

Bylaw No. 879-2014
TRAFFIC ADVISORY COMMITTEE BYLAW

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**A BYLAW OF THE CITY OF LEDUC IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE
TRAFFIC ADVISORY COMMITTEE**

Whereas, pursuant to section 145 of the *Municipal Government Act*, R.S.A. 2000, c. M-26, Council may by bylaw establish Council committees and prescribe rules for their conduct and procedure;

And Whereas, pursuant to sections 196 to 198 of the *Municipal Government Act*, Council committee meetings must be conducted in public unless the matters under discussion are within one of the exceptions to disclosure under the *Freedom of Information and Protection of Privacy Act*, R.S.A. 2000, c. F-25, or a member of the public is expelled for improper conduct;

And Whereas, pursuant to section 208 of the *Municipal Government Act*, the chief administrative officer must ensure that the enumerated administrative functions under that section are performed, including recording minutes, identifying members present at meetings, providing minutes for adoption at the next meeting, safekeeping Council and Council committee records, and informing Council and Council committees in writing of their legal responsibilities under the *Municipal Government Act*;

And Whereas, section 95 of the *Freedom of Information and Protection of Privacy Act* requires every public body to, by the means by which it makes decisions, appoint a FOIP Head and establish a fee schedule for answering information requests, but the fee schedule may not exceed the maximum fees set in the *Freedom of Information and Protection of Privacy Regulation*, AR 31/2012, as amended;

Leduc City Council enacts:

PART I - PURPOSE, DEFINITIONS AND INTERPRETATION

PURPOSE

1. The purpose of this bylaw is to establish a Council committee named the Traffic Advisory Committee, and to prescribe a mandate, terms of reference, composition and procedural rules for the Committee.

DEFINITIONS

2. In this bylaw, unless the context otherwise requires:
 - a. "**City**" means the municipal corporation of the City of Leduc and its duly authorized representatives or the geographic area contained

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within the boundaries thereof, as the context requires;

- b. **"City Manager"** means the chief administrative officer of the City;
- c. **"Committee"** means the Traffic Advisory Committee, established by this bylaw;
- d. **"Council"** means the municipal council of the City;
- e. **"Councillor"** means an elected member of Council;

RULES FOR INTERPRETATION

- 3. The marginal notes and headings in this bylaw are for reference purposes only.

PART II -ESTABLISHMENT

ESTABLISHMENT

- 4. The Traffic Advisory Committee is hereby established as a Committee of Council.

MANDATE

- 5. The mandate of the Committee is to make recommendations to Council and the City Manager regarding issues and opportunities in relation to the safe and efficient movement of vehicles and pedestrians within the City.

TERMS OF REFERENCE

- 6. The Committee will fulfill its mandate by:
 - (a) regularly reviewing evidence, data and reports in the areas of traffic safety and efficiency;
 - (b) soliciting information from knowledgeable parties on areas of concern in the fields of traffic safety and efficiency;
 - (c) evaluating the regulation and management tools used to improve traffic safety and efficiency in other cities and jurisdictions; and
 - (d) providing reports and recommendations to Council and the City Manager.

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PART III-MEMBERS

MEMBERS

7. The Committee will be comprised of:
- (a) two Councillors, appointed by Council;
 - (b) the General Manager, Infrastructure and Planning;
 - (c) the Director, Engineering;
 - (d) the Director, Public Services;
 - (f) the Manager, Enforcement Services;
 - (g) one representative appointed by the Leduc and District Royal Canadian Mounted Police detachment; and
 - (h) any other person the City Manager considers appropriate.

CHAIR

8. The Chair of the Committee shall be the Director of Engineering, or their Delegate, and the Vice-Chair of the Committee shall be the Director of Public Services, or their Delegate.

PART IV- PROCEDURE

MEETINGS

9. The Committee will meet regularly and may establish its meeting schedule.

SPECIAL MEETINGS

10. Special meetings may be called by the City Manager upon meeting the notice requirements set out in the *Municipal Government Act*.

QUORUM

11. Quorum is established by the attendance of a majority of members at a properly called meeting.

PROCEDURES

12. The Committee will follow the procedures set out in the *Council Procedures Bylaw*, No. 493-2001 or any successor bylaw.

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RESOLUTIONS

13. Committee decisions will be made by show of hands, with passage of resolutions being established by a majority vote of those present at the meeting.

MINUTES AND RECORDS

14. The Committee must prepare and keep safe minutes and records relating to its decisions or reports and provide them to the City Manager at the City Manager's request.

FOIP

15. The Committee will pass resolutions appointing a head and adopting a fee schedule for information requests as required by the *Freedom of Information and Protection of Privacy Act*.

REPORTING

16. The Committee will report to Council and the City Manager as requested by Council or the City Manager.

EFFECTIVE DATE

17. This bylaw comes into force on April 1, 2015.

READ A FIRST TIME IN COUNCIL THIS 12th DAY OF JANUARY, 2015.

READ A SECOND TIME IN COUNCIL THIS 23RD DAY OF FEBRUARY, 2015.

READ A THIRD TIME IN COUNCIL AND FINALLY PASSED THIS 23RD DAY OF FEBRUARY, 2015.

‘ original signed ‘

Greg Krischke
MAYOR

‘ original signed ‘

Sandra Davis
CITY CLERK

February 23, 2015

Date Signed