

# HALIFAX

P.O. Box 1749  
Halifax, Nova Scotia  
B3J 3A5 Canada

**Item No. 14.2.3**  
**Halifax Regional Council**  
**May 10, 2016**

**TO:** Mayor Savage and Members of Halifax Regional Council

Original Signed

**SUBMITTED BY:** \_\_\_\_\_  
Councillor Tim Outhit, Chair, Transportation Standing Committee

**DATE:** April 29, 2016

**SUBJECT:** Crosswalk Safety Advisory Committee (CSAC) Continuance

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## ORIGIN

Motion approved at the April 28, 2016 meeting of the Transportation Standing Committee.

## LEGISLATIVE AUTHORITY

Part 1, Section 21, "Standing, Special and Advisory Committees" of the HRM Charter.

Section 8 of the Terms of Reference of the Transportation Standing Committee, which states that the Committee shall: (b) take an active interest in the agencies, boards and commissions funded by the Municipality's in the areas of Transportation to ensure they continue to meet community needs and expectations; and (c) recommend to the Council, the Municipality's appointments and review service agreements of the agencies, boards and commissions under the mandate of the Standing Committee.

## RECOMMENDATION

The Transportation Standing Committee recommends that Regional Council:

1. Determine that the work of the Crosswalk Safety Advisory Committee, as outlined in the terms of reference in Attachment 1 of the report dated April 15, 2016, is complete and that the Crosswalk Safety Advisory Committee be dissolved; and
2. Direct staff to prepare an annual report on crosswalk and pedestrian safety for the Transportation Standing Committee as per the discussion section of the report dated April 15, 2016; and
3. Direct staff to consider amendments to Administrative Order 1 to include road and pedestrian safety as a Regional Transportation issue within the Terms of Reference of the Transportation Standing Committee.

**BACKGROUND/DISCUSSION**

At the April 28, 2016 meeting of the Transportation Standing Committee the Committee received a staff recommendation report dated April 15, 2016.

A brief discussion ensued, with Committee Members advising that there was a robust discussion of the matter at the March 31, 2016 meeting of the Crosswalk Safety Advisory Committee (CSAC). It was emphasized that, should Regional Council approve the recommendation, this should not diminish the importance of the work that was initiated by CSAC. The Standing Committee passed a motion approving the staff recommendation.

**FINANCIAL IMPLICATIONS**

As outlined in the attached staff report dated April 15, 2016

**RISK CONSIDERATION**

None identified.

**COMMUNITY ENGAGEMENT**

The Transportation Standing Committee meetings are open to public attendance, a live webcast is provided of the meeting, and members of the public are invited to address the Committee for up to five minutes at the end of each meeting during the Public Participation portion of the meeting. The agenda, reports, and minutes of the Transportation Standing Committee are posted on Halifax.ca.

**ENVIRONMENTAL IMPLICATIONS**

None identified.

**ALTERNATIVES**

The Standing Committee did not provide alternatives. Alternatives are identified in the staff report dated April 15, 2016.

**ATTACHMENTS**

Attachment 1 – Staff report dated April 15, 2016

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A copy of this report can be obtained online at <http://www.halifax.ca/council/agendasc/cagenda.php> then choose the appropriate meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

Report Prepared by: Cathy Collett, Legislative Assistant 902.490.6517

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**Attachment 1**  
**Transportation Standing Committee**  
**April 28, 2016**

**TO:** Chair and Members of Transportation Standing Committee

**SUBMITTED BY:** Original Signed  
John Traves, Q.C. Acting Chief Administrative Officer

**DATE:** April 15, 2016

**SUBJECT:** Crosswalk Safety Advisory Committee (CSAC) Continuance

**ORIGIN**

At the January 21, 2016 meeting of the Transportation Standing Committee, the following motion was put and passed under item No. 15.1 (see Attachment 3 for details):

THAT the Transportation Standing Committee request a report reviewing the status of the Crosswalk Safety Advisory Committee.

**LEGISLATIVE AUTHORITY**

Section 8 of the Terms of Reference of the Transportation Standing Committee, which states that the Committee shall: (b) take an active interest in the agencies, boards and commissions funded by the Municipality's [sic] in the areas of Transportation to ensure they continue to meet community needs and expectations; and (c) recommend to the Council, the Municipality's appointments and review service agreements of the agencies, boards and commissions under the mandate of the Standing Committee.

Section 14 of the Terms of Reference of the Transportation Standing Committee, which identifies the Crosswalk Safety Advisory Committee as an advisory committee to the Transportation Standing Committee.

Part 1, Section 21, "Standing, Special and Advisory Committees" of the HRM Charter.

**RECOMMENDATION**

That the Transportation Standing Committee recommend that Regional Council:

1. Determine that the work of the Crosswalk Safety Advisory Committee, as outlined in the terms of reference in Attachment 1 of this report, is complete and that the Crosswalk Safety Advisory Committee be dissolved; and
2. Direct staff to prepare an annual report on crosswalk and pedestrian safety for the Transportation Standing Committee as per the discussion section of this report; and
3. Direct staff to consider amendments to Administrative Order 1 to include road and pedestrian safety as a Regional Transportation issue within the Terms of Reference of the Transportation Standing Committee.

