



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
 - 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 three (3) members of Council:
 - a) One (1) shall be appointed Committee Chair;
 - b) The remaining two (2) shall be members of the Council;
 - c) The Reeve is an ex-officio member of the Committee.
5. The RM Chief Administrative Office, Chief Finance Officer and the Manager of Public Works 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 appointing a Committee Chair.

Committee Meetings and Procedures

7. 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.
8. 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.
9. The Chair of the Committee shall be responsible to call any additional Committee meetings.

**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: _____

Terms of Reference: **Public Works Committee**

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

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