



Public Works Advisory Committee Terms of Reference

1.0 Mission Statement

The Public Works Advisory Committee is an advisory committee of Council with a mandate to advise and support Council on matters that relate to public works such as: roads and bridges, active transportation and environment. The Public Works Advisory Committee will also provide support on other related issues as requested by Council.

2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to public works.
- b. To make recommendations as directed by Council with respect to Public Works practices, policies and procedures, as well as maintenance standards.
- c. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- d. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- e. To make recommendations to Council concerning the prioritization and implementation of Active Transportation Master Plan.
- f. Review and provide comment on new public works capital projects with the objective of meeting complete street objectives.
- g. Provide a voice and forum for accessible, pedestrian friendly and cycling friendly community, environmental issues, and transportation-related matters.
- h. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- i. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

3.0 Appointment of Committee

- a. The Committee shall consist of the following:
 - i. 1-2 Council members
 - ii. Mayor (ex-officio)
 - iii. Staff support
 - iv. 5 to 7 members of the public representing various sectors of the community. Ideally membership may include representation from all wards and expertise in the following areas:
 - Public works
 - Active transportation
 - Environment
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be two (2) years with an option to renew for an additional two (2) year term.
- d. The Public Works Advisory Committee shall meet bi-monthly, with a minimum of four (4) meetings per year.
- e. The Public Works Advisory Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

4.0 Committee Support

The Director of Roads and Public Works is designated as the staff resource. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.