

# **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**

The Committee has the authority to provide advice and recommendations to Council and Administration on the delivery of transportation-related services and infrastructure including:

3.1. Advice on the development and prioritization of short- and long-term transportation-related capital plans.

3.2. Recommendations on County road restrictions.

3.3. Feedback on planning and upgrading of existing roads and drainage networks.

3.4. Recommendations on establishing service delivery level criteria and enhanced process.

3.5. Recommendations on methods and approaches for public engagement as per Council's Public Engagement Policy.

3.6. Collect and discuss resident feedback and report this feedback through Administration to Council.

3.7. Report to Council on a bi-annual basis for the first year. Reporting frequency shall be reviewed by the Committee annually and amended from time to time but shall not be less than annually.

- 3.8. Provide feedback on the development of policies, programs, services, and initiatives to support operational excellence and enhancement of the customer experience.
- 3.9. Discuss and develop an understanding of new and updated federal and provincial guidelines and regulations on matters that impact the delivery and performance of transportation-related infrastructure and services.
- 3.10. Encourage public participation, understanding and support for the initiatives set out by the SCTAC to meet the objective of enhancing customer experience and the performance of the County's infrastructure.
- 3.11. Engage the public to develop and enhance the positive public perception of transportation services provided by the County.
- 3.12. Elect a Chairperson (Chair) and Vice-Chairperson (Vice-Chair) (as designated alternate) at the first Committee meeting. The Chair may not be a Sturgeon County elected official.

#### 4. ROLES

- 4.1. **Chair:** shall be in attendance and present the bi-annual/annual report to Council on behalf of the Committee.
- 4.2. **Council:** shall consider recommendations from the SCTAC to support and guide decisions.
- 4.3. **Councillors appointed to the Committee:** will update Council of Committee activities and recommendations.
- 4.4. **Administration:** will collaborate with Committee representatives to ensure transparency and consider all recommendations brought forward by the Committee.

#### 5. MEMBERSHIP COMPOSITION (as described in Bylaw 1381/16)

- 5.1. There shall be no less than eleven (11) and no more than fifteen (15) members comprised of the following:
  - 5.1.1. Two (2) to three (3) members of Council;
  - 5.1.2. Three (3) to four (4) members of County Administration including the General Manager of Municipal Services and the Manager of Transportation Services;
  - 5.1.3. Six (6) to eight (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 and maintain 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 for Members at Large shall be given to diverse groups such as industry, farming, seniors, and members representing both urban and rural areas.

**6. TERMS OF MEMBERSHIP (in addition to that described in Bylaw 1381/16)**

- 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 serve no more than two consecutive terms, unless no other applications are received.
- 6.4. Term for Members at Large becomes effective January 1 and ends December 31 of the given year.
- 6.5. Members must be re-appointed or replaced at the end of the prescribed term.
- 6.6. Members cease to be members of the committee if they are absent from two (2) consecutive meetings without being authorized by a resolution of the Committee.
- 6.7. Council may request, by motion, the resignation of any board member at any time, prior to the expiry of the member's term of office.

- 6.8. Any member may resign at any time, by sending written notice to the Manager of Transportation Services.

**7. CHAIRPERSON (CHAIR) (in addition to that described in Bylaw 1381/16)**

- 7.1. A Chair and Vice-Chair shall be elected at the first meeting of the Committee. The Chair shall not be a Sturgeon County elected official.
- 7.2. The Committee will elect a new Chair on an annual basis. A Chair may serve in this role for no more than two consecutive years.
- 7.3. The Chair will preside over all meetings for the Committee and:
- 7.3.1. Ensure meetings begin and end on time;
  - 7.3.2. Ensure the meeting is conducted in good order and decorum;
  - 7.3.3. Determine speaking order when two or more members wish to speak;
  - 7.3.4. Rule on all questions relating to the orderly procedure of the meeting.
- 7.4. In the absence of the Chair, the Vice-Chair shall discharge the duties of the Chair during the meeting, or until the arrival of the Chair.
- 7.5. In the event that the Chair and Vice-Chair are not present at a meeting, one of the other members shall be elected to discharge the duties of the Chair during the meeting, or until the arrival of the Chair or Vice-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 February, April, June, August, October and December of each year, starting in October of 2018, with such meetings open to the public.
- 8.3. Additional meetings may be called by the Chair if emergent items arise. Meetings may be cancelled by the Chair, if there are not enough agenda items to discuss.
- 8.4. The agenda will be circulated five calendar days prior to the meeting, electronically whenever possible. Committee members are responsible for submitting agenda items seven calendar days prior to the meeting.
- 8.5. Council can, by motion, refer regular council agenda items to the SCTAC for their recommendation. The General Manager of Municipal Services will be responsible for ensuring that such items are added to the SCTAC meeting agenda.

- 8.6. When board-driven or Council-requested recommendations are to be brought forward to Council, the Committee may assign a voting Member at Large to present the item to Council. The Manager of Transportation Services will assist with preparing the agenda item and ensure that it is added to the Council agenda.
- 8.7. Minutes of each active meeting shall be forwarded to Council prior to the same being given to the public.
- 8.8. The SCTAC shall conduct its meetings in accordance with the County's Procedure Bylaw 1301/13, and any amendments thereto, which establishes the rules and procedures governing the proceedings of Council and Committees, the conduct of its members and the calling of meetings.
- 8.9. Council's decisions on all board recommendations are final, whether they decide to accept, modify or reject a recommendation. The Manager of Transportation will ensure that these decisions are communicated to Committee members.
- 8.10. The General Manager of Municipal Services will ensure that Council's decisions are communicated to the Committee as soon as Council minutes are made public.

## **9. GOVERNANCE**

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

## **10. REMUNERATION (in addition to that described in Bylaw 1381/16)**

- 10.1. Remuneration and travel expenses for Members at Large shall be in accordance with Sturgeon County's Remuneration Policy.
- 10.2. Remuneration expenses for Council Members shall be considered to be included in the Councillors' annual salary.
- 10.3. The Manager of Transportation will facilitate reimbursement of all approved expense claims for public members of the Committee.

## **11. ADMINISTRATIVE RESPONSIBILITY**

- 11.1. The Transportation Services Program Assistant will serve as the recording secretary of the Committee. They will prepare and circulate meeting minutes and agendas, coordinate meeting locations and setup.

- 11.2. The Manager of Transportation will ensure subject-matter experts from within the department are accessible as a resource to the Committee. These experts may assist with facilitating discussion on agenda items when required, will have the ability to add items to the meeting agenda and will ensure that items relevant to transportation service delivery are communicated to the Committee.

## **12. RESOURCES AND BUDGET**

- 12.1. The Manager of Transportation Services is responsible for ensuring that adequate resources are budgeted for the Committee to conduct its business.

## **13. ENACTMENT**

- 13.1. Correcting clerical, grammatical and typographical errors can be made by the Committee and filed with Legislative Services. Changes to duties and responsibilities that add clarity or improve the express intent without materially changing the Committee role can be approved by the Committee. All other changes need to be approved by resolution of Council.
- 13.2. These Terms of Reference will be in force and take effect on the day County Council passes a motion approving these Terms of Reference.