



The Municipal Corporation of the Town of Fort Erie

By-law No. 97-2016

Being a By-law to Re-Establish the Traffic Coordinating Committee and Approve its Terms of Reference

Whereas Administrative Report No. PW-107-82 dated June 15, 1982 provides for the creation of a Traffic Coordinating Committee and describes the Committee's mandate and composition; and

Whereas the Traffic Coordinating Committee's mandate and composition has evolved since that time; and

Whereas Report No. IS-25-2016 was considered at the Council-in-Committee Meeting held on August 8, 2016, and subsequently authorized and approved by Council, to re-establish the Traffic Coordinating Committee and approve its Terms of Reference; and

Whereas it is desirable to re-establish the Traffic Coordinating Committee and approve its Terms of Reference;

Now therefore the Municipal Council of The Corporation of the Town of Fort Erie enacts as follows:

1. **That** the Traffic Coordinating Committee is re-established.
2. **That** the Terms of Reference attached as Schedule "A" to and forming part of this by-law, are approved.
3. **That** the Clerk of the Town is authorized to effect any minor modifications, corrections or omissions, solely of an administrative, numerical, grammatical, semantical or descriptive nature to this by-law or its schedules after the passage of this by-law.

Read a first, second and third time and finally passed this 22nd day of August, 2016.

Mayor

Clerk

I, Laura Bubanko, the Clerk, of The Corporation of the Town of Fort Erie hereby certifies the foregoing to be a true copy of By-law No. 97-2016 of the said Town. Given under my hand and the seal of the said Corporation, this day of , 20____.

**Schedule "A" to By-law No. 97-2016
Traffic Coordinating Committee**

Terms of Reference

STATEMENT OF PURPOSE:

The purpose of the Traffic Coordinating Committee is to assess, advise and act on traffic issues according to legislation, municipal by-laws, policies and standards. The Committee makes technically supported recommendations, where necessary, on traffic management issues, including but not limited to; parking control, speed limits, cross walks and crossing guards, load restrictions, school safety zones, streetlights, requests with regards to street lighting and traffic signs.

Issues related to traffic management will be deliberated on by the Committee through discussion with their intention or work plans in these matters arrived at by consensus. The decisions of the Committee will be made known to Council through the circulation of the Committee's notes of meeting. The Committee will:

- Assess, advise and act on requests and complaints regarding traffic and pedestrian safety;
- Establish guidelines, administrative policies and warrants for traffic control devices and crosswalks;
- Research traffic, parking and street lighting problems; and
- Advise Council on long range traffic planning.

COMPOSITION:

The Committee will consist of Town of Fort Erie representation as follows:

- One member of Council (Council liaison)
- Director of Infrastructure Services, Chair of Meetings
- Manager, Engineering
- Manager, Roads & Fleet
- Transit Program Manager

and one representative from:

- Planning & Development Services
- Municipal By-law Enforcement
- Niagara Regional Police Service
- Regional Municipality of Niagara – Public Works/ Transportation Division

The Engineering Division of Infrastructure Services is the primary contact and provides the required professional and secretarial support.

Schedule "A" to By-law No. 97-2016

TERM OF APPOINTMENTS:

Save and except Council's appointed liaison to the Committee, who may be replaced due to elections and/or appointments made by Council from time to time, all staff representatives, by position, are permanent.

REPORTING STRUCTURE:

The Committee is a technical staff committee, chaired by the Director, Infrastructure Services. It is not constituted of a voting membership and does not have any delegated authority. No individual member, nor the Committee as a whole, has the authority to make direct representations of the Town to Federal or Provincial Governments, third party organizations or other municipalities. This Committee has no purchasing, nor procurement responsibilities or authority.

Notes from the Traffic Coordinating Committee meetings will be made available on the public agenda for Council's review and information. Council has the opportunity at that time to discuss the technical recommendations of the Committee and make any alteration thereto.

SCHEDULE OF MEETINGS:

Generally the Committee will meet quarterly or as required to conduct business in accordance with its purpose (special meetings may be held at the call of the Chair). Meetings are generally not open to the public; however, persons may request and be invited as delegations to attend a meeting at the discretion of the Chair.