

TRANSPORTATION ADVISORY  
COMMITTEE

# TERMS OF REFERENCE



White City

## Establishment

- 1 Pursuant to section 81 of *The Municipalities Act*, the Recreation Advisory Committee is established by the Council of the Town of White City.

## Mandate

- 2 The Transportation Advisory Committee is a community-based committee that 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.

## Interpretation

- 3 In these terms of reference,
  - (1) **Administration** means employees working for the Town of White City;
  - (2) **agenda** means the list of items and order of business for any meeting;
  - (3) **chair** means the member appointed by the members of the Committee to preside over the Committee's meetings;
  - (4) **Committee** means the Transportation Advisory Committee;
  - (5) **Council** means the White City Town Council;
  - (6) **proposed plan of subdivision** means the proposed plan of subdivision for the purpose of subdividing lands;
  - (7) **subdivision** means, as defined by *The Planning and Development Act, 2007*, a division of lands 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*;
  - (8) **minutes** means the record of decisions of a meeting; and
  - (9) **Town** means the Town of White City.

## Scope

- 4 The Committee is established to:
  - (1) encourage community dialogue on traffic and safety issues affecting the Town by providing a public forum for community members to present traffic safety concerns;
  - (2) recommend traffic safety improvements and traffic safety programs, following community consultation, analysis, and discussions with public bodies, and other stakeholders;
  - (3) promoting the creation and adoption of formal, neighbourhood-specific policies related to traffic and safety, including measures to calm traffic;
  - (4) advise and support the implementation of the White City Traffic Study Recommendations adopted by Council;
  - (5) 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;
  - (6) 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; and
  - (7) undertake other assignment as may be requested by Council, as it transportation.

- 5 The Committee does not concern itself with administrative or operational issues, except as presented in the context of policy and planning considerations.
- 6 Council or the Town Clerk may refer any matter to the committee listed within its scope.

## Authority

- 7 The Committee is considered a non-standing committee of Council that has been developed to advise, support, improve and promote pedestrian and traffic safety in the Town.
- 8 The Committee shall have no delegated powers of Council.
- 9 The committee shall have the authority to resolve matters which are administrative and non-substantive in nature such as:
  - (1) approving meeting agendas and changes to the agenda;
  - (2) appointing a committee chair and vice-chair;
  - (3) appointing an acting chair in the absence of the chair;
  - (4) setting, or changing, the date, time and place of a meeting; and
  - (5) seeking information from or through Administration, obtaining expert advice, or referring matters to another committee for further consideration, pursuant to subsection 126(3) of *The Municipalities Act*.

## Membership

- 10 Membership to the committee shall be comprised of four (4) community members.
- 11 The Town Planner shall attend all committee meetings on an ex-officio basis. Other members of administration or members of the public may be invited to attend to advise and provide information where required.
- 12 The Town Clerk, or their designate, shall act as administrative coordinator and recording secretary for the committee.

## Appointment and Duration

- 13 The procedure for appointments to the Committee shall be:
  - (1) by advertisement, invite submissions from the public for appointments to which Council is entitled to make appointments to in the ensuing term; and
  - (2) compile all applications received and provide recommendations for appointments to Council.
- 14 Appointment terms shall be for no more than three (3) years.
- 15 Appointees may be reappointed from term-to-term for a maximum of three (3) consecutive terms.
- 16 A member of the Committee who is absent from three (3) or more consecutive meetings may have their membership revoked by a majority vote of the Committee or at Council's discretion unless the absence is approved by the Committee.
- 17 Council may, at its discretion, revoke the membership of any individual who has been appointed to the Committee.

## Chair

- 18 The Committee shall select a Chair and Vice-Chair at the first meeting following member appointments.

## Remuneration

- 19 The Committee is a volunteer membership.

## Meetings

- 20 The Committee shall meet quarterly.
  - (1) The Town Planner may request additional meetings be convened at their discretion.
  - (2) Prior to adjournment of a meeting the date and location of the next meeting shall be set by the present members.
- 21 An agenda shall be prepared and distributed prior to each meeting.
- 22 Formal meeting procedures, such as Robert's Rules of Order, shall not be required.
  - (1) Voting shall only be required in the event Committee consensus is not able to be reached on a decision.
  - (2) In the event voting is required, each member shall have one (1) vote and in the event of a tie the vote shall not pass.

## Reporting and Communication

- 23 The Town Clerk, or their designate, shall prepare minutes of all meetings of the Committee, including any recommendations of the Committee.
- 24 The minutes shall be circulated to Committee members and made available to Council and the Public through Committee of the Whole meeting agenda packages.