

#### TERMS OF REFERENCE/SCOPE OF LIAISON SUB-COMMITTEE (LS)

- To ensure that “Road Safety” is explicitly represented (where appropriate/applicable) in Project Steering Committees and during Project development within other Standing Committees, Task Forces, and Joint Sub-committees.
- To co-ordinate efforts with other Standing Committees, Task Forces, and Sub-committees to integrate “Road Safety” (where appropriate) into their meeting agendas and any presentations being made to the Chief Engineers’ Council (CEC), Urban Transportation Council (UTC), Education & Human Resources Development Council (E&HRDC), Environment Council (EC), or at the annual Fall TAC Conference.
- To seek opportunities for joint-sponsored sessions, workshops and training and co-ordinate with the relevant sub-committees of RSSC.
- To seek opportunities for the joint sponsoring of project ideas related to or involving Road Safety.
- To report semi-annually to the RSSC on progress made with respect to the above items.
- To seek input from RSSC members on future initiatives to promote within the other Standing Committees, Task Forces, and Joint Sub-committees (and, similarly, to seek input from those group members on initiatives which could be considered by the RSSC).

#### SUB-COMMITTEE COMPOSITION

- Chair of Liaison Sub-committee  
Vice-Chair of the RSSC
- Sub-Committee Membership  
RSSC representative on the Geometric Design Standing Committee (under CEC)  
RSSC representative on the Traffic Operations & Management Standing Committee (under CEC)  
RSSC representative on the Maintenance & Construction Standing Committee (under CEC)  
RSSC representative on the Sustainable Transportation Standing Committee (under UTC)  
RSSC representative on the Asset Management Task Force (under CEC)  
RSSC representative on the Joint Roundabout Sub-committee (under CEC)  
RSSC representative on the Climate Change Task Force (under CEC)  
Any RSSC representatives on other Standing Committees, Task Forces and Joint Sub-committees.

#### SUB-COMMITTEE MEETINGS

- It is anticipated that communication among Liaison Sub-committee members will be via conference calls, which the Chair will host on a quarterly basis (approximately).
- Additional in-person meetings may be called at the discretion of the Sub-committee Chair and/or the membership.

#### SUB-COMMITTEE REPRESENTATIVES

- Sub-committee representatives shall ideally be RSSC members also participating as members on other Standing Committees, Councils, or Task Forces.
- Two Liaison Officers (Primary, and Secondary) shall ideally be identified for each subject group to ensure participation in the RSSC Executive Meetings and respective Standing Committees being liaised with (as well as to ensure participation with the other subject groups herein).
- Representatives will be responsible for recruiting new liaison officers to replace themselves. Suggested 2-year term limit for Liaison Officers, with the outgoing Primary Liaison Officer to be replaced by the current Secondary Liaison Officer (and a new Secondary Liaison Officer then recruited)...and so on, to ensure continuity over time.
- Liaison officers for other groups will follow, as the RSSC expands its liaison outreach.