## **BACKGROUND**

The following is a high level overview respecting the Crosswalk Safety Advisory Committee:

- January 29, 2013, Regional Council directs staff to prepare a report regarding the creation of a Crosswalk Safety Advisory Committee
- March 5, 2013, Regional Council creates the Crosswalk Safety Advisory Committee and approves its Terms of Reference
- May 23, 2013 Crosswalk Safety Advisory Committee inaugural meeting
- March 4, 2014, Regional Council approves the Crosswalk Safety Advisory Committee Work Plan
- March 18, 2014, Regional Council approves the 2014/2015 Pedestrian Safety Action Plan
- August 5, 2014, Regional Council approves the Crosswalk Safety Work Plan goals and associated action items as key inputs for Pedestrian Safety Action Plan
- February 3, 2015, Regional Council approves the 2015/2016 Pedestrian Safety Action Plan
- October 22, 2015, Transportation Standing Committee forwards CSAC recommendations regarding the 2016/2017 Pedestrian Safety Action Plan to staff

On January 29, 2013, Regional Council approved the following motion under agenda item 11.3:

THAT Halifax Regional Council direct staff to provide a report which:

1. Prior to the end of fiscal 2012-2013, to provide an interim report that:
  - Provides the current understanding of how HRM focuses and performs on all factors related to pedestrian safety – HRM engineering, public education, law enforcement, public engagement and evaluation;
  - Identifies HRM pedestrian safety statistics and how HRM statistics compare relative to other municipalities; and
  - Identifies a short-term HRM action plan to address pedestrian safety and any impacts on the 2013-2014 budget.
2. During fiscal 2013-2014, to develop and present for consideration by Halifax Regional Council, a long-term comprehensive pedestrian safety action plan to help ensure, and to be seen as ensuring, overall pedestrian safety for HRM residents based on:
  - The analysis of factors which may be contributing to pedestrian accidents;
  - Provides options considering both process and organization structure that focuses on engineering, education, enforcement, public engagement, such as a Crosswalk Safety Advisory Committee, overall evaluation, policy and legislation, interagency/departmental coordination and cooperation elements;
  - Provides a mechanism for continuous reporting and evaluation of the foregoing; and
  - Identifies ongoing budget impacts to the proposed action plan.

In response to the above resolution Regional Council, at its meeting of March 5, 2013, created the Crosswalk Safety Advisory Committee (CSAC) as an advisory body to the Transportation Standing Committee (TSC) and established its terms of reference (See Attachment 1). The Committee's mandate was to provide a forum for the public to provide input and advice respecting pedestrian safety when using crosswalks. In addition, the Committee was also tasked to develop a report, containing action plans to improve safety of pedestrians using crosswalks.

### ***Crosswalk Safety Work Plan***

In 2013 the CSAC met eight times, three of which were dedicated to work plan sessions facilitated by HRM Volunteer Services staff. These meetings consisted of facilitated discussion, presentations and consultation with stakeholders, and review of stakeholder and resident correspondence. An action plan was created out of the information and feedback gained from this consultation. The Committee work plan consisted of six goals or themes outlining specific actions required to be completed in order to achieve

each goal. It was anticipated that the work plan would run parallel to the staff driven Pedestrian Safety Action Plan.

On March 4, 2014, Regional Council approved the TSC recommendation to forward the work plan, attached to the January 30, 2014 CSAC report, to staff for analysis, budget implications, and implementation through successive iterations of the Pedestrian Safety Action Plan.

***Pedestrian Safety Action Plan Development***

To respond to the concerns brought forward by the January 29, 2013 resolution, staff worked with the CSAC and the input provided in these interactions lead to the creation of the 2014/2015 Pedestrian Safety Action Plan. While the 2014/2015 Pedestrian Safety Action Plan was created by staff, and the Crosswalk Safety Work Plan by the CSAC, the documents were drafted in parallel.

The Pedestrian Safety Action Plan is a review of measures taken to promote pedestrian safety and an assessment of the recurring challenges to the safety of pedestrians in HRM. This plan helps staff determine what action to take in the subsequent year to achieve the greatest impact on the issues impeding pedestrian safety.

Traffic Management staff completed a formal review and assessment of each of the goals outlined in the CSAC Work Plan through an information report to TSC at the June 7, 2014 meeting and each subsequent iteration of the Pedestrian Safety Action Plan. In 2016/2017 this work will be carried forward as part of the Road Safety Strategy.

***CSAC Meeting Statistics***

In 2013 the momentum of the Committee was high as the Committee served an important role in gathering feedback from the community through presentation, consultation, and the creation of the Committee work plan. In 2014 this momentum continued as the Committee achieved the actions in their work plan and began providing comment and feedback into the staff initiated Pedestrian Safety Action Plan.

In April 2015, the Committee approved to change their meeting frequency from monthly to bimonthly. As the goals and actions contained in the Committee work plan and mandate were completed, the Committee's workload decreased.

One meeting has been held in 2016 to date, as the meeting scheduled for January 28, 2016 was cancelled due to a lack of agenda items. As shown in the following table, from 2013 to 2015 a total of twenty-three meetings were held, resulting in ten motions being forwarded to TSC for their consideration.

