



INFRASTRUCTURE STANDING COMMITTEE

TERMS OF REFERENCE

Establishment and Authority

The Infrastructure Standing Committee of Council is established and appointed by the Mayor. (*Community Charter*, SBC 2003, C. 26, s116 (1)(e) and s.141. At least half of the members of the Standing Committee must be Council Members. The role of the Committee is advisory to Council. The Committee shall report to the Council through its Chair. Committee Members shall be appointed by the Mayor for an initial 12 month period; after the initial 12 month period and subject to Mayor approval, extended for the remainder of the Council term. Should there be any questions or disputes, the *Community Charter*, SBC 2003, C. 26, s116 (1)(e) and s.141 will prevail.

Committee Procedures

1. The procedures of the Committee are governed by the Council Procedures Bylaw. Should there be any questions or disputes, the *Community Charter*, SBC 2003, C. 26, s116 (1)(e) and s.141) will prevail.
 - 1.1. The Committee shall be comprised of an equal number of Council and an equal

number of members of the public as appointed by the Mayor, for a fixed term 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.

- 1.2. A quorum of the Committee shall be 50% plus 1 members and consist of at least one Council member and two non-Council members. The minutes of meetings of the Committee will be recorded and maintained either by a non-committee member from Staff, or by a member of the Committee appointed by the Chair. Each member shall have the opportunity to review and edit a draft of the minutes before they are approved by the Committee.
- 1.3. A sub-committee working group can be struck when specialized technical knowledge is required to address a specific issue. Such a sub working group will compromise of 1 or 2 main Committee members, only 1 of which should be a elected council member, with the balance being the subject matter experts drawn from a pool of qualified and interested residents. At the conclusion of their work, this sub-committee working group will report back to the main group and then can be either disbanded or else asked to address another issue.
- 1.4. The Committee will meet each month, subject to the Chair's ability to cancel meeting dates due to a lack of Agenda items to consider or to move meeting dates as necessary, in consultation with Committee members. Staff attendance at the request of the Chair is not mandatory and will be at their discretion.
- 1.5. The Committee Chair shall set the agenda items for each meeting and shall accept agenda item requests from members.

Purpose and Mandate

2. The overall purpose of the Committee is to provide timely advice and recommendations to Council on matters affecting the integrity, safety, or legal/regulatory compliance of the Village's infrastructure with an intermediate to long-term (strategic) focus. With this long-

term focus, the Committee shall be particularly interested and involved in infrastructure projects that span multiple council terms to ensure continuity of the project from one council to the next. Since it is a technical body, the Committee shall work within the limitations of the BC Professional Governance Act and the regulations of Engineers and Geoscientists of BC (EGBC) which define what constitutes the Practice of Engineering and who is qualified to do it. Such advice includes, but is not limited to the following:

- 2.1. Insofar as the Committee is not authorized to perform engineering activities upon which the council will make decisions, the Committee shall advise council on which activities the Council will need to retain the services of an authorized engineering organization possessing a Permit to Practice, and it shall provide cost saving and innovative inputs to, and monitoring/reviewing of any engineering activities as they progress.
- 2.2. The Committee shall provide timely updates to Council regarding the state, condition and ongoing status of the infrastructure owned and operated by the Village of Lions Bay, namely, its physical structures, buildings, roads, bridges, water and power and related facilities and other built infrastructure owned and operated by the Village designed to serve the needs of the residents of Lions Bay. Actual inspections to identify the status of said infrastructure shall be the responsibility of Public Works Staff, although the Committee may be involved in or perform their own inspections at their discretion.
- 2.3. At the request of Council, to research, inspect, review and assess infrastructure issues and prepare a report for submission to Council with findings, consensus opinions and / or recommendations regarding the infrastructure matter or issue referred to it. If such activities involve the practice of engineering the Committee shall recommend to Council to retain the services of an authorized professional engineering organization to perform the activities and prepare an authenticated report
- 2.4. The Committee shall identify and recommend infrastructure items which require the development of maintenance standards, inspection regimes, management and

maintenance protocols with a view to preservation of the infrastructure and the prevention of any unnecessary deterioration due to neglect or lack of proper or timely maintenance. The Committee shall recommend to Council to retain the services of an authorized professional engineering organization to perform these activities and prepare an authenticated report.

- 2.5. The Committee shall call upon the expertise of resident volunteers or groups of resident volunteers to provide technical input to specific projects as appropriate.
3. The Committee shall immediately bring to the attention of the Council any aspect of the Village infrastructure that in the opinion of the Committee appears unsafe, non-compliant, or that is in need of urgent repair.
4. The Committee shall review and update the Infrastructure Master Plan on a 2-year rotation basis to remove completed tasks and add new tasks as required and re-rank all tasks in terms of priority.
5. The Committee shall have the opportunity to review all bids, tenders, RFP's and RFQ's for purpose and technical correctness before being issued to the public and shall have the opportunity to review all responses to the same for technical compliance and innovation before financial considerations are applied in the political level.
6. The Committee shall select, on an annual basis, items from the IMP priority task list to recommend to Public Works and Council to be included in the annual financial budget.
7. To develop and prepare an annual infrastructure maintenance and development plan, in cooperation with an authorized engineering organization if required, for review and consideration by Council.
8. To monitor the implementation of any Council-approved infrastructure maintenance and development plan and report to Council accordingly as the Committee sees fit.
9. The Committee will report quarterly, or as deemed appropriate to Council.

Administrative support

10. The Committee will be provided with and have access to any municipal records that may assist it in the fulfilment of its purpose and mandate.

10.1. For the receipt and consideration of confidential municipal records the Committee must do so only in closed session and any related reports from the Committee to Council arising from its review of the confidential records must be received by Council in closed session only.

10.2. Non-elected members are required to sign a confidentiality agreement to reinforce the confidentiality requirement. Its non-disclosure provisions will continue after they no longer serve as members of the Committee. Non-elected members shall be allowed to review the confidentiality agreement prior to agreeing to serve on the committee.

11. Staff support will be provided by the Public Works Manager who will act as the liaison to the Committee to provide information and professional advice. The participation of the Public Works Manager at the Committee would be at his/her discretion or as required/invited by the Committee, subject to approval of such participation by the CAO.

12. Administrative support that is secretarial in nature will be provided to the Committee by the Village administration.

13. The Committee may also request of Council that another member of the administration provide information to the Committee to enable or assist it in fulfilling its purpose and mandate if the Committee provides specific reasons, related to its purpose and mandate, in support of such a request.

Adoption

Adopted by Resolution of Council this 5th day of September 2023.

Signed: _____

Mayor of Lions Bay

On the ____ day of _____ 2023 the original signed copy of this document was stored in the permanent file of Municipal records in the Village Office and on the _____ day of _____ 2023 the digitized copy of this document was saved and stored in the Village digital database.

Certified correct by: _____

Municipal Coordinator