



Road Watch Committee Terms of Reference

Number:	ToR-O-02
Reference:	Council Resolution #492-17
Date Approved:	October 30, 2017
Date Revised:	N/A
Approval:	Council
Point of Contact:	Transportation Community Safety Coordinator (Staff Liaison) Manager, Transportation & Parking (Staff Liaison)

1.0 Enabling Legislation

The Municipal Act provides the municipality with the authority to create advisory committees for specific purposes. The Town of Whitby Council has deemed it advisable to establish a Road Watch Committee.

2.0 Mandate and Responsibilities

2.1 The mandate of Road Watch is to reduce collisions and fatalities through Awareness, Education and Enforcement of road safety:

2.1.1 Awareness

Awareness of unsafe driving practices and promoting general road safety is accomplished through media coverage, advertising, public speaking engagements and promotional material made available to community members. Road Watch participates in many Town events such as, but not limited to, Harvest Festival, the Youth Fair and Heritage Day.

2.1.2 Education

Education may be promoted at several levels; i.e. through social media and websites, presenting information to parents/guardians during school dismissal time or involving students through contests by designing posters on road safety with the primary objective of having road safety messages that are relevant to drivers or pedestrians,

designed by students, etc. The Citizen Report Form educates the community by involving them directly.

2.1.3 Enforcement

Enforcement of traffic safety on the roads is enhanced through Road Watch by assisting police services in the identification of unsafe driving acts or "hot spots" that are traffic problem areas. Citizen Report forms have been designed to give police services the necessary information to appropriately deal with these acts of unsafe driving.

- 2.2 Road Watch is not an executive body charged to direct or coordinate police (or any other transportation agency) activities in matters of road safety. There is no linkage between Road Watch records and police records.

3.0 Membership and Composition

3.1 Member Selection

- 3.1.1 A notice shall be placed in the local newspaper(s), on the Town website and through social media. Other means may be sought, including but not limited to a section on the Citizen Report Form where someone can indicate whether or not they might be interested in being contacted to join the Committee.

- 3.1.2 Once a person has indicated their interest, the applicant shall be asked to apply in the form of a brief resume detailing the following:

- An expressed interest and commitment to the Committee;
- An interest or experience in road safety; and,
- Their skills or expertise and how they would benefit the Committee.

- 3.1.3 If selected, a staff member from the Town shall contact the applicant to set up a personal interview.

3.2 Committee

- 3.2.1 The Road Watch Committee shall be made up of the following members:

#	Committee Members	Remarks
8	Citizen appointments Each of the Four Wards	To be selected by Durham Region Police Services (DRPS), Town of Whitby staff and the Mayor's Designate Voting members
1	Durham Region Police Services volunteer Representative	Voting member
1	Neighbourhood Watch (DRPS) Representative	Non-voting
1	Neighbourhood Watch Volunteer	Voting
1	Mayor's Designate	Non-voting
2	Durham Region Police Services Representative	Non-voting Preferably from the Community Policing and Traffic departments.
1	Town of Whitby Staff Representative	Non-voting
1	Ministry of Transportation	Non-voting

#	Contributing Stakeholders
1	Durham District School Board Representative
1	Durham Catholic District School Board Representative

3.3 Roles and Responsibilities

3.3.1 Committee members are required to:

- Attend meetings and deliberate impartially on matters before the Committee;
- Treat, as confidential, all matters before the Committee;
- Abide by all decisions made by the Committee;
- Participate in at least one sub-committee, if sub-committees are established; and,
- Commit to at least one year term.

3.3.2 General tasks include the following:

- Attending Committee meetings once a month during day time hours;
- Committing to the term length of one year;
- Working with the public to increase awareness and stimulate participation;
- Volunteering to support Road Watch at various events;

- Visiting schools to provide education about the program;
- Helping run fundraising events; and,
- Working with Durham Regional Police Services and Town of Whitby staff to make roads safer in your community.

3.3.3 At the time of appointment to the Committee, a satisfactory vulnerable sector criminal record check must be produced as a condition of being appointed to or remaining as a member.

3.3.4 The following positions shall constitute the Committee and these positions shall be duly elected or appointed as indicated:

Position	Elected/Appointment
Committee Members	Appointed by DRPS and Town of Whitby staff
Chairperson	Elected by Committee
Vice Chair	Elected by Committee
Secretary	Elected by Committee
Event Coordinator	Elected by the Committee
Treasurer/ Town Representative	Appointed by the Town Administration
Durham Regional Police Service Representative(s)	Appointed by DRPS
Ministry of Transportation (MTO) Representative	Appointed by MTO
Whitby Mayor's Designate	Appointed by the Mayor
Note: No member may hold more than two positions.	

3.3.5 The Treasurer/Town Representative shall:

- Serve as resource to the Committee and liaise with other Town Departments;
- Ensure timely remittances in accordance with Municipal procedures;
- Keep records of all Road Watch financial transactions; and,
- Make available the financial statements of the Committee on a quarterly basis.

3.3.6 Friends of the Committee may be individuals that would like the opportunity to participate at events and help educate the

public but are unable to commit to attending the meetings regularly.

4.0 Meetings and Schedule

- 4.1 Meetings are typically held on the second Wednesday of each month during day time hours, excluding July and August.

5.0 Membership Qualifications

- 5.1 The following qualifications should be considered for appointing members to Road Watch:
 - 5.1.1 Resident or business owner within Whitby.
 - 5.1.2 Strong interest/passion in road safety and the promotion of Road Watch.
 - 5.1.3 Ability to commit the necessary time to meetings and events.
 - 5.1.4 Will conduct themselves in accordance with the Town's policies, including the Code of Conduct.
 - 5.1.5 Strong interpersonal skills.

6.0 Finances

- 6.1 All cheques, money orders, or orders of payment of funds, shall be made payable to "Town of Whitby – Road Watch". Under no circumstance is any such cheque, money order or order of payments of funds to be made payable to a Committee member.
- 6.2 All funds paid to Road Watch shall be retained by the Town in the "Whitby – Road Watch account". The Town remains in control of the account at all times.
- 6.3 The fiscal year of the Committee shall be from January 1st to December 31st. All proposed disbursements of any funds, related to Committee activities, from the Road Watch account, must be approved by the Committee and then forwarded to the Town Representative for final approval and payment in accordance with Town policy. No one member is authorized to propose any disbursement on behalf of the Committee.
- 6.4 Expenses related directly to the execution of Road Watch must be presented to the Committee for approval and are to be reimbursed at the discretion of Town staff from the "Whitby – Road Watch" account. Original receipts shall be provided to Town Staff for

reimbursement, and shall be in the name of the Committee Member, if applicable.

6.5 Acceptable promotional materials include but are not limited to:

- Advertisements;
- Education/promotional materials – i.e. buttons, posters;
- Travel expenses for Citizen Report Form collection at the standard Town of Whitby rate per km;
- Stationary supplies;
- Signs; and,
- Any other expense that relates to Road Watch.

6.6 For other expenses that may relate to Road Watch activities, a request must be made in advance of incurring the expense and submitted to the Town for approval. The request must be made in writing and must include the rationale for the expense that clearly explains the relationship and benefit to the program.

6.7 Fundraising and Sponsorship

6.7.1 In addition to the operating budget amount, the Committee is able to fundraise once every three (3) years.

This Terms of Reference is hereby approved by Council Resolution #492-17 on this 30th day of October, 2017.