



Schedule 'B' to By-law 2019-07

Public Works Advisory Committee Terms of Reference

1.0 **Mandate:**

The Public Works Advisory Committee acts as an advisory body to Council and shall focus on initiatives, activities and special projects on matters pertaining to public works services and programs.

2.0 **Committee Composition:**

The Committee shall be formed of six (6) members for the duration of the term of Council:

- three (3) members of Council, one being appointed as Chairperson by Council
- three (3) members of the Public who possess expertise in public works

The following members are non-voting members and are available as resource persons:

- Director of Operations/Public Works Manager/Engineer
- Municipal Staff as recording secretary
- Chief Administrative Officer

The Mayor is an “ex-officio” member. The Mayor has a right to vote but has no right in quorum.

A person ceases to be a member of the Committee when he or she is:

- absent from three (3) consecutive meetings without reason satisfactory to the Committee; or
- absent in excess of 1/3 or more of all meetings over a twelve (12) month period without reason satisfactory to the Committee.

3.0 **Meetings:**

The meeting procedures shall follow Council’s Procedural By-law and the Council Code of Conduct. All Meetings shall be held in the Council Chambers and shall be open to the public unless otherwise permitted in accordance with Section 239 of the *Municipal Act*.

The Committee shall meet five (5) times a year or as required, either to deal with a referred matter from Council, or to deal with matters that fall under its mandate. The time and date of Meetings will be set by the Clerk in consultation with the Chair.

Members of the Committee may bring any issue and/or proposed projects to the Chair for discussion. The items of business to be included on the agenda shall be determined by the CAO and/or Clerk in consultation with the Chair.

Members shall advise the recording secretary if they are not able to attend a meeting.

A Municipal Staff shall be the recording secretary; minutes will not be verbatim but rather a reflection of the direction of the Committee.

4.0 General Responsibilities:

The Public Works Advisory Committee is responsible for providing advice and recommendations to Council on policy, programs, projects and service delivery in relation to the Public Works Department as referred to it by Council on matters such as:

- road management, traffic control, streetlights, signage, sidewalks, maintenance programs and services, facilities and other services provided by the Public Works Department.

All members are expected to participate fully in Committee discussions. As well, all Committee Members are required to attend the Council Meeting where their report is being presented.

All members must be committed to information sharing, cooperative decision-making, and activities and procedures that will ensure the effective functioning of the Committee.

The Chair is responsible for:

- speaking on behalf and acting as representative of the Committee;
- preparing and presenting recommendations and reports to Council; and
- presenting Committee Minutes to Council and summarizing decisions and activities.

The Committee will not be responsible for the following:

- daily operations of the Municipality's Public Works Department;
- administrative matters including directions to staff; and
- deliberation and implementation of the capital and operating budgets.

5.0 Reporting Relationship:

- Recommendations of the Committee must be adopted by Resolution and presented in a form of a report to Council.
- Minutes of the Committee will be received by Council at a subsequent Council Meeting.
- The Committee may also refer matters to other Committees for comments or input.