

## APPENDIX “A”

### SCHEDULE ‘B’ – 4 COUNCIL AND STAFF MEETING GROUPS



## Municipal Road Safety Response Team Terms of Reference

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**Reporting to:** Council

**Composition:** Director of Public Works, Chair  
Manager of Roads & Sewers  
Engineering and Public Transit Administrator  
Representative from Legislative Services  
Representative from Cobourg Police Services  
Representative from the Planning Department  
Other staff and agency representatives, as needed

**Term of Appointment:** No Term

### 1.0 Purpose

The mandate of the Road Safety Response Team is to:

- Review road safety related issues as may be identified by a member of Council, as directed by Council, or through written submissions by any member of the public;
- Respond to the inquiry in a timely manner; and
- Present recommendations to Council, as needed.

### 2.0 Action Plan:

- The Response Team is a technical review team comprised of municipal staff from a variety of disciplines and has no independent authority; its role is to provide recommendations principally to Town

Council or where appropriate to Town Departments respecting technical and operational matters.

- The Response Team shall develop procedures to address the needs of the community and the Corporation.
- All road safety related matters will be circulated to the Response Team members however, only substantive issues will be directed to the Response Team for review; Public Works staff shall address all non-substantive operational issues and requirements directly.
- Concerned citizens shall be permitted to address the Response Team as a delegation, if they choose.
- The Response Team shall provide an annual report to Council summarizing the statistics of the cases reviewed and responded to.

### **3.0 Staff Support**

- Engineering and Public Transit Administrator will provide administrative support for the Response Team.
- GIS Coordinator will provide technical support for the online tracking system of traffic related concerns.
- Communications Manager will provide support related to media releases, as needed.

### **4.0 Meeting Schedule**

- Six (6) week schedule or as required.
- Meeting time to be set by Response Team.