clerk or their delegate shall act as administrative coordinator and recording secretary for the committee.

Article 6: Appointment and Duration

- 1 Procedure for appointments to committees by town's Administration:
 - (a) Prior to November 1st, by advertisement, invite submissions from the public for appointments to which council is entitled to make appointments to in the ensuing term;
 - (b) Prior to November 1st, invite submissions from members of council for appointments to which council is entitled to make appointments to in the ensuing term;
 - (c) Compile all applications received and provide the compiled applications to council;
 - (d) Appointments to committees shall be for a one (1) year term beginning on January 1st and ending December 31st;
 - (e) *Repealed by Resolution No. 056/19;*
 - (f) Appointees may be reappointed from term to term to a maximum of two (2) terms on one (1) particular committee;
 - (g) A member of any committee, excluding members of council, shall only be appointed to a maximum of two (2) committees at one (1) time; and
 - (h) Council may, in its discretion, revoke the membership of any individual whom has been appointed to a committee.

Article 7: Remuneration

- 1 The Transportation Advisory Committee is a volunteer membership.

Article 8: Chair/Lead

- 1 The committee shall select a Chair and Vice-Chair at the first meeting following member appointments made in accordance with Article 6.

Article 9: Meetings

- 1 The committee shall have monthly OR as needed meetings pursuant to specific issues.
- 2 Members will be advised by email of the meeting date and time from the clerk with a minimum of two (2) weeks notice.
- 3 The business of the committee shall be conducted in accordance with the rules governing the procedure of council or as otherwise established by council for the committee or established by the committee.

Article 10: Minutes

- 1 The clerk shall prepare minutes of all meetings of the committee, including its recommendations to the Development Services Committee.
- 2 The minutes shall be circulated to committee members and made available to council and the public through Development Services Committee meeting agenda packages.