

BYLAW 15-2023
ACTIVE TRANSPORTATION AND TRAFFIC SAFETY TASK FORCE

The *Municipal Government Act*, RSA 2000 c M-26, provides that a council may pass bylaws in relation to the establishment and function of council committees and other bodies.

The purpose of this bylaw is to establish a Council committee named the Active Transportation and Traffic Safety Task Force, and to prescribe a mandate, terms of reference, composition, and procedural rules for the committee.

Council enacts:

PART I – DEFINITIONS, AND INTERPRETATION

Definitions

1 In this bylaw:

- (a) "Active Transportation" means the movement of people or goods powered by human activity;
- (b) "Administration" means all of the individuals who perform work for and directly or indirectly report to the Chief Commissioner;
- (c) "Administrative Liaison" means the member of Administration appointed to the Task Force by the Chief Commissioner;
- (d) "Chair" means the person presiding at the meeting;
- (e) "Chief Commissioner" means the chief administrative officer of the County, or delegate;
- (f) "Council" means the elected governing body of the County;
- (g) "Councillor" means an elected official of the County, including the Mayor;
- (h) "County" means the municipal corporation of Strathcona County, a specialized municipality established under the authority of the *Municipal Government Act*, RSA 2000, c M-26 and Order in Council 761/95;
- (i) "Ex-officio" means membership by virtue of one's office. Ex-officio members do not form part of the quorum;
- (j) "Mandate Letter" means the letter provided to the Task Force from Council setting out the Task Force's specific priorities for the upcoming two years;

- (k) "Mayor" means the County's chief elected official;
- (l) "Priorities Committee" means the committee comprised of all members of Council and established under the Priorities Committee Bylaw;
- (m) "Public Member" means an individual who is not a member of Council and is appointed by Council to the Task Force;
- (n) "Task Force" means the Active Transportation and Traffic Safety Task Force established under this bylaw;
- (o) "Vice Chair" means the individual elected annually to fulfill the Chair's duties in the absence of the Chair.

Interpretation 2 The following rules apply to interpretation of this bylaw:

- (a) headings, titles, and margin notes in this bylaw are for ease of reference only;
- (b) gender-specific words, phrases, and references are intended to be gender-neutral, and the singular includes the plural as the context requires;
- (c) every provision of this bylaw is independent of all other provisions and if any provision of this bylaw is declared invalid by a Court, all other provisions of this bylaw remain valid and enforceable; and
- (d) references to bylaws and enactments in this bylaw include amendments and replacement bylaws and enactments, and regulations and orders thereunder.

PART II – ESTABLISHMENT, MANDATE, AND TERMS OF REFERENCE

Establishment 3 The Active Transportation and Traffic Safety Task Force is established as a committee of Council.

4 The Active Transportation and Traffic Safety Task Force is a Task Force as defined in the County's *Boards and Committee's Bylaw*, 28-2021.

Mandate 5 The mandate of the Task Force is to:

- (a) develop a report for Council with advice and opportunities from a community and active transportation user perspective for pedestrian and cyclist safety and

functionality; and

- (b) advise and support Administration to ensure the active transportation user lens is considered as the County implements identified plans, strategies, and priorities to enhance safety while achieving accessibility and transportation goals for all road users through strategic infrastructure and operational improvements.
- 6 The report to Council is to prioritize strategies, projects, and programs related to walking, running and/or rolling that guide investment in the transportation network, whether for recreation or commuting, that best aligns with community goals, as identified in the County's strategic planning documents.
 - 7 The Task Force must provide its report and recommendations to Council by December 31, 2024.

Terms of
Reference

To fulfill its mandate, the Task Force will:

- 8 Work with Administration to define areas of concern related to active transportation for cyclist and pedestrian safety;
- 9 Identify and provide advice on the engagement of stakeholder groups to amplify cyclist/pedestrian input into active transportation and vulnerable road user safety planning; and
- 10 Provide guidance and support in the development of an Active Transportation and/or Vulnerable Road User Safety Strategy in alignment with current Strathcona County Trails Strategy and Integrated Transportation Master Plan.

PART III – MEMBERSHIP

Members 11 The Task Force 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.

12 Public Members must be residents of Strathcona County.

13 Public Members must not be current employees of the County.

- 14 Public Members must not have been employed by the County for a minimum of 12 months prior to applying for a Public Member position.
- 15 Public Members are voting members.
- 16 Councillors appointed to the Task Force are non-voting members.
- 17 When making appointments to Task Force, Council will consider representation from both rural and urban communities.
- 18 If a Public Member vacancy occurs before the expiration of their term, the Public Member appointed to fill the vacancy will hold office for the remainder of that term.
- 19 Council may, for any reason, remove a Public Member by Council resolution.
- Term 20 Members will serve until the Task Force's final report has been presented to Council.
- Mayor 21 The Mayor is an Ex-officio member of the Task Force and is a non-voting member.

PART IV– PROCEDURES

- Procedures 22 Except when it conflicts with this bylaw, the Task Force will follow the procedures in the *County's Boards and Committees Bylaw, 28-2021*.
- Election of
Chair and
Vice-chair
Chair's duties 23 At its first meeting the Task Force must elect a Chair and a Vice-chair from among its members.
- 24 The Chair will preside at all Task Force meetings and decide all procedural matters that may arise. If the Chair is unable to perform the Chair's duties, the Vice-Chair will perform those duties.
- First Meeting 25 At its first meeting, following the election of the Chair and Vice-chair, the Task Force must:
- (a) create a work plan; and
- (b) determine a meeting schedule.
- Change to
meetings 26 The Task Force may vote to change the date, time, or place of a scheduled meeting, or schedule an additional meeting, as long as the Task Force provides at least 24 hours' notice of

the change to the Task Force members by email and to the public by notice on the Task Force's website.

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| Meeting Schedule | 27 The Task Force may schedule as many meetings as necessary in order to fulfill its mandate. |
| Quorum | 28 A majority of the voting members will constitute a quorum for a Task Force meeting. |
| Public Meetings | 29 Task Force meetings will be held in public unless the meeting is closed for reasons permitted or required by the <i>Municipal Government Act</i> , RSA 2000, c M-26. |

PART V – ADMINISTRATIVE LIAISON'S ROLE

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| Administrative Liaison | 30 The Chief Commissioner will appoint an Administrative Liaison to the Task Force. |
| | 31 The Administrative Liaison is not a member of the Task Force and cannot vote on any matter before the Task Force. |
| Administrative Liaison duties | 32 The Administrative Liaison will perform the following duties and functions for the Task Force: <ul style="list-style-type: none">(a) publish the Task Force's meeting schedules and notices;(b) provide technical, administrative, meeting space, meeting management and other supports to the Task Force as required for its meetings;(c) manage the Task Force's minutes and records;(d) provide County information or records to the Task Force about matters within its mandate if requested, subject to the <i>Freedom of Information and Protection of Privacy Act</i>, RSA 2000, c F-25 and other confidentiality requirements; and(e) facilitate the preparation of Task Force reports to Council or Priorities Committee. |

PART VII – GENERAL

Repeal

33 This bylaw is repealed 30 days after the Task Force has provided its final report to Council.

FIRST READING: _____

SECOND READING: _____

THIRD READING: _____

SIGNED THIS ____ day of _____, 20____.

MAYOR

DIRECTOR, LEGISLATIVE AND LEGAL
SERVICES