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CITY OF HAMILTON

STRATEGIC ROAD SAFETY COMMITTEE

TERMS OF REFERENCE

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Program Charter and Terms of Reference

Introduction

This Committee program charter and terms of reference is informed by the Hamilton Vision Zero Action Plan which guides Vision Zero and Road Safety to 2025 and beyond. The Hamilton Road Strategic Safety Committee will act as a taskforce to lead the implementation of Vision Zero.

Vision Zero is about recognizing that traffic deaths and injuries are preventable, and improving the safety of roadways through education, enforcement, engineering, evaluation and engagement. Fundamentally, Vision Zero uses a data-driven approach to road safety with the goal of reducing traffic related serious injuries and fatalities towards the only acceptable goal: zero.

Through progressive growth and development, Hamilton is playing a role as a key urban centre within the Greater Toronto and Hamilton Area. As the City of Hamilton grows, ensuring the safety and well-being of all road users is a top priority. The City officially adopted Vision Zero in 2019 to guide their approach to road safety. The City of Hamilton has made great strides in traffic safety over the past five years and the Vision Zero Action Plan will take the City to the next level of traffic safety with a focus on analytic collision data analysis and public engagement.

The Hamilton Vision Zero program promotes a safe system through safe roads, safe vehicles, safe speeds and safe road users. It is noted within the Action Plan and as a key pillar of the Hamilton Vision Zero program that striving towards a holistic safe system will take a collaborative approach that includes a cross-disciplinary team.

Strategic Road Safety Committee: Vision, Mission Statement

The vision of the Strategic Road Safety Committee is to strive for a road system where there are no unnecessary injuries or loss of life.

The mission of the Strategic Road Safety Committee will be to advance the City of Hamilton towards this vision by implementing a diverse toolset of road safety initiatives.

Vision Zero Core Principles¹

Vision Zero is based on the following principles:

No loss of life is acceptable: traffic fatalities and serious injuries are preventable.

We all make mistakes: the transportation system should be designed to anticipate error so the consequences are not serious injury or fatality.

We are all responsible for road safety: those of us who design and maintain the roads, those of us who make and enforce the rules of the roads, and those of us who use the roads.

Working together will contribute to a safer road network.



Vision Zero Principles Continued...

The Committee will operate with the understanding that:

Vision Zero is engaging: Vision Zero is an engaging and open program, which embraces the community and supports local prosperity by striving towards a safe, reliable road network

Vision Zero is holistic: Although Vision Zero is fundamentally rooted in engineering solutions, it also needs to be looked at from a holistic perspective

Vision Zero is data-driven: Vision Zero is rooted in a data-driven approach. The committee will prioritize data collection, evaluation and monitoring of initiatives

Vision Zero should support sustainability: Vision Zero encourages active modes of transportation by addressing road safety for vulnerable road users of all ages and abilities, reducing Hamilton’s contribution to climate change and encouraging a healthy lifestyle

Vision Zero is a public health issue: Traffic crashes are a preventable epidemic that must be addressed with the same data-driven rigor used by public health officials to address any other epidemic

Vision Zero is a public safety issue: Traffic violence impacts the safety of the general public every day, with the same negative outcomes we see from crime, natural disasters and other public safety issues

Vision Zero is a quality of life issue: Safe streets create a walkable, bikeable environment that is welcoming and safe for people of all ages and abilities

Vision Zero is an equity issue: Traffic violence disproportionately impacts disadvantaged and vulnerable populations ²

Mandate

The Strategic Road Safety Committee’s mandate is to guide the implementation of the City’s Vision Zero Action Plan toward a safe, balanced, and integrated transportation network that offers a choice of travel modes for all road users and eliminates collisions that result in injury or death.

Committee Objective/Goals

Through the Committee’s work plan, members will provide direction to the City and its partners to guide implementation of the Vision Zero Action Plan, including reviewing and informing projects and programs, overseeing that Action Plan commitments are met, and tracking performance measure reporting.

