



# Road Network Committee

Bylaw 2020-12

**PURPOSE** A Bylaw of Birch Hills County, in the Province of Alberta, is that the Council Advisory Committee – Road Network will provide recommendations, advice and information to Council on those matters which relate to programs and ideas to assist in enhancing the County’s road network for commuter and commercial use.

**WHEREAS** Section 145(a) of the *Municipal Government Act* RSA 2000 cM-26 and amendments thereto, a municipality may pass bylaws for “the establishment and functions of Council committees and other bodies”; and

**WHEREAS** Section 145(b) of the *Municipal Government Act* RSA 2000 cM-26 and amendments thereto, allows a Council to pass a bylaw in relation to the “procedures to be followed by council, council committees and other bodies established by the council”;

**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;

**WHEREAS** Birch Hills County wishes to establish a council committee to advise Council on issues relating to road networking in the community and to prescribe a mandate, terms of reference, composition, and procedural rules for the Committee;

**NOW THEREFORE** the Council of Birch Hills County, duly assembled, hereby enacts as follows:

**1. TITLE**

1.1 That this Bylaw shall be known as the Birch Hills County "Council Advisory Committee - Road Network (CAC-RN)".

**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 Birch Hills County, comprised of the various departments and business units including all employees who operate under the leadership and supervision of the Chief Administrative Officer.



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- 2.3 "Chair" means the Committee member who provides leadership and direction to the Committee appointed by Council usually at a Council Organizational meeting.
- 2.4 "County" means the municipal corporation of Birch Hills County.
- 2.5 "Committee" means the Birch Hills County Road Network Committee.
- 2.6 "Council" means the Council of Birch Hills County elected pursuant to the *Local Authorities Election Act*, RSA 2000 cl-21.
- 2.7 "Councillor" means an elected member of Council, including the Reeve.
- 2.8 "Public Member" means an individual appointed to the Committee.
- 2.9 "Vice Chair" means the Committee member who provides leadership and direction to the Committee appointed by Council usually at a Council Organizational meeting to fulfill the Chairs duties in the absence of the Chair.

### 3. ESTABLISHMENT AND MANDATE

- 3.1 A council committee is hereby established and will be referred to as the Road Network Committee.
- 3.2 The mandate of the Committee is to discuss requests from the public, review local road priorities, and make annual road program recommendations. The committee enhances communication and encourages the public to share their requests, concerns and ideas for future road maintenance.
- 3.3 In order to fulfill its mandate, the Committee may:
  - 3.3.1 identify and engage stakeholder groups and seek their input into the Committee's work;
  - 3.3.2 conduct research and prepare reports on opportunities for community education related to road networking;
  - 3.3.3 work with Administration to develop and maintain a dialogue about matters of concern and opportunities related to road networking;



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3.3.4 assist Council and Administration to develop strategies, programs, and policies to improve road networking and efficiency.

### 4. TERMS OF REFERENCE

4.1 Terms of Reference are attached as Schedule "A".

### 5. EFFECTIVE DATE

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

READ for a first time this 10<sup>th</sup> day of December, 2020

READ for a second time this 10<sup>th</sup> day of December, 2020

READ a third time and passed this 10<sup>th</sup> day of December, 2020

*Original to be signed*

\_\_\_\_\_  
Reeve  
Gerald Manzulenko

*Original to be signed*

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Chief Administrative Officer  
Rick Bastow



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## SCHEDULE A

### Terms of Reference Council Advisory Committee - Road Network

#### Role

While it is the legislative mandate of Birch Hills County Council to make the final decision on all matters that affect the Municipality, the role of the Council Advisory Committee – Road Network (CAC-RN) is to provide recommendations, advice and information to Council on those matters which relate to programs and ideas to assist in enhancing the county's road network.

The CAC-RN provides community and/or expert advice and policy recommendations to Council and feedback to Municipal staff on a road network issues, projects and initiatives.

#### Recommendations to Council

Recommendations to Council may have an impact on resources, on existing policies and programs, or on projects and initiatives currently underway. Before coming forward to Council, it is expected that the committee will have considered background information from Municipal staff to assist in its deliberations, to obtain a fuller understanding of existing policies and programs, and any projects or initiatives underway, and to help identify any impacts.

#### Composition

Appointments shall be in keeping with County Policy. The Committee will consist of nine (9) members appointed by Council including:

- Two Councillors.
  - The CAC-RN is chaired, and vice chaired by two members of Council, as appointed by Council annually at Organizational meeting.
- Seven community representatives.
  - One citizen (per ward) will be appointed by Council to the advisory committee as community representatives. Interested residents of Birch Hills County will submit an expression of interest (Max 500 words) outlining why they would like to participate on the CAC-RN.

Municipal staff members provide the required professional, secretarial and administrative support but do not participate in voting as they are not advisory committee members.



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## **Qualifications**

Any resident of Birch Hills County who has a general interest in road network issues may be appointed. Members shall be chosen for their expertise, experience, dedication and commitment to the mandate of the Committee.

## **Meetings**

The CAC-RN will meet bi-monthly in accordance with its regular schedule of meetings established annually at the first meeting of the year.

Note: In instances where there is no business to transact a meeting will not be necessary. Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

## **Term of Office**

Appointments to advisory committees shall be for a two-year term. Council shall, by resolution, at the annual Organizational meeting appoint not more than one ward specific member-at-large to the position of Board Member for each Ward of the County with term to expire at the end of the second year at the Organizational meeting. CAC-RN appointments will not exceed two consecutive terms.

## **Conduct**

The conduct of Advisory Committee members shall be in keeping with Council Policy.

## **Remuneration**

Each member-at-large shall be entitled to payment of one day of honorarium at the rate set by Council for the County for each scheduled CAC RN meeting attended plus travel set at the rate of Council.

The members of Council appointed by Council to act as the Chair and Vice-Chair to the CAC-RN shall be entitled to payment of one day of honorarium at the rate set by Council for the County for each scheduled CAC-RN meeting attended plus travel set at the rate of Council.