<b>Year</b>	<b># of meetings held</b>	<b># of meetings without quorum</b>	<b># of motions to TSC</b>	<b>Subject of motions to TSC</b>
2013	8	0	3	Amendment to CSAC Terms of Reference; Zebra-striped markings; Support for TRANSED Conference 2018
2014	10	2	3	CSAC Work Plan; Crosswalk Safety Awareness Day sub-committee formation; Crosswalk Safety Awareness Day 2014 plan
2015	7	0	4	Non-monetary penalties for crosswalk infractions; Commercial parking lot standards regarding pedestrian safety; 2016/2017 Pedestrian Safety Action Plan; Crosswalk Safety Awareness Day 2015 plan

There are a number of vacant positions on CSAC. The terms of reference sets out two positions for transportation professionals; however, there have been no members in that position since January, 2015. Other vacancies include the representative from the Active Transportation Advisory Committee (vacant since September, 2015) and from the Harbour East Marine Drive Community Council area (vacant since November, 2015). Although these vacancies have been advertised, no applications have been received.

## **DISCUSSION**

In preparation for this report, the Office of the Municipal Clerk conducted an assessment as described in section 8.5 of the HRM Public Appointment Policy. Through this process, staff engaged with Councillors, relevant staff members, and CSAC at its March 31, 2016 meeting. This review has informed the recommendation being provided for consideration by TSC.

The review conducted by the Office of the Municipal Clerk included consultation with members of Council, the Committee, and relevant staff. Consultation with Councillors who have been involved with the Committee provided insight on the role the CSAC has served in bringing attention to pedestrian safety in HRM. Through the consultation process, a concern was expressed that without CSAC, the ability for the public to bring forward matters on pedestrian safety would be removed. However, through the public participation component of the Standing Committee system, concerned residents would be provided with an opportunity to attend and provide feedback, written or verbal, at the Transportation Standing Committee. In addition, to further encourage and solicit regular public input on pedestrian safety, it is recommended that staff be directed to prepare an annual report in the fall to TSC to provide an update on pedestrian safety in HRM and any related accomplishments or issues that have arisen. These reports should highlight the important role pedestrian safety has in HRM and how HRM is continuing to work towards creating safe crosswalks for residents.

Traffic Management Staff have indicated that the CSAC has had significant impact on the development of the Pedestrian Safety Action Plan and, by extension, the forthcoming Road Safety Strategy. Further details are provided below in the section entitled "Impact of the Crosswalk Safety Work Plan and Pedestrian Safety Action Plan."

A suggestion raised through the consultation process was to introduce a crosswalk safety component to the Active Transportation Advisory Committee (ATAC) through an amendment to the Terms of Reference. This has not been recommended, as the focus of each committee is different, and this course of action could impact the ATAC mandate. The mandate of ATAC is to advise TSC on active transportation in HRM, using the Active Transportation Plan as a guide. Though crosswalks and safety are related to active transportation, crosswalk safety is not a core component of the Active Transportation Plan. As per the 2014-19 Halifax Active Transportation Priorities Plan, there are important factors that influence active transportation beyond the scope of the plan, such as traffic safety measures for pedestrians, provincial laws, and regulations. Thus it is not within the scope of the ATAC mandate to advise on crosswalk safety. Rolling CSAC into ATAC would not be cohesive with the work and current mandate of ATAC.

On March 31, 2016 Municipal Clerk staff appeared before the CSAC and had a Joint Review of the work and mandate of the CSAC. The Joint Review involved discussion with Committee members on the accomplishments of the Committee in regards to the mandate and the work of the committee moving forward. The Committee recognised that they have contributed to the development of various pedestrian safety initiatives and the Crosswalk Safety Work Plan, which has provided key input to Traffic Staff. At the Joint Review, the consensus amongst the membership was that the Committee's mandate had been fulfilled and that the conversation of pedestrian safety should continue. It was supported that the conversation of crosswalk and pedestrian safety should occur at TSC in the future. It was understood that the TSC, with its enhanced public participation rules and ability to webcast, will maintain awareness of pedestrian safety. It was suggested that additional wording be added to the TSC mandate to reflect this direction, as addressed in #3 of the staff recommendation.

A recurring theme throughout the review has been an appreciation of the level of commitment and dedication demonstrated by the Committee and the impact it has had on promoting the advancement of pedestrian safety in HRM.

### ***Achieved Mandate***

Based on the results of the consultation process and an analysis of the CSAC Terms of Reference, it is apparent that the Committee has fulfilled its mandate. The first part of the mandate describes that:

“The CSAC will serve as a forum to develop and present input and advice with respect to crosswalks with the objective of improving the safety of pedestrians using crosswalks in HRM.”

In regards to this portion of the mandate, the Committee has been very successful. Specifically, the Committee recognized that they have contributed to the improvement of crosswalk safety through collaboration with the Heads Up Halifax campaign on the Crosswalk Safety Awareness Day, Zebra striped markings, support for TRANSED Conference, recommendations on non-monetary penalties for crosswalk infractions, and commercial parking lot standards regarding pedestrian safety.

In 2014, the CSAC approved the annual Crosswalk Safety Awareness Day as a part of the larger Heads Up Halifax campaign to help raise awareness about the responsibility shared by drivers, cyclists, and pedestrians in regards to crosswalk safety. To reach drivers, cyclists, and pedestrians, advertisements were placed on buses, newspapers, billboards and radio, as well campaign decals and promotional items. Each fall, volunteers are dispersed throughout the municipality at high-traffic crosswalks and intersections during the morning commute. Volunteers hold signs and share promotional items including reflective armbands and handouts with crosswalk safety facts. This event has been a great success in increasing public awareness of crosswalk safety for pedestrians, drivers and cyclists. The committee played an important role in providing advice and steering the overall direction of this event.

