

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

The Public Works Committee is an advisory Committee to the UBID Board.

1. PURPOSE

The Public Works Committee shall provide the UBID Board with reports regarding the water supply, distribution and capital requirements including draft budgets, capital plans; financial reports and recommend policy regarding UBIDs responsibility to provide potable water to the community.

2. GUIDELINES:

The Committee:

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

3. OBJECTIVES

The Committee shall:

- Prepare annual draft budgets;
- Develop department reporting processes;
- 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:

- One Trustee appointed by the Board to act as Chair.
- A maximum of four community members appointed by the Board one of whom shall be Secretary.
- The Chair of the Board shall be an ex officio member of the Committee.

4.2 Role of Chair:

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

4.3 Role of Administrator

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

4.4 Roles and Responsibilities of Committee Members

- Provide information and expertise, which will assist in meeting the objectives of the Committee.
- Review meeting minutes to ensure that they accurately reflect the decisions of the Committee.

4.5 Term

- The Board shall appoint committee members for a one-year renewable term.

5. MEETINGS AND REPORTING

5.1 Frequency of Meetings

- The Chair shall convene Committee meetings at least once a month and more frequently as required.
- Committee meetings shall be open to the public.

5.3 Annual Report

- The Chair shall prepare an annual report by March 31 to summarize Committee activities, and to report the financial/planning status of UBID. The Chair shall provide this report to landowners at the Annual General Meeting.

6. DECISION MAKING

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

7. COMMUNICATIONS

- The Chair shall report to the Board UBID Board Meetings.

8. QUORUM

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