

PUBLIC WORKS AND PROJECTS COMMITTEE

Terms of Reference

December 2022

PURPOSE

The purpose of the Public Works and Projects Committee is to act as an advisory body and to make recommendations to Council relative to the operations and maintenance of all Town Buildings and Infrastructure including ongoing capital requirements including:

- 1) Asset Management System for Town Buildings and Infrastructure
- 2) Operations and Maintenance of Town Buildings and Infrastructure
- 3) Operating and Maintenance Budget Recommendations to the Finance Committee
- 4) Capital Budget Recommendations to the Finance Committee

AUTHORITY

The Public Works and Projects Committee is an advisory committee to Council and does not have delegated authority other than contained in these Terms of Reference.

COMMITTEE COMPOSITION

The Committee shall consist of three (3) members of Council, appointed by the Mayor, one of whom shall be appointed Chair, and one who shall be Deputy Chair as determined by the Committee. Two (2) committee members present for a meeting is quorum.

The Committee may establish Sub-Committees for the better transaction of the business of the Committee.

MEMBERS DECEMBER 2022

Chairperson, Councillor Steven Campbell; Councillor Corey Frizzell; Councillor Elaine Barnes.

STAFF ASSIGNMENT

Manager of Infrastructure or Designate.

The Committee shall not direct Town staff except through the Chief Administrative Officer, other than staff assigned to the Committee and such direction shall only be for the proper administration of the Committee.

MEETINGS

The first meeting of the Committee shall be determined by the Chair. The Committee shall further meet as determined by the Committee, at the Committee's first meeting, and determined by majority vote.

All meetings of the Committee are open to the public, but the Committee may, by resolution of the Committee, conduct all or a portion of any meeting *in camera* in accordance with section 9 of the Town of Cornwall *Procedural Bylaw* 2019-01.

A schedule of meetings shall be established by the Committee at the Committee's first meeting, and a minimum of four scheduled meetings shall be held per calendar year. Additional meetings may be called by the Chair as may be necessary.

Minutes shall be approved at the next Committee meeting and shall be signed by the Chair when approved.

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Minutes of all meetings, and any other documentation that may be necessary, for Council's proper consideration of any matter that is subject of a recommendation of the Committee, shall be distributed to all members of Council through the monthly Committee of Council meeting package.

RESPONSIBILITIES

The Committee will act in an advisory capacity and work in conjunction with Town staff to provide advice and present recommendations to Council on the matters below.

- 1) Development of an Asset Management program for all Town and Utility Buildings, Infrastructure, Equipment and Vehicles.
- 2) Long term Capital Planning including buildings, facilities, asphalt trails and sidewalks.
- 3) Capital project progress and updates.
- 4) Policy and Level of Service development pertaining to traffic calming, asphalt trails, sidewalks, parking lots etc.
- 5) Street lighting levels and locations.
- 6) Municipal Signage, on street and other municipal locations and neighbourhoods.
- 7) Municipal Beautification.
- 8) Accessibility and safety of municipal facilities.
- 9) Any other matters that may be referred to the Committee by Council from time to time.
- 10) Responsible for the following Bylaw:
 - a) Animal Control Bylaw #203

FUNCTIONS

- 1) Consult and Liaise as required with various user groups as it relates to municipal infrastructure and facilities.
- 2) Public Engagement and Education regarding traffic calming and safety.
- 3) The recruitment and promotion of volunteers to assist with municipal beautification with a focus on Town owned properties.

REPORTING:

Decisions of the Committee must be presented in the form of a recommendation to be referred to the Committee of Council for consideration and furtherance to Council for decision; recommendations will be noted in the Committee minutes.

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The Committee may, by resolution, pass further Committee rules compliant with the Town of Cornwall Procedural Bylaw #2019-01 for the conduct of its meetings and business

Mayor Mimi Melart
Mayor

Dec. 21/22
Date

C. J.
CAO

Dec. 20/22
Date