Additionally, the Committee provided a forum where members developed and presented input on crosswalks from their respective organization or background. The composition of the Committee, which included individuals with various relevant backgrounds, allowed for many perspectives to be considered and the combined contributions of Committee members will continue to inform the work of both staff and the TSC as the municipality moves forward with transportation and infrastructure projects.

The second portion of the CSAC mandate states that:

“The CSAC will develop a report, along with action plans to improve the safety of pedestrians using crosswalks, both marked and unmarked. Issues to be addressed in the report include, but are not limited to

- education,
- enforcement,
- traffic control measures
- standards and consistency  
as they relate to crosswalks, including budget implications.”

In completing the Crosswalk Safety Work Plan as approved by Council on March 4<sup>th</sup> 2014, the CSAC completed the second part of its mandate. This work plan has been invaluable to Traffic Management staff as detailed below. Updates on the status of each action item identified in the Work Plan has been provided by staff in relation to the yearly Pedestrian Safety Action Plan reports (dated July 9, 2014 and December 22, 2014).

***Impact of the Crosswalk Safety Work Plan and Pedestrian Safety Action Plan***

Recommendations from the Crosswalk Safety Work Plan have resulted in adjustments to existing processes and the establishment of new processes as it relates to interdepartmental and interagency communication and collaboration. Pedestrian safety is now included as a standing item during regular coordination meetings involving engineering and enforcement staff. Design approaches have also been updated to automatically consider and incorporate opportunities to improve pedestrian facilities and crosswalks by including shortened crossings, bump-outs and pedestrian refuge islands wherever possible when designing capital works projects. Most importantly, recommendations from the Crosswalk Safety Work Plan and Pedestrian Safety Action Plan have initiated an on-going focus on data collection, analysis and sharing among various departments (engineering, police and communications), resulting in a more focused approach to identifying and addressing areas of highest need. These practices are now part of the standard procedures of staff.

From the perspective of Halifax Regional Police, the Crosswalk Safety Work Plan has led to: the development of a monthly Vehicle/Pedestrian Collision Report, the addition of two additional crosswalk safety months (for a total of three per year), increased enforcement of all Motor Vehicle Act violations in crosswalk zones including special checks for crosswalks, and participation in the annual Crosswalk Safety Awareness Day. In addition, there is currently work is being done to develop an electronic Motor Vehicle Act form that will allow police to better identify those areas more prone to pedestrian accidents for directed enforcement.

***Moving forward***

As outlined above, the review of the CSAC indicates that the Committee has fulfilled its mandate. Having achieved its mandate, currently the function served by the CSAC is as a forum for the public to provide input and advice regarding crosswalk safety. Committee members indicated support of this finding and acknowledged that TSC would be an appropriate venue to continue this discussion of pedestrian safety. Since the establishment of CSAC in 2013, there have been changes made to Administrative Order One – The Procedure of the Council Administrative Order that provide additional avenues for the public to engage with the Municipality. One key change has been the addition of a standing “Public Participation” item on Standing Committee agendas, including TSC. As the Administrative Order notes, under section 43. (1) “The Standing Committees shall be the primary forum for public input at the Council.” At each meeting, any member of the public may come forward and address the Standing Committee for five minutes on any matter not related to a public hearing or appeal hearing.

Staff recommends that a report on crosswalk and pedestrian safety be presented to TSC on an annual basis. The Office of the Municipal Clerk would publicly advertise, including internet and social media advertising, in advance of the annual report being brought forward to TSC. Official invitations would be sent to relevant individuals to provide an opportunity for input if so desired. These individuals would include, but not be limited to, representatives of Halifax Regional School Board and Halifax Regional Police. The agenda would include an opportunity for a staff presentation as well as public participation. Residents could also choose to provide written correspondence.

Establishing pedestrian safety as an annual TSC agenda item would provide a designated opportunity for public input to be provided directly to the TSC and Traffic Management staff. This direct line of communication would emphasize the importance HRM and Council place on crosswalk safety. Having crosswalk safety as a specific annual item for TSC would also bring focus and attention to the important issue of crosswalk safety and its role with respect to transportation in HRM. As TSC is live web streamed, this would also allow the public at home to watch the debate and public participation on pedestrian safety. It is recommended that this report be brought forward each fall to provide staff with an opportunity to adjust their proposed budget for the following fiscal year accordingly to any public participation or direction from TSC that they receive.



A similar process of wrapping up a committee was done for the Youth Advisory Committee in May 2013, once it was determined that the Youth Advisory Committee had achieved its mandate. Council directed staff to continue to engage staff, and to provide bi-annual reports to the Community Planning and Economic Development Standing Committee in regards to youth trends, issues, best practices and actions taken.

Concluding the CSAC would include a closing reception with all committee members and staff liaisons. The purpose of this reception would be to recognise and thank the volunteers who have served on the committee for their time and dedication.

