



PUBLIC WORKS COMMITTEE

PURPOSE

The Public Works Committee will advise and make recommendations to the Council of the RM of McKillop No. 220 on all matters related to transportation department infrastructure and public works services provided to the rate payers of the RM of McKillop No. 220.

DEFINITIONS

- a) **Council** - the Council of the Rural Municipality of McKillop No. 220
- b) **RM** - the Rural Municipality of McKillop No. 220

LEGISLATIVE AUTHORITY

The Municipalities Act

Council committees and bodies

81 A council may establish council committees and other bodies and define their functions.

General duties of mayor or reeve

93(2) The mayor or reeve is a member of all council committees and all bodies established by council pursuant to this Act unless the council provides otherwise.

Meetings to be public, exceptions

120(2) Councils and council committees may close all or part of their meetings to the public if the matter to be discussed:
(b) concerns long-range or strategic planning.

SCOPE

1. The Public Works Committee shall advise and make recommendations to Council regarding:
 - a) Asset Management
 - b) Infrastructure development and maintenance
 - c) Procurement of assets and infrastructure
 - d) Custom work provided by public works
 - e) Implementation of services

Terms of Reference: **Public Works Committee**

Date Approved: July 14, 2020 Resolution No. 2020/0354

Date Revised: May 10, 2022 Res No.: 2022/0255

Date Revised June 6, 2023 Res. No. 2023/262

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- f) Environment as it relates to infrastructure and/or services
2. No member of the Public Works Committee or advisor to the committee shall provide approval to any individual, group or board to carry out an activity or operation by the Committee for recommendation to Council until such time as Council provides formal authorization.
3. Members shall follow RM policies and procedures and comply with applicable legislation.

Committee Members and Appointments

4. The Public Works Committee shall be comprised of five (5) members:
 - a) Two (2) shall be members of the public.
 - b) Three (3) shall be members of Council
 - i. One (1) Councillor shall be appointed committee chair.
 - a) The Reeve is an ex-officio member of the Committee.
5. The RM Chief Administrative Office, the Public Works Manager and community members shall be contributor(s) to the Public Works Committee.
6. Appointments to the Public Works Committee shall be made at the regular Council meeting held in January when committee appointments are required.
7. Appointments of public members to the Public Works Committee shall be made for a two (2) year term, at the regular Council meeting held in January when Committee appointments are required.
8. Appointments of public members are to be chosen by Council as a whole through consensus from submitted "Expression of Interest" see Form "A". "Expressions of Interest" must be submitted no later than December 1st of the previous year to be considered at the regular Council meeting held in January when Committee appointments are required. Eligibility criteria for a public member candidate includes but is not limited to:
 - a) Must be a resident and/or ratepayer of the RM of McKillop;
 - b) Must possess relevant professional qualifications; or
 - c) Can demonstrate expertise related to infrastructure and RM operations and services.
9. In the event Council can not reach a consensus when choosing public members of the committee, Council may choose candidates at random by drawing name(s) from a hat or container.



Committee Meetings and Procedures

10. The Public Works Committee shall meet monthly on the first Wednesday of each month through April to October and then as needed through November to March.
11. All Public Works Committee meetings must be held in a public venue with all procedures relating to the meetings being in accordance with the requirements of the Council Procedures Bylaw. Exceptions apply to public members of the committee, public members cannot move for a closed session;
12. The Public Works Committee must present their advice or recommendations in a written report or meeting minutes to the RM Council at a regular meeting.
13. The Chair of the Committee shall be responsible to call any additional Committee meetings.

APPROVED



**FORM A – EXPRESSION OF INTEREST
PUBLIC WORKS COMMITTEE**
(Please Print)

Name: _____

Mailing Address: _____

City: _____ Prov.: _____ Postal Code: _____

Legal Land Description: _____

Telephone: Cell: _____ Work: _____

Email: _____

Additional Contact Info:

Reason for Interest:

I understand and agree to the following:

1. Terms for members of the public on the Public Works Committee are two (2) years.
2. To best represent the interest of the public.
3. Attending meetings is a requirement.

Signed: _____

Date: _____



APPROVED