



**AGENDA**  
**ROADS SAFETY COMMITTEE (RSC)**  
**Monday, November 18, 2019**  
**2:00 pm**  
**Township Office**

A. Call to Order

B. Approval of Past Minutes

Motion by:

**THAT the Minutes of October 28, 2019 be approved.**

C. Declaration of Pecuniary Interest -

D. Delegations - none

E. Current Business

- a) Survey Results/Townhall Meeting (additional information was being obtained)
- b) Rumble Strips on 18 & 21 (deferred from last meeting)
- c) 2019 Update to the 2018 Presentation (deferred from last meeting)
- d) OPP Accidents in Mulmur vs. Intersections (deferred from last meeting)
- e) 20<sup>th</sup> Side Road Draft Motion (deferred from last meeting)

F. Information Items

- a) Report from M. Smibert – Assessment of Committee Structure

G. Items for Future Meetings/Meeting Date

H. Adjournment

Motion by:

**THAT the meeting be adjourned at   pm with the next meeting scheduled for\_\_\_\_\_.**



**ROADS SAFETY COMMITTEE MINUTES (RSC)**  
October 28<sup>th</sup>, 2019 - 1:00 pm / Township Office

Present: Brian Whitney - Chair  
Cheryl Russel – Vice Chair  
Glenn Perrett  
Horst Wendland  
Michelle Smibert – Clerk  
Adam Hicks – Secretary

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**A. Call to Order**

The meeting was called to order.

**B. Approval of Minutes**

Moved by Russel Seconded by Wendland

**THAT the minutes of the September 16<sup>th</sup>, 2019 meeting be approved as copied and circulated.**

**Carried.**

**C. Discussion Arising from Minutes - None**

**D. Declaration of Pecuniary Interest**

The Chair stated that if any member had a disclosure of pecuniary interest that they could declare the nature thereof now or at any time during the meeting.

**E. Approval of Agenda**

Moved by Russel Seconded by Wendland

**THAT the agenda be approved as copied and circulated.**

**Carried.**

**F. Delegations – None**

**G. Current Business**

**a) Survey Results/Townhall Meeting Update**

Member Russel provided an update on the townhall meeting. Residents had complaints about ATV's, speed on 30<sup>th</sup> sideroad and rough roads 3<sup>rd</sup> Line East south of 5<sup>th</sup> Sideroad. Direction was given to the Secretary to provide Chair Whitney with the raw data from the survey results.

**b) Speed Trailer Recommendations**

10<sup>th</sup> Sideroad west of 1<sup>st</sup> Line East and before Prince of Wales and 3<sup>rd</sup> Line East to 5<sup>th</sup> Line East.

**c) Rumble Strips on 18 & 21**

Provide an update at the next meeting.

**d) 2019 Update to the 2018 Presentation**

The Committee discussed creating a new document for 2020 about the accomplishments of 2019.

**e) OPP Accidents in Mulmur vs. Intersections**

Provide an update at the next meeting.

**f) 20<sup>th</sup> Sideroad Draft Motion**

Chair Whitney provided an update and a rough overview and will complete a draft for the next meeting.

**H. Information Items - None**

**I. Items for Future Meetings**

Survey Result, Speed Trailer Recommendations, Rumble Strips, 20<sup>th</sup> Side Road Draft Motion, OPP Accidents in Mulmur vs. Intersections, Committee Report on 2019 for 2020.

**J. Adjournment**

Moved by Perrett Seconded by Russel

**THAT we do now adjourn at 2:36 pm and agree to meet again on Monday, November 18<sup>th</sup> at 2:00 PM.**

**Carried.**

**Approved by:**

\_\_\_\_\_  
**Chair**

\_\_\_\_\_  
**Secretary**



**STAFF REPORT**

**TO:** COUNCIL/COMITTEES  
**FROM:** Michelle Smibert, Clerk  
**MEETING DATE:** December 11, 2019  
**SUBJECT:** Committees

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**PURPOSE:**

To provide information to council regarding committees along with feedback from the committees in terms of their needs.

**BACKGROUND:**

At the Council meeting on November 6, 2019, the following motion was passed:

**THAT in an effort to maximize staff, financial and volunteer resources, the structure of each committee is to be re-assessed at their next Committee meeting. Carried**

Staff will circulate this information to the committees in advance of the Council meeting in order to obtain feedback prior to Council making a decision on the current committee structure.

**STRATEGIC PLAN ALIGNMENT:**

N/A

**FINANCIAL IMPACTS:**

There are costs associated with staff attending meetings, preparation of agendas, minutes and follow-up.

<u>Strategic Plan Goals</u>
1. <i>Responsible growth</i>
2. <i>Wider awareness</i>
3. <i>Local access to services</i>
4. <i>Cost containment</i>
5. <i>Community participation</i>

**ANALYSIS:**

The following definitions of committees and subset of committees for reference are taken from the dictionary:

- “Committee” – a small group of people chosen to represent a larger organization and either make decisions/recommendations or collect information for it. Normally, these members are appointed by Council for a specific term – usually the term of Council.
- “Task Force” – a temporary grouping under one leader for the purpose of accomplishing a definite objective. Again, the Council would appoint members for a certain time frame.

- “Advisory Committee” – is a collection of individuals who bring unique knowledge and skills which augment the knowledge and skills of the formal board of directors in order to more effectively guide the organization. These members would be appointed by Council.
- “Ad-hoc Committee” – formed for a specific task or objective and dissolved after the completion of the task or achievement.
- Stand Alone Committees or Boards – is not a committee of council and the council does not appoint the members. A Stand Alone committee is not governed by the Procedural By-Law and minute taking may or not take place.

Committees traditionally have staff resources to help guide and provide expert advice on municipal matters and to provide support in terms of agendas, minutes and follow-up. Normally, recommendations are required to go through staff in terms of a report to be tabled with Council. This process can be seen as a rigid one and time consuming as reports can take some time and then need to be timed to meet the next meeting of Council.

It can be argued that it may be easier for a person/group to address a matter with Council directly through a delegation rather than going through the committee process.

Committees might want to consider the following when reviewing their current structure and or another structure to advance their work:

- Are there staff resources that can provide the work of the committee or a service? Are there other resources outside the municipality that can assist or do the work?
- Is the committee at a point where most of the work of the mandate has been accomplished? What else needs to be done?
- Are there advantages to being part of a group that doesn't require Council appointments ie can add members at any time, can meet at any time or any place.
- Is the current structure meeting the committee's needs? If not, then what are the current challenges?
- What support does the committee need and for what purpose? (staff, council, budget)

Mulmur is best served to support groups of volunteers that offers a service that the municipality does not provide or have resources for. As an example, Mulmur does not have an event staff resource person to co-ordinate municipal events and given the lack of service clubs in the area, Council may want to consider support for an Events Group made up of volunteers and supported by staff to assist with event planning.

Committees do provide valuable input to Council and staff and encourage community involvement which translates into a higher level of accountability and transparency for the municipality. High level of volunteerism through participation translates to greater sense of community and a higher level of service delivery by providing events and information that may otherwise be unfeasible for the Township.

Whatever committee composition is ultimately derived at, there should be a clear mandate and if there is a very specific task that is being reviewed then it needs to be understood that there is a defined term.

**RECOMMENDATION:**

To be considered by Council.

Respectfully submitted,

*Michelle Smibert*

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Michelle Smibert, MPA, CMO