

Public Works Committee

Terms of Reference

1.0 Mission Statement

The Public Works 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, active transportation, general infrastructure, municipal buildings, landfill and environment. The Public Works Committee will also provide support on other related issues as requested by Council.

2.0 General

- a. Provide support and recommendations 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 on matters that have been referred by Council, staff and/or the general public 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 Master Plans including but not limited to Capital Roads, Capital Buildings, Tangible Capital Assets relating to Public Works.
- f. Review and provide comment on any new public works capital projects with the objective of meeting complete street objectives.
- g. Provide a voice and forum for accessible community needs, 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 areas of the Township and expertise in the following areas: - Public works - Active transportation - Environment
- b. The Chair, Vice-Chair and committee members shall be appointed by Council.
- c. The term of office for committee members shall be for the term of the current council.
- d. The Public Works Committee shall meet monthly, on the 4th Tuesday of each month at 7:30pm in Council Chambers with the exception of July, August and December.
- e. The Public Works Committee shall make recommendations 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 Public Works is designated as the staff resource. Additional staff resources may be utilized as required.