

Union Bay Improvement District (UBID)
Terms of Reference
Public Works Committee

The Public Works Committee is an Advisory Committee to the UBID Board of Trustees.

1. PURPOSE

The Public Works Committee shall provide the UBID Board with reports pertaining to the water supply, distribution and capital requirements of the organization including

- Draft Budgets
- Capital Plans
- Financial Reports
- Recommendations for policy additions and/or amendments in-line with UBID's responsibility to provide sustainable potable water to the community.

2. GUIDELINES:

The Committee shall:

- Act as a resource to the Board regarding management of the supply, distribution and provision of potable water;
- Be aware of all relevant provincial and federal regulations, standards and practices regarding the provision of water.

3. OBJECTIVES

The Committee shall:

- Prepare annual draft budgets in conjunction with the administrator;
- Review department financial reports;
- Receive reports from the Superintendent of Public Works regarding compliance of developers and other landowners with water agreements;
- As requested by the Board, the Public Works Committee may investigate costs associated with public works projects, capital expenditures, business plans, etc.

4. ORGANIZATION

4.1 *Composition:*

- Up to two (2) Trustees appointed by the Board to act as Chair or Co-Chairs if applicable;
- A maximum of four (4) community members appointed by the Board, one of whom shall be Secretary; and
- The Chair of the Board who shall be an ex-officio member of the Committee.

The UBID Administrator and Public Works Superintendent are to attend all Committee meetings in order to provide expertise, guidance and support.

4.2 Role of Chair/Co-Chairs:

- Prepare an agenda for the meeting;
- Facilitate meetings;
- Ensure timely distribution of meeting minutes and/or notes to Committee members, Trustees and the Administrator.

4.3 Role of Administrator

- Provide information and assistance to the Committee as requested by the Committee Chair.
- Attendance at Committee meetings at the request of the Chair.

4.4 Roles and Responsibilities of Committee Members

- Provide information and expertise to assist the Committee in meeting its overall objectives.
- Review meeting minutes to ensure they accurately reflect the decisions, discussions and/or directions of the Committee.

4.5 Term

- The Board shall appoint committee members for a one-year renewable term to expire at the UBID Annual General Meeting.

5. MEETINGS AND REPORTING

5.1 Frequency of Meetings

- The Committee Chair shall convene meetings at least quarterly, more frequently if deemed necessary.
- All Committee meetings shall be open to the public.

5.2 Annual Report

- The Committee Chair shall prepare an annual report by March 31st each year, summarizing all Committee activities including the reporting of all related financial results and capital planning, to be presented to landowners at the UBID Annual General Meeting.

6. DECISION MAKING

- Decision-making within the Committee shall be based whenever and wherever possible on consensus, however this does not preclude voting when necessary.

7. COMMUNICATIONS

- The Committee Chair shall provide a report at monthly UBID Board Meetings.

8. QUORUM

- A quorum is defined as a minimum of three members, with at least one being the Committee Chair.