### ***Conclusion***

CSAC has been successful in engaging the public on crosswalk safety and developing the Crosswalk Safety Work Plan, which has helped the Municipality to establish comprehensive pedestrian safety planning. As discussed above, pedestrian safety is an area of ongoing focus for staff as articulated through annual Pedestrian Safety Action Plans. The recommendation of this report to direct staff to provide annual reports directly to TSC would build on this success by establishing an effective way to continue to engage the public on pedestrian safety matters on a regular basis.

Upon consultation with the CSAC at the meeting held on March 31, 2016, it was agreed that the Committee has largely fulfilled its mandate. It is important to recognize the important work that this Committee has done. Staff and councillors commented on the high level of commitment and dedication that Committee members have shown while serving on the Committee. HRM commends Committee members for volunteering their time to serve on the Committee and recognizes the positive impact their work will have on improving crosswalk safety in HRM.

In light of the above discussion, it is staff's view that there is not sufficient basis to recommend the continuance of CSAC as the mandate has been largely fulfilled. As suggested in the Request for Transportation Standing Committee Consideration form, (Attachment 3), and discussed above, staff recommends that outstanding functions of the Committee be served by the Transportation Standing Committee.

### **FINANCIAL IMPLICATIONS**

Should Council choose to conclude the work of the Crosswalk Safety Advisory Committee, there would be limited financial savings to the Municipality. In addition to staff support costs and attention, costs include contracting legislative support (\$225 per meeting), members mileage and meals (as per Council policy), and staff mileage and overtime.

### **RISK CONSIDERATION**

There are no significant risks associated with the recommendations in this Report. The risks considered rate Low.

To reach this conclusion, consideration was given to operational and financial risks.

### **COMMUNITY ENGAGEMENT**

The Crosswalk Safety Advisory Committee is an advisory committee comprised of three elected officials, three citizens, and one representative each of: the Active Transportation Advisory Committee, the Accessibility Advisory Committee, Halifax Regional School Board, post-secondary education, and the police community. Crosswalk Safety Advisory Committee meetings are open to the public.

The Transportation Standing Committee consists of six members of Regional Council. Meetings and are open to the public, webcasted and include opportunities for public participation.

**ENVIRONMENTAL IMPLICATIONS**

There are no immediate environmental implications associated with this report.

**ALTERNATIVES**

1. The Transportation Standing Committee could recommend Regional Council incorporate the CSAC into the Active Transportation Advisory Committee. In doing this, the ATAC would amend its Terms of Reference to include members who represent crosswalk safety within its composition.

As discussed above, this course of action is not recommended by staff due to an incompatibility between the mandates of CSAC and ATAC.

2. The Transportation Standing Committee could maintain the Crosswalk Safety Advisory Committee as is.

This course of action is not recommended. In staff's view there is not sufficient justification to support the continuance of the Committee. There are a number of ways for the public to provide input and advice on crosswalk safety matters, as outlined in the discussion section of this report.

**ATTACHMENTS**

- Attachment 1: CSAC Terms of Reference
- Attachment 2: CSAC Work Plan
- Attachment 3: TSC motion requesting CSAC review

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A copy of this report can be obtained online at <http://www.halifax.ca/commcoun/index.php> then choose the appropriate Community Council and meeting date, or by contacting the Office of the Municipal Clerk at 902.490.4210, or Fax 902.490.4208.

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Report Approved by: Bruce Zvaniga, Director, Transportation and Public Works, 902.490.4855

Report Approved by: Kevin Arjoon, Municipal Clerk, 902.490.6456

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## CROSSWALK SAFETY ADVISORY COMMITTEE Terms of Reference

### Purpose

The purpose of the Crosswalk Safety Advisory Committee (CSAC) exists to develop and present input and advice to the Transportation Standing Committee with respect to crosswalk safety in the Halifax Regional Municipality.

### Mandate

The CSAC will serve as a forum to develop and present input and advice with respect to crosswalks with the objective of improving the safety of pedestrians using crosswalks in HRM.

The CSAC will develop a report, along with action plans to improve the safety of pedestrians using crosswalks, both marked and unmarked

Issues to be addressed in the report include, but are not limited to

- education,
- enforcement,
- traffic control measures
- standards and consistency

as they relate to crosswalks, including budget implications.

### Reporting

The CSAC reports to the Transportation Standing Committee (TSC). Reports will be presented to the TSC as completed. The TSC will in turn forward approved recommendations to Regional Council.

### Committee composition

The CSAC will be comprised of 13 members as follows:

- two (2) transportation professionals (engineers)
- two (2) Councillors from the Transportation Standing Committee
- one (1) Councillor at large
- three (3) citizens – one from each Community Council area
- one (1) member of the Active Transportation Advisory Committee
- one (1) representative from the Halifax Regional School Board or alternate
  - In accordance with Section 2.3 of the HRM Public Appointment Policy staff representatives are ex-officio non-voting members.
- one (1) representative from post-secondary education

- one (1) member of the Accessibility Advisory Committee
- one (1) representative of the police community (HRP or RCMP) or alternate
  - In accordance with Section 2.3 of the HRM Public Appointment Policy staff representatives are ex-officio non-voting members.

All Committee members will be expected to commit to the meeting schedule included in these terms of references, some of which will take place in the evening.

Applications for the citizen members will be evaluated based on skills and experience related to crosswalk safety.

