

TERMS OF REFERENCE AND MEMBERSHIP

1. **MEMBERSHIP**

1.1 *Appointed Members*

- 2 representatives of the Dalhousie Student Union
- 3 representatives named by Senate
- 1 representative of the Dalhousie Faculty Association (DFA)
- 1 representative of the Dalhousie Professional Managerial Group (DPMG)
- 2 representatives of the Nova Scotia Government & General Employees Union (NSGEU)
- 1 administrative employee representative from each Campus (these representatives will be selected by the Committee based on experience and knowledge of transport demand management, parking, security issues related to their Campus)

1.2 *Ex-Officio Members (non-voting)*

- Vice President, Student Services or designate
- Assistant Vice-President of Facilities Management
- Assistant Vice President of Ancillary Services, or designate
- Director of Environmental Health and Safety
- Director of Security Services
- Director of Office of Sustainability
- Dalhousie Security Services Traffic Officer
- Communications Advisor, Facilities Management

1.3 *Term of Office*

- Appointed Members, one year, renewable

1.4 *Chairperson*

- Elected by the Committee for a one-year term, renewable

1.5 *Secretary*

- A recording secretary will be provided by the university

2. **TERMS OF REFERENCE**

An advisory committee to the President through the Vice President Finance and Administration to:

- 2.1 Serve as a means of communication between the university Administration and the university community on matters relating to security and transportation demand management issues.
- 2.2 Review and comment upon regular monthly security reports.
- 2.3 Review and comment upon proposed policies and plans relating to security and Transportation Demand Management, RideShare and Idle-Free programs and related initiatives.
- 2.4 Review and comment on proposed parking rate and changes including the Financial Review
- 2.5 Identify areas of concern to members of the university community, and to suggest appropriate remedies (e.g. policies, procedures, alterations, etc.) relevant to security, safety, transportation demand management and accessibility issues.
- 2.6 Report back on a regular basis to the appointing bodies concerning the activities of the Committee .
- 2.7 Without limiting the generality of the foregoing, provide advice on issues such as:
 - lighting and security on campus
 - policies on keys and access to buildings
 - emergency procedures (fires, gas leaks, bomb threats, etc.)
 - administration of the policy regarding parking permits (procedures, cost, privileges, etc.)
 - transportation demand management policies, programs, and infrastructure including: transit, cycling, walking, car and vanpooling, car share, and parking.

3. **MEETINGS, AGENDAS, MINUTES**

- 3.1 Meeting times and dates will be set for the year at the first meeting of the Committee at the commencement of each academic year.
- 3.2 Agendas will be circulated to the Members in sufficient time for their perusal prior to the date of the next meeting.

- 3.3 Items of importance which arise after the agenda has been set may be added to the agenda for discussion at the next immediate meeting.
- 3.4 Minutes of the previous meeting of the Committee will be circulated to the Members in sufficient time for their perusal prior to the next meeting.
- 3.5 Posting of approved minutes to the university community via the Security Services website.
- 3.6 Reference to Security Education Sub-Committee as required.

Revised September 2012