

Appendix B



City of Regina

Traffic School Zone Safety Committee Terms of Reference

November 20, 2017

Mandate:

Develop collaborative recommendations on safety improvements for Regina school zones, including but not limited to the considerations in Council Motion MN16-4.

Background:

Council motion (MN16-4):

- 1. That Administration undertake to form a committee made up of City traffic staff, School Board representatives and representatives from the Regina Police Service to consider, but not be limited to the following:
 - a. Reducing the speed in school zones.
 - b. Signage indicating that the passing of vehicles is not allowed within school zones.
 - c. Adding a pedestrian signal where appropriate to a school zone.
 - d. Adding bulb outs or other traffic calming methods.
 - e. Adding signage to indicate when a school zone comes to an end.
 - f. Declaring the area directly in front of a school a fire or emergency only parking zone so that school age children have a clear sight path to a safe crossing.
 - g. Suggest methods to handle parent drop off zones that can be used in most school zones.
 - h. Consider the hours that a school zone would be in effect. For example, whether a 7-7 time slot for school days and no school zone for weekends and summer vacation would be effective.
- 2. This Committee be struck and meet in the fall of 2017 with a report back to Executive Committee in the spring of 2018 with recommendations.

Membership:

Committee:

- Committee Chair – Carolyn Kalim
- City of Regina Representative – Jacob Sprawson
- City of Regina Representative – Zi Wang
- Regina Police Service Representative – Colin Glas
- Regina Police Service Representative – Andrea Costanza
- Public School Board Representative – Kathryn Harris
- Separate School Board Representative – Elena Chase

Committee Support:

- Facilitation – Trevor Klein

Guests – Subject Matter Experts (SME):

In the event more information is required, the committee may determine there is a need to bring in guests to provide subject matter expertise to be considered by the committee.

Roles and Responsibilities:

Committee Chair	Lead committee and liaise with City of Regina Administration
City of Regina Representative	Participate in development of recommendations using traffic engineering expertise
Regina Police Representative	Participate in development of recommendations using traffic enforcement and policing expertise
School Board Representative	Participate in development of recommendations using educational expertise
Facilitator	Lead discussions and committee processes.
Subject Matter Experts (SME)	Inform committee on area of expertise.

Goals:

Provide recommendations to City of Regina Council that improve safety in school zones by:

- 1) Mitigating collision risk in school zones.
- 2) Effectively using engineering controls.
- 3) Educating the public on safety in school zones.
- 4) Improving compliance with regulations and controls.

Deliverables:

The Traffic School Zone Safety Committee will create a list of recommendations for safety improvements. City Administration may include this document as an appendix for future Council reports.

Decision Making Authority:

Committee will attempt to achieve consensus for decision making. Dissent can be raised by any committee members by declaring their reservations, standing aside or objecting. Where dissent does not result in a modifications to the proposal that achieve consensus, a majority vote will be taken, in which 3 votes will be cast; one for the City of Regina, one for Regina Police, and one for the Regina School Boards.

The chairperson will determine when a vote is majority vote is required. In the instance of a tied vote, where one vote stands aside, the chairperson will have the determining vote.

Meetings:

Meeting frequency and duration shall be based on the requirement of the committee to meet our actionable outcomes. The City of Regina will provide administrative support to the Traffic School Zone Safety Committee including:

- Minute taking with distribution within 10 business days of the committee meeting.
- Agenda Items should be received by noon the day prior to the meeting.
- Facilitator will send out meeting invitations.

The City of Regina will also provide a designated persons to lead committee facilitation and assist in keeping discussions moving in a proactive manner to meeting the committee's objectives.

Accountability:

The Chairperson of the committee will report to City Administration on the status of the committee activities and is accountable for the committee's fulfilment of its mandate.

Quorum:

Quorum consists of a minimum of one representative from each of the following:

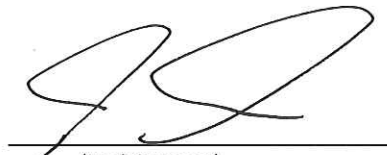
- City of Regina
- Regina Police Services
- Regina School Boards

If quorum is not met, the participants may proceed with discussion, and meeting minutes will be distributed, however no decisions will be made until quorum is achieved.

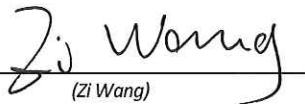
Signatures of Members:



(Carlyle Kalim)



(Jacob Sprawson)



(Zi Wang)




(Colin Glas)



(Andrea Costanza)



(Kathryn Harris)



(Elena Chase)