

**THE CITY OF SPRUCE GROVE**

**BYLAW C-1098-19**

**COMMUNITY ROAD SAFETY ADVISORY COMMITTEE**

WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a municipality may pass bylaws in relation to the establishment and functions of council committees, and to the procedures to be followed by council committees;

AND WHEREAS, pursuant to the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto, a council committee may consist of a combination of councillors and other persons;

AND WHEREAS, the City of Spruce Grove wishes to establish a council committee to advise Council on issues relating to road safety in the community and to prescribe a mandate, terms of reference, composition, and procedural rules for the Committee;

NOW THEREFORE, the Council for the City of Spruce Grove, duly assembled hereby enacts as follows:

**1. BYLAW TITLE**

1.1 This bylaw is called “Community Road Safety Advisory Committee Bylaw”.

**2. DEFINITIONS**

2.1 “Act” means the *Municipal Government Act*, RSA 2000 cM-26 and amendments thereto.

2.2 “Administration” means the administrative and operational arm of the City, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the City Manager.

2.3 “Administrative Liaison” means the member of Administration appointed to the Committee by the City Manager.

2.4 “Automated Traffic Enforcement” means the use of intersection safety cameras, laser and photo radar to manage traffic enforcement.

2.5 “Chair” means the Committee member who provides leadership and direction to the Committee.

- 2.6 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.7 “City Manager” means the administrative head of the City.
- 2.8 “Committee” means the Community Road Safety Advisory Committee.
- 2.9 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, RSA 2000 cL-21.
- 2.10 “Councillor” means an elected member of Council, including the mayor.
- 2.11 “Ex-officio” means membership by virtue of one’s office. Ex-officio members do not form part of the quorum.
- 2.12 “Public Member” means an individual appointed to the Committee.
- 2.13 “Vice Chair” means the individual elected annually to fulfill the Chairs duties in the absence of the Chair.

### **3. ESTABLISHMENT, MANDATE AND TERMS OF REFERENCE**

- 3.1 A council committee is hereby established and will be referred to as the Community Road Safety Advisory Committee.
- 3.2 The mandate of the Community Road Safety Advisory Committee is to provide advice and recommendations to Council for all methods of transportation, including pedestrian, cyclist, and vehicular traffic, including but not limited to Automated Traffic Enforcement.
- 3.3 In order to fulfill its mandate, the Committee may:
  - a. identify and engage stakeholder groups and seek their input into the Committee’s work;
  - b. conduct research and prepare reports on opportunities for community education related to road safety;
  - c. work with Administration to develop and maintain a dialogue about matters of concern and opportunities related to road safety;
  - d. assist Council and Administration to develop strategies, programs, and policies to improve road safety and efficiency.

#### 4. **MEMBERSHIP**

- 4.1 The Committee will be comprised of:
  - a. no less than five (5) and up to seven (7) Public Members;
  - b. one member of Council; and
  - c. one Alternate member of Council.
- 4.2 Public Members must be residents of Spruce Grove.
- 4.3 Public Members must not be current employees of the City and must not have been employed by the City for a minimum of 12 months prior to applying for a Public Member position.
- 4.4 Public Members are voting members.
- 4.5 Councillors appointed to the Committee are non-voting members.
- 4.6 When making appointments to the Committee, Council will consider individuals that have a demonstrated interest and commitment to road safety representing cross-sections of the community.
- 4.7 If a vacancy occurs before the expiration of a term, the Public Member appointed to fill the vacancy will hold office for the remainder of that term.
- 4.8 The Mayor is an Ex-officio member of the Committee and is a non-voting member.
- 4.9 Council will appoint Public Members for a three year term on rotating basis where possible so as not to have all Public Members depart the Committee at the same time.
- 4.10 Public Members can serve a maximum of two (2) consecutive terms not exceeding six (6) years, but Council may choose to increase the number of terms in extraordinary circumstances.
- 4.11 A Public Member's appointment is terminated if the Public Member misses three (3) consecutive meetings without the consent of the Committee.
- 4.12 Council may, for any reason, remove a Public Member by resolution.
- 4.13 The Committee will annually elect a Chair and Vice-chair from its voting members which must be on a rotating basis.

4.14 The Chair will preside at all Committee meetings and decide all points of order that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair will perform those duties.

4.15 Public Members of the Committee will receive no remuneration.

## **5. PROCEDURES**

5.1 Committee members are required to agree and maintain confidentiality and comply with all applicable City bylaws, policies and procedures.

5.2 The Committee will:

- a. establish an annual meeting schedule that specifies the date, time, and place of all regular Committee meetings;
- b. provide the annual meeting schedule to the City Clerk's Office to be posted on the City's website;

5.3 No additional notice of regularly scheduled meetings is required.

5.4 The Chair may call a special meeting by giving at least 24 hours' notice to:

- a. members of the Committee by email; and
- b. the public by posting a notice on the City's website.

5.5 The Committee may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting as long as the Committee provides at least 24 hours' notice of the change to the Committee members by email and to the public by notice on the City's website.

5.6 A majority of the voting members will constitute a quorum at a Committee meeting.

5.7 The Committee will follow the meeting procedures set out in the City's Council Procedure Bylaw.

5.8 Committee meetings will be held in public unless the meeting is closed for reasons permitted by the Act.

5.9 The Committee may form sub-committees from among its members to assist in carrying out its objectives and responsibilities under this bylaw.

- 5.10 Sub-committees established by the Committee will report to the Committee in a manner determined by the Committee.
- 5.11 The Committee may invite subject matter experts to attend any meeting of the Committee on an as needed basis.

**6. ANNUAL WORK PLAN AND REPORTING**

- 6.1 The Committee will develop an annual work plan that identifies key priorities and goals based on its mandate and this bylaw.
- 6.2 The Committee may provide reports which include recommendations on matters related to the Committee's mandate and annual work plan to Council, as appropriate.
- 6.3 At least once per year, the Committee will report to Council on the following:
  - a. review of its work plan;
  - b. update on progress and initiatives; and
  - c. any information and recommendations on issues or opportunities within its mandate.

**7. ADMINISTRATIVE LIAISON'S ROLE**

- 7.1 The City Manager, or designate, will appoint an Administrative Liaison to the Committee.
- 7.2 The Administrative Liaison is not a member of the Committee and cannot vote on any matter before the Committee.
- 7.3 The Administrative Liaison will provide administrative support, advice and guidance to the Committee.

**8. EFFECTIVE DATE**

- 8.1 This bylaw shall come into force and effect when it receives third reading and is duly signed.

First Reading Carried \_\_\_\_\_, 20\_\_\_\_.

Second Reading Carried \_\_\_\_\_, 20\_\_\_\_.

Third Reading Carried \_\_\_\_\_, 20\_\_\_\_.

Date Signed \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk