Terms of Reference for Mississauga School Traffic Safety Action Committee

Mandate

The Mississauga School Traffic Safety Action Committee considers matters related to the safety of students and their movement through the City of Mississauga and shall, wherever the situation warrants it, make recommendations to the Council of the City of Mississauga which are designed and intended to protect elementary and secondary school students from the dangers of vehicular traffic or related hazards. Mississauga School Traffic Safety Action Committee will also work in co-operation with other Committees of Council on issues regarding pedestrian safety throughout the City of Mississauga.

Appointed members are required to attend site inspections on a regular basis to review requests for Crossing Guards and to review safety concerns in school areas and the launch of Walk to School Program.

Objectives/Goals

The objective of the Mississauga School Traffic Safety Action Committee is to provide a safe environment for students in and around schools. The goal is to contribute to a healthy city by encouraging walking to school and ensuring walking routes are safe.

Work Plan

All Advisory Committees shall prepare annual Work Plans which will be sent to their parent standing committee, then to Council at the beginning of the New Year, as well as a progress update at the end of the year. Committee members shall work collaboratively with City staff devise these Work Plans to ensure that the workload is manageable and appropriately shared between the two parties. Work plans will need to be carefully crafted in order to meet the Committee's mandate and objectives, as well as the City's Strategic Plan, Master Plans, and budgetary capacity.

The work plan shall speak directly to the specific goals the committee aims to accomplish. The work plan for each Advisory Committee attempts to use the City's Strategic Plan Pillars, action items, master plans, or legislation as sub-headings to organize the committee's focus and nature of work. The Committee shall present its accomplishments as they relate to the work plan, to Council annually.

Definitions

Definitions are provided for the purpose of clarity and only where necessary. That definitions provided are referenced to the appropriate source/legislation.

Life Member

Where the Mississauga School Traffic Safety Action Committee reviews or considers a member for appointment as a Life Member, the committee will consider a member's contributions to the long term advancement of the goals and objectives of the Mississauga School Traffic Safety Action Committee.

Procedures and Frequency of Meetings

All Committees are subject to Council Procedure By-law, which outlines the procedures for Council and Committee meetings.
https://www.mississauga.ca/publication/council-procedure-by-law/
The Mississauga School Traffic Safety Action Committee will meet approximately 10 times per year, on the last Wednesday of every month, or as determined by the Committee at the call of the Chair. Mississauga School Traffic Safety Action Committee does not meet in July and August.
In addition to attending Committee meetings, members of the Mississauga School Traffic Safety Action Committee will be required to attend site inspections to evaluate and provide recommendations on approximately a minimum of 2 site inspections per month. The seat of a Member of the Committee may be reviewed if the Member is absent from attending 2 site inspections per month for 3 consecutive months.

Membership

All members are subject to the Code of Conduct and Complaint Protocol for Local Boards.
http://www7.mississauga.ca/documents/CityHall/pdf/2014/Local_Boards_Code_of_Conduct.pdf. and Corporate Policy 02-01-01: Citizen Appointments to Committees, Boards and Authorities.
http://inside.mississauga.ca/Policies/Documents/02-01-01.pdf

The Mississauga School Traffic Safety Action Committee shall be comprised of:

- 5 Councillors;
- Up to 2 Life Members;
- 11 Citizen Members, ideally representing each ward in the City;
- 7 Citizen Members, representing the city at large.

In addition to the Council appointed members of the Committee, the following are non-voting members who serve as a resource to the Committee:

- Manager of Student Transportation (or Designate), Peel District School Board/Dufferin-Peel Catholic District School Board;
- Principals/Vice-Principals Association (1 from the Peel District School Board and 1 from the Dufferin-Peel Catholic District School Board);
- One staff from the Peel District School Board and one from the Dufferin-Peel Catholic School Board;
- Transportation & Works (Traffic Operations) staff;
- Transportation & Works (Crossing Guard Supervisor);
- Manager of Parking Control (or Designate), Transportation and Works, Enforcement Division;
- Active Transportation staff;
- Peel Regional Police, Traffic Services.

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 at the meetings of Mississauga School Traffic Safety Action Committee using City of Mississauga's Procedure By-law, and keep discussion on topic.
2. Provide leadership to the Mississauga School Traffic Safety Action 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 Traffic Operations staff.
4. Recognize each Member's contribution to the Committee's work.
5. Serve as an *ex-officio* member of subcommittees and attend subcommittee meetings when necessary.
6. Liaise with the Manager of (Office in the City that handles the Committee's subject matter) on a regular basis.

Role of Committee Members

The role of Committee Members is to:

1. Ensure that the mandate of (name of committee) is being fulfilled.
2. Provide the Chair with solid, factual information regarding agenda items.
3. When required, advise Council on matters relating to (the matters that the committee deals with).

4. Actively participate in the promotion of the Committee's signature events/Site inspections/etc. (whatever they may be).
5. Notify the Legislatived Coordinator if they are unable to attend (name of committee) meetings to ensure that quorum will be available for all meetings.

Quorum

1. Quorum of the Mississauga School Traffic Safety Action Committee 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.
2. The issuance of an Agenda for a meeting of this Committee will be considered as notice of that meeting.
3. The presence of one (1) of the appointed Council members shall be required to establish quorum.

Subcommittees

That, 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.
- All appointed members of the subcommittee have the right to vote.
- The Chair of the subcommittee will be appointed at the first meeting of the subcommittee.

The following is a subcommittee of the Mississauga School Traffic Safety Action Committee:

- Task Force Subcommittee