



## Traffic Committee Procedures

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| <b>Procedure No.:</b> ADM-5                   | <b>Council Resolution No.:</b>                                 |
| <b>Department:</b> Administration             | <b>Authority:</b> Traffic Safety Act (RSA), Traffic Bylaw, CAO |
| <b>Effective Date:</b> January 26, 2015       | <b>Revision Date:</b> March 25, 2015                           |
| <b>Review Date:</b> April 9, 2021             | <b>Repealed Date:</b>  |
| <b>Supersedes:</b> N/A                        |  |
| <b>Related Policy No.:</b> ADM-5              |  |
| <b>Related Policy Name:</b> Traffic Committee |  |

### Purpose

This procedure establishes the manner in which the Traffic Committee shall conduct business. This procedure sets out the conduct of meetings and implementation of any recommendations.

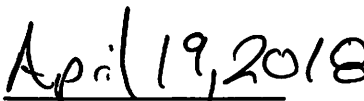
### Operating Guidelines

- 1) There are two streams of authority that are recognized by the Traffic Committee those being, the elected Council of the Town of Taber and the appointed Chief Administration Officer.
- 2) The elected Council has authority when changes to the Traffic Bylaw itself are determined necessary and such changes shall be presented as recommendations for decision in the acceptable manner.
- 3) The CAO has authority when the committee prescribes that traffic control devices, road markings or closures of the road are required such authorities are delineated in the Traffic Bylaw 06-2005 and any revisions.
- 4) The Traffic Committee will be convened as and when required to address issues that have been identified to the committee in any manner but not restricted to: a public complaint, an issue arising internally, a matter identified by an elected official or changes to law.
- 5) The Traffic Committee will meet and follow the format as set out in Appendix A.
- 6) All requirements of the Traffic Safety Act, other relevant statutes and any provincial guidelines are pertinent to the application of any recommendations and shall not be superseded.
- 7) The Agenda and minutes and any other documents generated will be retained as set out by Town of Taber Administration policy.



- 8) The membership of the committee as set in policy includes subject matter experts or others who can provide input. These individuals would not have any decision making authority.

  
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CHIEF ADMINISTRATIVE OFFICER

  
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DATE

