

## **TRAFFIC ADVISORY COMMITTEE**

### ***Background:***

With the implementation of automated traffic enforcement, it is recommended that a Committee be established to bring forward and discuss items of concern regarding traffic and traffic safety within the Town.

### ***Goals/Objectives:***

The Committee is established to increase traffic safety, address areas of concern regarding traffic, and provide advice to Administration and Council regarding various courses of action, initiatives and troubleshooting. The Committee shall also be tasked with establishing a consistency of standards and criteria for the application of procedures regarding traffic concerns.

### ***Committee Membership/Composition and Term:***

The Traffic Advisory Committee will be comprised of:

3 - Community Members at Large

Administrative Team:

Director of Emergency Services or designate  
RCMP Detachment Commander or designate  
Bylaw Officer

- Subject matter experts the Committee deems required for meetings will be invited and shall include, but are not limited to, Regional Traffic Safety Coordinator, ITS, Global Traffic Group Ltd., CPO's, Department Directors.
- A Member at Large will be designated as the Chair of the Traffic Advisory Committee.
- The CAO, Director of Engineering and Development, and Director of Corporate Services are ex-officio member of the Traffic Advisory Committee.
- Members at large are appointed by Council for a up to a three (3) year term on a rotating basis so as not to have all members at large departing the committee at the same time.
- The term of office of members at large may be renewed by Council but in no event shall a member at large serve more than 3 consecutive terms.
- Remuneration for Members at Large shall be in accordance with the Council Remuneration Policy C-01-00.
- Quorum shall be the majority of the Committee Members and decisions shall be made by consensus.

**Operations:**

The Committee may:

- review traffic and pedestrian safety programs and concerns through education, awareness, and public relations;
- explore, identify, and assess feasibility of strategies; and
- endorse strategies to Council that will promote traffic safety within the Town of Drayton Valley.

The Chair shall:

- chair Committee meetings;
- work with the Bylaw Officer to set meeting Agendas; and
- liaise with Council by attendance at meetings upon request of the Mayor and/or Council.

**Accountability:**

- The Chair of the Committee, or designate, shall report to Council on behalf of the Committee.
- The Committee shall make recommendations which shall be reviewed by Administration and proceed on to Council, unless an operational situation can be solved within Administration's mandate.
- The Committee shall keep a record of its meetings and provide minutes of all meetings to Committee members prior to the next regularly scheduled meeting.
- The Committee will meet as scheduled annually and with additional frequency if desired by the Committee.

**Expiry Date:**

The Committee shall review the Terms of Reference annually.