## **Appointments**

The Transportation Standing Committee shall be the nominating and appointing body for all members except the three citizens, to be nominated and appointed by the respective Community Councils. Appointments shall be in accordance with the Public Appointment Policy of Regional Council.

## **Governance**

On behalf of Regional Council the Transportation Standing Committee shall provide oversight to the Crosswalk Safety Advisory Board appointments, work plan and other governance matters.

## **Authority**

The CSAC is an advisory committee. Recommendations will be provided to the TSC who will forward those recommendations it accepts to Halifax Regional Council for approval.

## **Officers**

The CSAC shall have a Chair and Vice-chair to be elected from among its members at the first meeting. The Vice-chair shall act as Chair in the absence of the Chair.

## **Staff support**

The Manager of Traffic and Right of Way Services shall be the primary staff liaison to the committee. Additional staff support from police services, Corporate Communications, Design and Construction and Planning and Infrastructure will be made available as needed.

The Clerk's Office will provide meeting and legislative support.

## **Meetings**

The Committee shall meet monthly throughout 2013 and no less than quarterly thereafter. Additional meetings may be scheduled at the discretion of the Chair in consultation with the Clerk's Office.

## **Quorum**

The quorum for meetings shall be in accordance with Section 74 of Administrative Order 1 – quorum of Committees.

## **Vacating a position**

A member may vacate their position in accordance with the procedures set out in Section 68 of Administrative Order 1 – Vacating a Position on Committee. Any member who misses three consecutive meetings will be removed from their position. The nominating and appointing Committee/Council will appoint a replacement to any vacated position in a timely manner.

## **Meeting procedure**

HRM Administrative Order 1– Respecting Procedure of Council as it relates to Committee Procedures will govern meetings.

Approved March 5, 2013

Correction April 24, 2014

## **Crosswalks Safety Advisory Committee Work Plan Goals**

- 1. Education – Educate Public about Crosswalk Safety in HRM & NS**
  - Implement a Crosswalk Safety Campaign (e.g. Distractions Kill Campaign month long efforts)
  - Create and implement an annual crosswalk safety awareness day campaign (cover marked/unmarked, traffic signals, flashing don't walk signs, awareness of existing crosswalks)
  - Education about the installation of zebra markings through a news release
  - Identify other organizations that have on-going initiatives and interest in crosswalk safety
  
- 2. Evaluation and Data – Target Enforcement based on Data/Evidence (location, time of year, days...)**
  - Improve data collection by developing partnerships among those already collecting data (HRP, Dal, RCMP, HRM Traffic, SNSMR, NSTIR, HRSB)
  - Implement on-going dedication/prioritization of existing resources to be assigned to deal with data collection issue
  - Implement a process of data analysis, interpretation and reporting
  
- 3. Evaluation and Research**
  - Research potential programs for community initiative; following which develop and implement a program for community volunteers (e.g. adopt a crosswalk initiative)
  
- 4. Enforcement – Increase non-monetary penalties**
  - Recommend the Province review the Motor Vehicle Act with respect to increasing the non-monetary penalties for pedestrian motor vehicle violations (e.g. increased points, defensive driving course, pedestrian safety course, mandatory driving exam re-writes)
  - Increase enforcement of crosswalk legislation at all crosswalks, including targeted enforcement at specific locations and times
  
- 5. Standards - Appropriate standards in place to reflect differences in local urban/suburban/rural areas**
  - Develop a mechanism for more community input through this committee
  - Recommend the Province re-define the role of the Traffic Authority to reflect modern transportation reality in HRM
  - In consultation with the CSAC revise the warrant system for installing and removing crosswalks to be tailored for urban vs. suburban/rural vs. school situations
  
- 6. Traffic Control Measures - Improve Traffic Control Measures**
  - Use zebra markings at crosswalks (uncontrolled, marked crosswalks)
  - Increase efforts of Crosswalk painting maintenance; to review current practices and explore ways to improve services
  - Use pedestrian-friendly designs at intersections (such as bump outs make pedestrians more visible at crosswalks)

- Increase pedestrian-visibility such as identifying poles that block pedestrian at RA5 locations; address pruning of vegetation at crosswalks
- Approving the use of Crosswalk flags in HRM at crosswalks where the community takes on the responsibility of installing and maintaining them
- Installation of reflective tape on all crosswalk sign poles
- Install new signs facing the pedestrian at crosswalks as a pilot at certain sites (e.g. cautioning pedestrians)
- Contingent on Province's decision to decrease speed limits, allow speed reduction on certain streets where deemed necessary
- Increase the use of advanced yield to pedestrian lines when deemed necessary
- Continue to investigate and define use of solar pole flashing beacons to increase additional visibility of crosswalks
- Investigate and define the use of inroad crosswalk signs at appropriate locations
- Recommend to the Province the use of neon coloured signs to identify crosswalks

