

CORPORATION OF THE MUNICIPALITY OF CALVIN

BY-LAW NO. 2016-001

BEING A BY-LAW TO ESTABLISH AN AD HOC ROADS COMMITTEE

WHEREAS the Municipal Act, 2001 provides municipalities broad authority to govern their affairs as they consider appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS the Municipality of Calvin's By-law No. 2010-025 provides for the delegation of powers and duties to be entrusted by Council, to committees and staff, and must be exercised by By-law;

NOW THEREFORE the Council of the Corporation of the Municipality of Calvin enacts as follows:

1. DEFINITIONS

Ad Hoc Committee (*"the Committee"*)

A committee established by Council, to support the work of Council, and specifically for the purpose of dealing with a special project, with a clear mandate, a start and finish timeline, and which shall be automatically dissolved upon completion of the project.

2. GENERAL PROVISIONS

- 2.1 Except as otherwise provided for in this by-law, *the Committee* must conform to the rules governing the procedures of a meeting of Council as outlined in the Municipality's 'Procedural By-law'.
- 2.2 *The Committee* will appoint a Chair and a Vice-Chair and the Committee Clerk will record the attendance of members in the minutes of the meetings.
- 2.3 *The Committee* may not speak or act for the Municipal Council unless specifically directed by Council to do so.
- 2.4 All *Committee* meetings are open to the public, unless Council/*Committee* decide to conduct part or all of its meeting in closed session, in accordance with the Municipal Act.
- 2.5 *The Committee* shall be made up of three (3) Members of Council appointed by Council.

- 2.6 *The Committee* is empowered only to make recommendations to Council, unless a specific provision of this By-law confers a substantive power or authority upon *the Committee*.
- 2.7 If *the Committee* chooses not to establish a fixed schedule of its meetings the *Committee* Chair shall nevertheless convene meetings at least once per month, at least 48 hours notice must be provided in advance of the meeting and shall be posted on the municipal website and in the lobby of the Municipal Office and a quorum (50% of the members) must be present to proceed with each meeting.
- 2.8 Municipal Staff support to *the Committee* shall consist of the Municipal Clerk-Treasurer and the Road Superintendent. Staff shall assist *the Committee* by:
- a) providing advice and background information;
 - b) acquiring information from other Municipalities, Municipal Organizations and Provincial government as required;
 - c) providing administrative support in preparing agendas and recommendations to *the Committee*;
 - d) take minutes of all Committee meetings. Minutes shall record the proceedings of the meeting without note or comment. This means recording all agenda items considered, the general nature of the discussion thereon, and any action items, recommendations resulting therefrom. The minutes shall be submitted to Council for approval once approved by *the Committee*.
- 2.9 An additional meeting per diem shall be paid to *the Committee* members at \$50.00 per meeting attended. No per diem shall be paid for meetings unattended.
- 2.10 When a *Committee* meeting is called immediately following a regular Council meeting no additional per diem shall be paid to *the committee* members.
- 2.11 When a *Committee* meeting must be rescheduled to another date due to lack of quorum present or for any other reason, no additional per diem shall be paid.

3. PURPOSE

The purpose of this By-law is to establish an Ad Hoc Roads Committee whose mandate shall be to:

- a) DRAFT a “Road Maintenance” By-law which;
 - i) clearly sets out the definition of a Year Round Maintained Road, Seasonal (Summer) Maintained Road, Private Road and Unmaintained Road; and
 - ii) clearly lists the road names, the level of service, the patrolling and the maintenance period annually of all roads within the jurisdiction

- of the Municipality; and
- iii) clearly identifies signage where required for certain types of roads.

And then to:

- b) Review, research, hear requested delegations from the Public (if any) and then to make final recommendation by Report to Council on the development of a Policy to address the following:
 - i) request for year round maintenance of a Seasonal Road
 - ii) request for assumption of a Private Road for year round maintenance
 - iii) request to assume and maintain an unassumed municipal road allowance.

4. GENERAL

- a) That this By-law shall come into full force and effect as of the date of its passing, and;
- b) That *the Committee* shall automatically terminate immediately after a Policy as per Section 3.b) i) has been adopted by By-law, and;
- c) That this By-law shall be repealed 60 days following the adoption of a By-law as per Section 4.b).


Read a first time this 12th day of JANUARY 2016.

Read a second time this 12th day of JANUARY 2016.

Read a third time and finally passed in open council this 12th day of JANUARY 2016.



Mayor



Clerk