

Terms of Reference for Road Services Review Adhoc Committee

PURPOSE:

1. To advise and make suggestions to Council on matters pertaining to the Township of McKellar's road network.
2. To meet with various road associations to obtain history, input and suggestions.
3. To engage the public at large through public meetings.
4. To prioritize issues and concerns.
5. To review existing road reports, documents, resolutions and by-laws and develop a service plan for presentation to staff and council within one year.

COMPOSITION:

1. The Committee shall be composed of 7 to 11 members who are residents or ratepayers or representatives of local groups of the Township of McKellar. No member of the committee shall be an employee or officer of the Township other than the appointed Council member(s), nor a relative of the Council representative(s). Relative is defined as any person who is a spouse, child, sibling, niece, nephew, parent or grandparent, in-laws, and person's whose relationship is similar to that of persons who are family members or are related by marriage.
2. A quorum of the Committee shall constitute more than 50% of the membership and each member shall have one vote.
3. The officers of the Committee shall be a Chair, Vice Chair, and a Secretary. The Committee shall elect a Chair, Vice Chair and Secretary who shall be chosen from amongst the members of the Committee. The officers shall be elected by ballot, except in the case of acclamation, and shall hold office until their successors have been elected.
4. Council shall appoint member(s) to the Committee for the present term of Council or until Committee's mandate has been fulfilled.
5. Council shall have the power to remove any member(s) of the Committee at any time.
6. Each member of the committee shall have one open vote, with the exception of the Chair who shall only vote in the case of a tie.
7. Meetings shall be held on a regular monthly basis as determined by the Chair. Meetings schedule to be submitted to Council for approval.
8. Public meetings shall be held as determined by the Committee. A minimum of 21 days' notice of public meetings shall be given.

9. Minutes shall be kept of the proceedings and decisions of each meeting and shall be provided to the Clerk in a timely manner for distribution to the Reeve and Council.
10. Robert's Rules of Order, latest edition, shall be the parliamentary guide for all business sessions.

DUTIES OF OFFICERS:

1. The Chair shall preside at all meetings of the Committee. If the Chair is absent, the Vice-Chair shall assume his/her duties. The Chair, in discussion with the Secretary, shall prepare the Agenda for each regularly scheduled meeting, copies of which will be available prior to each meeting.
2. The Secretary shall record minutes of each meeting of the Committee and shall distribute said minutes to each Committee member prior to the next meeting of the Committee.
3. The Chair shall only vote in the case of a tie.

BUDGET:

1. It is not anticipated that the Committee will incur any financial costs. The Committee may have access to the Township facilities and assistance of the Township staff for Council approved meetings and projects. Requests for staff assistance shall be made in the form of a recommendation to Council for approval. The use of such is to be considered an "in kind" contribution from the Township.

THE COMMITTEE:

- shall set out a specific list of realistic goals and objectives for Council's approval
- shall involve interested expertise from the community
- shall provide Council with written reports detailing the Committee's suggestions pertaining to road initiatives in an ongoing and timely manner. The first report shall be submitted to Council by April 30, 2019
- shall recognize that Council will only act on suggestions in the form of a written report adopted by resolution of the Committee and forwarded to Council through the Clerk
- shall recognize that Council ultimately has the discretion of approving, amending or defeating a suggestion

COUNCIL:

- may refer the Road Services Review Adhoc Committee's written reports to the Roads Committee for comment

ITEMS TO BE ADDRESSED:

- Provide advice on aspects of road safety, services and maintenance
- Servicing un-assumed roads for emergency services
- Benefits of servicing roads
- Review of current road standards and criteria for year-round maintenance by Township
- Review of other municipalities policies in regards to un-assumed roads
- Consider options to enhance support and/or service provision for un-assumed roads

NOTES:

- (i) The Road Services Review Adhoc Committee shall, by resolution of Council, exist and operate as a Committee of the Council of the Township of McKellar
- (ii) The Road Services Review Adhoc Committee members shall be appointed by resolution of Council.

December 17, 2018