**Goal # 1: Education – Educate Public about Crosswalk Safety in HRM & NS**

<b>Action</b>	<b>Person/ Group Responsible</b>	<b>Resources required other service providers, Government, Funds, etc.</b>	<b>Time frame</b>	<b>Desired Outcomes</b>	<b>Performance Indicators – how will you measure your accomplishments</b>
Implement a Crosswalk Safety Campaign (e.g. Distractions Kill Campaign month long efforts)	HRM, Province, Corporate Communications	\$40,000 for 1 run (verify cost from report from report of Sept 26 <sup>th</sup> CSAC meeting), 2 more, 2 week sessions; one of which to be end of Nov/early Dec, other to be determined at a later date	Fall/Winter 2014	Increase awareness	Collision data, online survey, media stats
Create and implement an annual crosswalk safety awareness day campaign  (cover marked/unmarked, traffic signals, flashing don't walk signs, awareness of existing crosswalks)	Sub-committee composed of 2 members of CSAC, 2 at-large  HRM funding from Province, HRP, TPW, Corporate Communications and HRSB	Staff resources, HRM Clerk  Media & Social Media, School board, but target adults mainly (day cares too), event \$5000-\$10000, HRM staff time	Sub-committee formed end of March 2014, CSAD late November 2014  End of Nov 2014, 2 <sup>nd</sup> last week or so	Awareness and safety increased	CSAD takes place, number of people who participate, reduced incidents  Media stats, numbers attending events
Education about the installation of zebra markings through a news release	HRM, Corporate Communications (work with TPW on timing)	HRM staff time	Early June 2014 when zebra crosswalks are painted		Media stats
Identify other organizations that have on-going initiatives	CSAC	Volunteer time	On-going 2014	Better collaboration between groups, service	Better information sharing



and interest in crosswalk safety				providers and HRM departments	
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Note: That during the school planning process, Traffic Authority be invited to Site Selection Committee, Boundary Review Committee and School Review Committees' meetings to discuss crosswalk safety.

**Goal # 2: Evaluation and Data – Target Enforcement based on Data/Evidence (location, time of year, days...)**

<b>Action</b>	<b>Person/ Group Responsible</b>	<b>Resources required other service providers, Government, Funds, etc.</b>	<b>Time frame</b>	<b>Desired Outcomes</b>	<b>Performance Indicators – how will you measure your accomplishments</b>
Improve data collection by developing partnerships among those already collecting data (HRP, Dal, RCMP, HRM Traffic, SNSMR, NSTIR, HRSB)	Dal TRAC/Dr. Habib	Meetings rooms, refreshments, logistical support through clerk – HRM, 20-25 people, \$250	End of Feb for 1 <sup>st</sup> meeting, on-going meetings for 2014	Develop partnerships	Meeting held, action plan developed
Implement on-going dedication/prioritization of existing resources to be assigned to deal with data collection issue	Chief of Police-HRM, Superintendent RCMP (Dal TRAC support)	A dedicated crime analyst assigned to collect and analyse data regarding pedestrian motor vehicle accidents	End of Feb (already being implemented by HRP as part of line above)	Safety is increased, quarterly reports to CAC with actionable items based on findings	Reduction of incidents at targeted places, timeliness and quality of data is enhanced
Implement a process of data analysis, interpretation and reporting	HRP/RCMP and TPW	Staff time; budget (Dal TRAC support)	On-going annual report	Traffic accident and evaluation – standard reporting (based on best practices)	Electronic copy of report provided yearly

**Goal # 3: Evaluation and Research**

<b>Action</b>	<b>Person/Group Responsible</b>	<b>Resources required other service providers, Government, Funds, etc.</b>	<b>Time frame</b>	<b>Desired Outcomes</b>	<b>Performance Indicators – how will you measure your accomplishments</b>
Research potential programs for community initiative; following which develop and implement a program for community volunteers (e.g. adopt a crosswalk initiative)	CSAC, Dr. Habib, Dal TRAC, HRP/Sgt. Reynolds  HRP (depending on outcome of research)	HRP staff resources; Dal TRAC support; Training / funding from HRM	3 months (1 <sup>st</sup> report)  Implement Fall 2014	Implications and recommendations report on how to develop a citizen involved enforcement and/or education program # incidents decreased, safety increased	Report produced Program developed and implemented, education increased

**Goal # 4: Enforcement – Increase non-monetary penalties**

<b>Action</b>	<b>Person/ Group Responsible</b>	<b>Resources required other service providers, Government, Funds, etc.</b>	<b>Time frame</b>	<b>Desired Outcomes</b>	<b>Performance Indicators – how will you measure your accomplishments</b>
Recommend the Province review the Motor Vehicle Act with respect to increasing the non-monetary penalties for pedestrian motor vehicle violations (e.g. increased points, defensive driving course, pedestrian safety course, mandatory driving exam re-writes)	CSAC	HRM Staff	End of April for letter to Province	Non-monetary penalties increased, safety increased	Changes in Motor Vehicle Act

Increase enforcement of crosswalk legislation at all crosswalks, including targeted enforcement at specific locations and times	HRP/RCMP	Resourcing	2014-2015 onwards	Increase targeted enforcement	Number of tickets issued
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**Goal #5: Standards - Appropriate standards in place to reflect differences in local urban/suburban/rural areas**

