

Sturgeon County Transportation Advisory Committee

Terms of Reference

1. PURPOSE

The Sturgeon County Transportation Advisory Committee (SCTAC) is a working committee which represents stakeholders whose specific mandate is to advise, inform and collaborate with committee members on the delivery of County transportation-related services to Council and Administration, with the objective of enhancing the customer experience and the performance of the County's transportation infrastructure.

2. LEGISLATIVE AUTHORITY

- 2.1. *Municipal Government Act*, RSA 2000 c.M-26, as amended.
- 2.2. Sturgeon County Bylaw 1381/16 Council Committees Bylaw.

3. DUTIES & RESPONSIBILITIES

To provide advice and recommendations to Council and Administration relating to the delivery of transportation-related services and infrastructure including:

- 3.1. Advising on the development of short- and long-term transportation-related capital plans.
- 3.2. Assisting in the prioritization of transportation-related capital projects.
- 3.3. Providing recommendations on County road restrictions.
- 3.4. Providing feedback on planning and upgrading of existing roads and drainage networks.
- 3.5. Providing feedback on development applications.
- 3.6. Providing recommendations in establishing service delivery level criteria and enhanced process.
- 3.7. Recommending methods and approaches for public engagement.
- 3.8. Collaborating on reporting resident feedback.

- 3.9. Assisting in the development of policies, programs, services, and initiatives to support operational excellence and enhancement of the customer experience.
- 3.10. Presenting new federal and provincial guidelines and regulations on matters related to the delivery and performance of transportation-related infrastructure and services.
- 3.11. Encouraging public participation and support of the initiatives designed to achieve objectives of the SCTAC.
- 3.12. Engage the public to develop and enhance the positive public perception of transportation services provided by the County.

4. ROLES

- 4.1. **Council:** shall consider recommendations from the SCTAC to support and guide decisions.
- 4.2. **Councillors appointed to the Committee:** will update Council of Committee activities and recommendations.
- 4.3. **Administration:** will collaborate with Committee representatives to ensure transparency and consider all recommendations brought forward by the committee.

5. MEMBERSHIP

- 5.1. There shall be no less than eleven (11) and no more than fifteen (15) members comprised of the following:
 - 5.1.1. 2 to 3 members of Council;
 - 5.1.2. 3 to 4 members of the County Administration;
 - 5.1.3. 6 to 8 members of the community (Members at Large).
- 5.2. Council Members shall be appointed to the Committee by Council at the same meeting that the Terms of Reference are adopted and then annually at the Organizational Meeting of Council. Their appointment shall become effective immediately unless otherwise specified by Council.
- 5.3. County Administration members will be established at the first meeting of the Committee and then going forward, as required to establish a full complement of members.

- 5.4. Members at Large will be selected by the Boards and Committees Selection Committee as required to establish a full complement of members.
- 5.5. Where a Committee position is left vacant for any reason, Council may appoint a replacement for the remainder of that term and shall be bound by the restrictions placed upon the original appointment.
- 5.6. Consideration shall be given to diverse groups such as industry, farming, seniors, and members representing both urban and rural areas.

6. TERM OF MEMBERSHIP

- 6.1. The Committee shall remain in effect until Council disbands it by resolution.
- 6.2. The terms of membership shall be staggered as follows:
 - 6.2.1. Two to three Members at Large will serve a term of four years;
 - 6.2.2. Two to three Members at Large will serve a term of three years;
 - 6.2.3. Two Members at Large will serve a term of two years.
- 6.3. Members at Large shall be encouraged to serve no more than two consecutive terms.

7. CHAIRPERSON

- 7.1. A chairperson shall be elected at the first meeting of the Committee. The chairperson shall not be a member of Council.
- 7.2. The Committee will elect a new chairperson on an annual basis.
- 7.3. The Chairperson will preside over all meetings for the Committee and decide on all points of order that arise.
- 7.4. In the absence of the Chair, one of the other Members shall be elected to preside and shall discharge the duties of the Chair during the Meeting, or until the arrival of the Chair.

8. QUORUM & MEETINGS

- 8.1. Quorum shall consist of a majority of the total complement of members.
- 8.2. The SCTAC will meet every other month, starting in October of 2018, or as otherwise determined by the Committee, with such meetings open to the public.

- 8.3. The Committee shall report to Council on an annual basis.
- 8.4. Minutes of each active meeting shall be forwarded to Council prior to the same being given to the public.
- 8.5. The SCTAC shall conduct its meetings in accordance with the County's procedural Bylaw which establishes the rules and procedures governing the proceedings of Council and Committees, the conduct of its members and the calling of meetings.

9. GOVERNANCE

- 9.1. The power of the Committee established by these Terms of Reference are restricted to providing recommendations to Council.

10. REMUNERATION

- 10.1. Remuneration and travel expenses for Members at Large shall be in accordance with rates and schedules as approved by Council from time to time and reflected on a monthly expense claim form. All expenditures, as well as roundtrip kilometres of each trip, must be itemized.
- 10.2. Committee members may be compensated for extraordinary expenses incurred and as approved in advance. Requests for compensation shall be reviewed by the Committee on a case-by-case basis.
- 10.3. Remuneration expenses for Council Members and Administration shall be considered to be covered within the Councillors' and Administration's salary.

11. ADMINISTRATIVE RESPONSIBILITY

- 11.1. Coordinate Committee meeting locations and setup.
- 11.2. Preparation of meeting minutes and agenda and circulation of the same.

12. ENACTMENT

- 12.1. These Terms of Reference will be in force and take effect upon the day County Council passes a motion approving these Terms of Reference.