The Committee will share information and solicit feedback to inform implementation of the Vision Zero Action Plan. This committee is designed to guide and implement the City of Hamilton’s Vision Zero Action Plan.

This committee will be, at its core, a collaborative approach to road safety and acknowledges the multi-disciplinary nature of a safe system approach.

This committee will promote, evaluate, and educate the public on Vision Zero through its work plan.



Work Plan

The Committee work plan will follow the 5 E’s of Vision Zero, based on the Vision Zero Action Plan:

Engineering: Strategic use of resources to improve existing engineering practices and policies, as they pertain to road safety

Enforcement: Strategic use of enforcement resources in key areas for maximized effectiveness

Evaluation: Identification of key challenges on Hamilton’s road network using a data driven approach

Education: Targeted and collaborative campaigns to address safety for all road users

Engagement: Enhanced community engagement to create a safe roads culture

All of these elements need to be implemented in a coordinated and strategic manner to achieve improvements to road safety and to strive towards the goal of zero fatalities and severe injuries on the City of Hamilton’s roads. However, the Committee itself will focus on Evaluation, Education, and Engagement as their main pillars for implementation

The action plan will need to be carefully crafted in order to meet the Committee’s mandate and objectives, and will be updated each calendar year

The Committee shall prepare and present an annual report of Committee activities and work plan for the coming year to the Public Works Committee



Membership

The Committee shall be comprised of technical members consisting of City departments and external agencies that have an interest in road safety

Members who miss more than 3 meetings during their term, without Committee approval, may be subject to replacement on the Committee and may not be eligible for re-appointment.

The Chair is responsible for the proper conduct of the Committee, providing leadership, and advancing the agenda of the Committee

It is expected that the Committee will always include one voting representative from the following areas:

- a) Transportation Operations & Maintenance
- b) Transportation Planning
- c) HSR (Transit)
- d) Public Health
- e) Hamilton Police Services
- f) Hamilton Wentworth District School Board
- g) Hamilton Wentworth Catholic District School Board
- h) Hamilton Fire Department
- i) Parking Enforcement and School Safety

Other key stakeholders/advisors (non-voting members) may include:

- a) Additional City Departments (Parks and Recreation, Communications, etc.)
- b) Identified Organizations and companies with a focus on roadway safety
- c) Seniors Advisory Committee
- d) Hamilton Cycling Committee
- e) Advisory Committee for Persons with Disabilities
- f) Educational Institutions

Working Groups

The working group has the authority to establish committees as required to address specific purposes of the working group.

Working Group(s) shall report their activities and progress to the committee.

Working Group leads may be chosen, such as:

Evaluation

- Oversee implementation of evaluation initiatives within the Action Plan
- Ensure Vision Zero initiatives are appropriately evaluated and reported on

Engagement

- Oversee implementation of engagement initiatives within the Action Plan
- Coordinate the development and subsequent updates of the working group’s communication plan

Education

- Provide input on the development and implementation of the City’s annual education plan
- Each working group lead will work with the committee to establish a designated work plan



Procedures and Frequency of Meetings/Quorum

- The Strategic Road Safety Committee shall meet on a quarterly basis within a calendar year; additional meetings may be held as required
- Working groups may meet as necessary
- Quorum shall be a half of the voting membership rounded up to the nearest whole number. During the absence of quorum, no decisions may be approved. Non-voting members are not counted in determining the number required for quorum or in determining whether or not quorum is present.
- The Committee members actively listen to colleagues, participate in dialogue and support consensus recommendations of the committee upon conclusion of discussion
- Each member shall have a singular vote on issues warranting a Committee motion
- Committee members will be bound by Appendix “I” of the City of Hamilton Procedural By-law.

Amendments

- Any of these rules of procedure may be amended. However, any amendment proposal affecting these rules would require the prior approval of the Committee