<b>Action</b>	<b>Person/ Group Responsible</b>	<b>Resources required other service providers, Government, Funds, etc.</b>	<b>Time frame</b>	<b>Desired Outcomes</b>	<b>Performance Indicators – how will you measure your accomplishments</b>
Develop a mechanism for more community input through this committee	Crosswalks Committee	CSAC/Corporate Communications (shape your city)	start March 2014 to look at process/ on-going 2014	Community input enhanced, greater awareness and confidence among public in crosswalk safety	Greater community acceptance of standards
Recommend the Province re-define the role of the Traffic Authority to reflect modern transportation reality in HRM	Council lead	CSAC, TPW and TSC	2 years-long term	Attitudinal – no longer just about cars and traffic; roads are for all types of users, inclusive road design, safe for everyone, promotes health, the environment, social equity	Fewer incidents/complaints, more people on the road, more inclusive for seniors & disabled, more bikes, more walkers
In consultation with the CSAC revise the warrant system for installing and removing crosswalks to be tailored for urban vs. suburban/rural vs. school situations	Traffic authority	Staff/Committee time	2014-2015	Better context specific crosswalks for rural, suburban and urban areas	Number of complaints, public feedback

**Goal #6: Traffic Control Measures - Improve Traffic Control Measures**

<b>Action</b>	<b>Person/ Group Responsible</b>	<b>Resources required other service providers, Government, Funds, etc.</b>	<b>Time frame</b>	<b>Desired Outcomes</b>	<b>Performance Indicators – how will you measure your accomplishments</b>
Use zebra markings at crosswalks (uncontrolled, marked crosswalks)  *Note: TSC passed a motion recommendation to RC	HRM, TPW	Budgetary, before and after study, public education, see staff report budget, public education – see education	Spring 2014	Uncontrolled crosswalks safer	Before and after study of collisions
Increase efforts of Crosswalk painting maintenance; to review current practices and explore ways to improve services	TPW	Staff time/operating budget	2014	Crosswalks are more visible	Annual inventory; compare collision data
Use pedestrian-friendly designs at intersections(such as bump outs make pedestrians more visible at crosswalks)	TPW	Capital budget (funds that are already approved in budget)	On-going	Make pedestrian more visible, increase safety	Annual inventory
Increase pedestrian-visibility such as identifying poles that block pedestrian at RA5 locations  Address pruning of vegetation at crosswalks	TPW  TPW, City Field/Works	Capital budget  Staff time	Summer 2014 – ID locations, Fall 2014 – design, 2015/16 budget year – implement  On-going	  Increase visibility and safety	Annual inventory, compare collision data  Tracking number of work orders
Approving the use of Crosswalk flags in HRM	TPW, traffic authority	staff/community volunteer time	2014-15 spring	More visibility and safety; greater community	Before and after collision study; before and after at flag

at crosswalks where the community takes on the responsibility of installing and maintaining them	Traffic authority should authorize it first			awareness and acceptance	longevity
Installation of reflective tape on all crosswalk sign poles	TPW	\$10,000 as an expected budget cost (\$10 per pole)	2014-15	Increase visibility and safety	Annual inventory compare collision data
Install new signs facing the pedestrian at crosswalks as a pilot at certain sites (e.g. cautioning pedestrians)	TPW, HRM	Capital budget; Staff time	Pilot 2014-15 Roll-out depending on results 2015-16	Safer	Before and after study of collisions
Contingent on Province's decision to decrease speed limits, allow speed reduction on certain streets where deemed necessary	Traffic Authority	Change in regulations Staff time, street sign costs (longer term)	2014-15 spring	Speed = safer crossing Injury severity	Collision study – injury severity
Increase the use of advanced yield to pedestrian lines when deemed necessary	TPW	Cost out; Staff time	2014-15 spring	safety	Collision study
Continue to investigate and define use of solar pole flashing beacons to increase additional visibility of crosswalks	TPW	Staff time; budgetary if approved	2014-15	Increase visibility and safety	Continue to investigate and define
Investigate and define the use of inroad crosswalk signs at appropriate locations	TPW	Staff time; budgetary if approved	2014-15	Increase visibility and safety	Continue to investigate and define
Recommend to the Province the use of neon coloured signs to identify crosswalks	Council	Staff time	2014-15	Increase visibility and safety	

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## Item No. 15.1

Request for Transportation Standing Committee Consideration		
<input type="checkbox"/> <b>Agenda Item</b> (Submitted to Municipal Clerk's Office by Noon at least 5 working days prior to the meeting)	<input checked="" type="checkbox"/> <b>Added Item</b> (Submitted to Municipal Clerk's Office by Noon at least one day prior to meeting)	<input type="checkbox"/> <b>Request from the Floor</b>
<p><b>Date of Meeting:</b> January 21, 2016</p> <p><b>Subject:</b> Crosswalk Safety Advisory Committee</p>		
<p><b>Motion for the Transportation Standing Committee to Consider:</b></p> <p>That the Transportation Standing Committee request a report reviewing the status of the Crosswalk Safety Advisory Committee.</p> <p><b>Reason:</b></p> <p>The January 28, 2016 meeting of the Crosswalk Safety Advisory Committee was cancelled due to a lack of agenda items, and recent agendas have contained very little business to discuss. Given that the Crosswalk Safety Work Plan has been delivered to Regional Council, there may not be sufficient reason to support the continuance of the Committee.</p> <p><b>Outcome Sought:</b></p> <p>A staff report considering any outstanding business of the Crosswalk Safety Advisory Committee and whether there is sufficient reason for the Committee to continue, or if outstanding functions could be served by the Transportation Standing Committee or an alternative.</p>		
<p><i>Councillor Rankin</i></p>		<p><i>District 12</i></p>