

TERMS OF REFERENCE

ISSUED:	AMENDED:
PUBLIC WORKS, INFRASTRUCTURE AND ENVIRONMENT ADVISORY COMMITTEE	

AUTHORITY:	The Cities Act, SS 2002, c C-11.1, Section 55 <i>"A council may establish council committees and other bodies and define their functions."</i>
MEETINGS:	Monthly – First Wednesday commencing at 5:30 p.m. (excluding July and August)
QUORUM:	Simple majority (50% plus 1)
ADMINISTRATIVE RESOURCES:	Director of Engineering Services
SECRETARY:	City Clerk's Office
AGENDA PREPARATION:	Bylaw No. 5176, <u>Procedure Bylaw</u>

RESPONSIBILITIES:

- Work with stakeholders and community representatives to provide input on transit and municipal infrastructure involving roadways, water, watershed, drainage, wastewater, solid waste and environmental issues to meet regulatory requirements and community needs.
- Provide advice on public awareness education campaigns and community consultations.
- Provide a forum for input and exchange of ideas on public works, infrastructure and environment issues.
- Review and make recommendations regarding community implications identified in City undertakings, initiatives and other projects.
- Provide input on waste reduction and diversion initiatives including food reclamation.
- Provide community engagement opportunities on public awareness of water conservation measures, climate change mitigation and reduction of greenhouse gas emissions.

EXPECTATIONS:

- Recognize that the chief role of the City of Moose Jaw is to provide exceptional customer service to our customers, citizens, visitors of Moose Jaw and each other.
- To create a City of communities, a City that cares about its people, the environment and the opportunities to live, work and prosper.
- Recognize the importance of teamwork to provide the best possible service to internal and external customers.

COMPOSITION:

The Public Works, Infrastructure and Environment Advisory Committee will consist of 11 voting members consisting of the following:

- (1) City Council representative.
- (1) Chamber of Commerce representative.
- (1) Wakamow Valley Authority representative.
- (2) citizen representatives of the general public.
- (1) citizen representative of the senior citizen community (55+ years old).
- (1) citizen representative of the youth community (16 – 23 years old).
- (1) citizen representative of the First Nations or Metis community.

Non-Voting Resource Members

- City Administration, clerical staff or public delegations.

MEETINGS:

- The Public Works, Infrastructure and Environment Advisory Committee will meet on the first Wednesday of each month at 5:30 p.m.
- The City Clerk's Office shall provide administrative support to each meeting.
- Members shall serve without receiving remuneration.
- All topics to be placed on the agenda shall be a joint decision of the Director of Engineering Services and the Chair of the Committee.
- Meetings are open to the public. Members of the public may not enter into discussion during the meeting unless they are registered delegations or are invited to speak. Members of the public will not have voting privileges. Members of the public wishing to address may do so as delegations by meeting the requirements outlined in the City's Procedure Bylaw.

APPOINTMENT AND TERM:

- (1) City Council representative: 1-year Council term.
- All other Voting Members: 2-year terms, maximum of 3 consecutive terms (6 years).
- Appointments to be made by City Council.
- A Chair and Vice-Chair of the Committee must be elected upon majority vote of Committee membership at the first meeting held in January of the current year. The term of office for both positions is one (1) year and an individual may serve a maximum of two (2) consecutive years as Chair and Vice-Chair.
- If the Chair resigns before the completion of their term, the Vice-Chair will complete the term left vacant and a new Vice-Chair will be elected from the members to complete the term left vacant. If a member resigns before the completion of their term, the vacancy will be filled through the recruitment process as established by the Office of the City Clerk.

- Members who miss three consecutive meetings without pre-agreement from the remaining members will be deemed to have resigned from the Committee, subject to the appointee having the opportunity to address the Committee in writing regarding their absenteeism. Council reserves the right to make the final decision regarding ending appointments.

PREFERRED QUALIFICATIONS:

- Representatives of organizations must be members or employees of the organizations or communities they represent.
- Sound general knowledge of the City of Moose Jaw and area and its potential public works, infrastructure and environmental issues.
- Be prepared and informed for meetings by reviewing any materials provided in advance.
- Provide input received from the broad community and bring additional perspectives to the discussion.
- Ability to commit time to attend meetings and participate in other activities undertaken by the Committee.
- All citizens appointed to the Public Works, Infrastructure and Environmental Advisory Committee must be residents of Moose Jaw.

Resource Documents

The Cities Act
Bylaw No. 5176, Procedure Bylaw