



The United Townships of Head, Clara & Maria

Public Works Advisory Group

Terms of Reference

Purpose

The Head, Clara & Maria Public Works Advisory Group is a volunteer group established to provide recommendations to Staff on matters relating to the Public Works department in the municipality. The group 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 advise on issues and gaps in maintenance services and how to address these issues, when identified by Staff, Council and Citizens.
- To advise on new and emerging threats when identified by Staff, Council or Citizens.
- Upon request from staff, to provide experience-based advice for problem solving of Municipal infrastructure issues

Membership and Responsibilities

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

1. The group shall be comprised of three or more members of the public, the Municipal Clerk and at least one member of Council. The Mayor will serve as an “Ex-Officio” member.
2. Members shall be appointed by resolution of council, for a term to run consistent with the appointments of Council representatives. At the beginning of a new Council term, a minimum of three members will be requested to remain as group members to provide knowledge transfer to new members. The chair will be appointed at the same time, by the Mayor.
3. The chairperson is responsible for leading the discussion at each meeting pursuant to the meeting agenda and the group’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. Appointments may be revoked at any time at the discretion of Council with or without the recommendation of staff.

Reporting

1. The group reports regularly to Council, through Staff reports and meeting minutes.
2. The group will have no annual operating or capital budget.
3. The group 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. Minutes to reflect if the recommendation was supported by all members or by majority.

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

Quorum

A quorum shall be a minimum of three group members. 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 group shall meet at least quarterly and upon request from Staff at other times if necessary.

1. An initial meeting shall take place within the first month of establishment of the group, to set goals and a meeting calendar for the year.
2. All meetings of the group shall be open to the public.
3. As an advisory group to Staff, the group is subject to 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.

Group Reimbursements

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