



The United Townships of Head, Clara & Maria

Public Works Advisory Committee

Terms of Reference

Purpose

The Head, Clara & Maria Public Works Advisory Committee (“the committee”) is a volunteer committee established to provide recommendations to Staff on matters related to parks, roads and building infrastructure in the municipality. The committee strives to provide timely and cost effective advice and opinion to Municipal Staff on potential solutions to ongoing and future infrastructure problems.

Mandate

- To support and enhance existing maintenance and preventative maintenance programs
- To identify issues and gaps in maintenance services and provide advice on how to address these issues
- To identify new and emerging threats
- To provide experience based advice to Staff for problem solving of Municipal infrastructure issues

Membership and Responsibilities

The committee is to serve as an advisory body to Staff and has no delegated authority.

1. The committee shall be comprised of four members of the public, the Municipal Clerk and two members of Council.
2. Members shall be appointed by resolution of council, for a term to run consistent with the appointments of Council representatives. The chair will be appointed at the same time, by the Mayor. Council ~~and staff~~ members shall have voting privileges equal to every other member.
3. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the committee’s mandate. If a chair or co-chair is not present, members are to select an acting chairperson to serve in the same capacity for the duration of that meeting.
4. Committee members who are absent for three consecutive meetings without leave from the Committee shall automatically cease to be a committee member. To ensure that there is an available quorum a new member shall be appointed by Council as soon as possible after this event.
5. Appointments may be revoked at any time at the discretion of Council with or without the recommendation of staff or committee.

Reporting

1. The committee reports regularly to Council and/or Staff through meeting minutes.
2. The committee will have no annual operating or capital budget.

3. The Committee will receive administrative support from the Clerk's office. This will include the recording of minutes, the preparation of agendas, and support necessary to convene a meeting and support operations.

Decision Making and Voting

Recommendations will be made by way of consensus. When a vote is necessary, a motion must be moved and seconded prior to voting. A recommendation is deemed to be carried if the majority of members present vote in the affirmative. Recorded votes shall not be permitted.

Meetings shall be open to the public and properly advertised as per the Municipal Notice By-Law.

Quorum

A quorum shall be a simple majority of the total number of committee members (i.e. 50% plus one). If a quorum does not exist for a meeting, it shall be cancelled. Staff is not counted towards a quorum and do not have voting privileges.

Meeting Structure and Format

The committee shall meet at least quarterly and at the call of the Chair at other times if necessary.

1. An initial meeting shall take place within the first month of establishment of the committee, to set goals and a meeting calendar for the year.
2. All meetings of the committee shall be open to the public.
3. As an informal advisory committee to Staff, the committee is subject to the Rules of Procedure for Committees as outlined in the Municipal Procedure By-Law, the Municipal Code of Conduct, the Municipality's Harassment and Workplace Health and Safety Policies and any other applicable policies and/or procedures and legislation.

Committee Reimbursements

1. All members of the Public Works Advisory Committee shall serve without financial remuneration.
2. Committee members will not be reimbursed for expenses incurred, unless pre-approved by the Clerk or Treasurer.