

# **Township of Strong**

## **Municipal Road Network Advisory Committee**

### **Terms of Reference**

#### **MANDATE**

The Municipal Road Network Advisory Committee is an advisory Committee of Council. Their mandate is to advise and support Council on matters that relate to the Municipal Road Network such as levels of service, road infrastructure priorities, active transportation, environmental matters, and road safety.

#### **STRUCTURE**

The Municipal Road Network Advisory Committee shall consist of:

##### Voting Members

- The Mayor or the Deputy Mayor
- One (1) Councillor
- Three (3) Members of the public representing various sectors of the Township.

##### Non-Voting Members

- Municipal Works Coordinator
- Recording Secretary

The Chair of the Committee shall be determined by the Committee.

#### **TERM**

The Municipal Road Network Committee is not a standing committee of Council and shall be in place for a term one (1) year at which time Council will evaluate the work of the Committee and may do any of the following:

1. Extend its mandate under this Terms of Reference for a period of one (1) additional year.
2. Modify the Terms of Reference and extend the term of the Committee for a period of one (1) additional year.
3. Disband the Committee

## **RESPONSIBILITIES**

The Municipal Road Network Committee's responsibilities shall be to:

1. Review the Township's level of service related to the Road Network and make recommendations to Council for any changes to the existing service level. To be clear, the level of service shall be the sum of actions the Township currently undertakes with respect to winter and summer road network maintenance. This includes a review of all standards of practice or policy adopted by the Township affecting:
  - a. road management,
  - b. traffic control,
  - c. streetlights,
  - d. signage,
  - e. sidewalks,
  - f. maintenance programs and services,
  - g. department resources i.e. equipment, facilities etc.
2. Document the current/proposed level of service providing clear, high level service expectations only and not operational practices.
3. Review studies, the Township's current Asset Management Plan and other material related to the management of the Township's road network infrastructure and prepare a three (3) to five (5) year workplan for Council's consideration.
4. Identify, if any, road network safety issues and provide a report to Council.
5. Respond to proposed policies, projects, planning and other matters as may be referred to it by Council.
6. Appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee. Such working groups must consist of at least one member of the Committee.

All members are expected to participate fully in Committee discussions. As well, all Committee Members are required to attend the Council Meeting where their report is being presented. All members must be committed to information sharing, cooperative decision-making, and activities and procedures that will ensure the effective functioning of the Committee.

The Chair is responsible for:

- Speaking on behalf and acting as representative of the Committee;
- Preparing and presenting recommendations and reports to Council; and

- Presenting Committee Minutes to Council and summarizing decisions and activities.

The Committee is not responsible for the following:

- Daily operations of the Township's Municipal Works Department;
- Providing direction to or attempting to direct the work of the Municipal Operations Coordinator or any other employee of the Township;
- Other administrative matters; and
- Deliberation and implementation of the capital and operating budgets.

## **REPORTING RELATIONSHIP**

The Municipal Road Network Committee reports to Council.

Recommendations of the Committee must be adopted by Resolution and presented in a form of a report to Council.

Minutes of the Committee will be received by Council at a subsequent Council Meeting.

The Committee may also refer matters to other Committees for comments or input.

## **MEETINGS**

The meeting procedures shall follow Council's Procedural Bylaw and the Council Code of Conduct.

All Meetings shall be held in the Council Chambers and shall be open to the public unless otherwise permitted in accordance with Section 239 of the *Municipal Act*.

The Committee shall meet five (5) times a year or as required, either to deal with a referred matter from Council, or to deal with matters that fall under its mandate.

The time and date of Meetings will be set by the Municipal Clerk, or their designate, in consultation with the Chair.

Members of the Committee may bring any issue and/or proposed projects to the Chair for discussion. The items of business to be included on the agenda shall be determined by the CAO and/or Clerk in consultation with the Chair.

Members shall advise the recording secretary if they are not able to attend a meeting. A Municipal employee shall be the recording secretary; minutes will not be verbatim but rather a reflection of the direction of the Committee.