



## THE MUNICIPALITY OF THE VILLAGE OF LIONS BAY

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# INFRASTRUCTURE COMMITTEE

### TERMS OF REFERENCE

#### **Purpose**

To advise Council through providing knowledge and insight in respect of matters related to infrastructure in the Village of Lions Bay through the roles and responsibilities identified in this Terms of Reference.

#### **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 or to direct staff. The Committee shall report directly to Council through its Chair.

#### **Composition and Chair**

The Committee shall be comprised of equal numbers of members of Council and members of the public as appointed by the Mayor for a term of 4 years, after which a new call for volunteer members of the public, including sitting members, shall be advertised in the Village Update. One of the Council members shall act as Chair of the Committee.

#### **Committee Role and Responsibility**

The Committee’s role is to provide guidance, comments and recommendations from time to time to staff and Council with respect to Infrastructure as follows:

1. receive requests from Council for strategic review of particular infrastructure issues;
2. receive requests from staff or Council for feedback on proposed, pending or current infrastructure projects or proposals;
3. receive requests from staff for “scope of work” input on pending RFPs;
4. provide information to staff and Council regarding new innovations in matters pertaining to Village infrastructure;
5. defer to staff for day-to-day operations of the Village; Committee input will be at a strategic level.

**Staff Role and Responsibility**

1. make requests as desired for “scope of work” input on pending RFPs or feedback on proposed, pending or current infrastructure projects;
2. assist the Committee with information related to Village infrastructure planning, pending RFPs or proposed, pending or current infrastructure projects;
3. Manage all infrastructure planning, development and maintenance for the Village.

**Meeting 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.

A quorum of the Committee shall be a majority of all its members, including at least two Council members and two non-Council members. The Committee is established as a non-voting structure, and its recommendations shall be formulated by consensus of those present at its meetings. Lack of consensus on a proposed recommendation shall be reported in the minutes of the meeting with differing perspectives noted. In the event of procedural conflict, Council Procedures Bylaw No. 476, 2015, as amended shall apply, followed by Roberts Rules of Order, if necessary.

The Chair of the Committee will appoint a recorder to take descriptive minutes. Committee meetings shall not be audio or visual recorded.

The Committee will meet on the 3<sup>rd</sup> Monday of each month, subject to the Chair’s ability to cancel meeting dates if there is a lack of Agenda items to consider or to move meeting dates as necessary, in consultation with Committee members. Staff attendance is not mandatory and will be at their discretion.

Adopted by Council:	February 17, 2015
Amended:	October 18, 2016
Amended:	November 20, 2018
Amended:	June 18, 2019