



THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

INFRASTRUCTURE COMMITTEE

TERMS OF REFERENCE

Purpose

To advise Council on the establishment of policies, bylaws and matters related to infrastructure planning, development and maintenance in the Village.

Establishment and Authority

Section 141 of the Community Charter provides the Mayor with the authority to establish Standing Committees. The Infrastructure Committee (the "Committee") was amended from a Select Committee to a Standing Committee by a resolution of Council on January 6, 2015.

The Committee's role is advisory; it has no authority to approve or implement decisions. The Committee shall report directly to Council through its Chair.

Composition

The Committee shall be comprised of equal numbers of members of Council, and members of the public as appointed by the Mayor.

Committee Role and Responsibility

The Committee's role is to provide guidance and recommendations to Council with respect to Infrastructure as follows:

1. Suggest for Council's consideration revisions and/or updates to Village policies and bylaws with respect to infrastructure planning, development and maintenance.
2. Prepare and prioritize, for Council's consideration, a list of items to be included in the Village's budget for infrastructure planning, development and maintenance and recommend funding sources wherever possible.
3. Other items as may be assigned, by Council, to the Committee related to infrastructure planning, development, maintenance and funding.
4. Defer to Village staff for the day-to-day operations of the Village; Committee input will be at a strategic level.

Staff Role and Responsibility

1. Assists the Committee with information related to Village infrastructure planning, development and maintenance activities.
2. Bring forward Committee recommendations to Regular Council Meetings for consideration.
3. Manage the operation and contracts of activities related to infrastructure planning, development and maintenance for the Village.

Policies and Procedures

Committee procedures are in accordance with Part 4, Division 3 and Part 5, Divisions 2 and 4 of the BC Community Charter as well as the current version of the Village’s Council Procedures Bylaw to the extent applicable.

The Committee is established as a non-voting structure, and its recommendations shall be formulated by consensus of those present at its meetings. In the event of procedural conflict, Roberts Rules of Order shall apply.

The Committee will appoint its own Chair and take descriptive minutes. Committee meetings shall not be recorded.

The Committee will meet on the 4th Monday of each month, subject to the Chair’s ability to move meeting dates as necessary, in consultation with Committee members.

Adopted by Council:	February 17, 2015
Amended:	October 18, 2016
Amended:	November 20, 2018