

# TRANSPORTATION & SECURITY COMMITTEE

## TERMS OF REFERENCE AND MEMBERSHIP

### 1. **MEMBERSHIP**

#### 1.1 *Appointed Members*

- 2 representatives of the Dalhousie Student Union
- 2 representatives named by Senate, one from the Halifax campuses as a whole, and one from the Agricultural Campus
- 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 December 2016

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