



Infrastructure Committee

Terms of Reference

Infrastructure Committee (the Committee) members are appointed by Council to contribute to and inform Council decision making.

1. PURPOSE

The purpose of the Committee is to facilitate greater collaboration and exchange of ideas between Council and the public and to provide advice and recommendations related to Infrastructure. Infrastructure is any asset of the city and includes natural assets, road infrastructure, land, park structures and trails, sewer infrastructure, drainage infrastructure, vehicles and equipment and buildings.

While not an exhaustive list, the Committee shall provide advice and make recommendations to Council on the following:

- The Transportation Master Plan, and
- The Sewer Master Plan, and
- The Stormwater Master Plan, and
- The Sustainable Infrastructure Replacement Plan

2. AUTHORITY

The Committee's function is advisory to Council. Their role is to review, comment, and make recommendations to Council on issues referred to the Committee by Council. The Committee has no continuing advocacy role concerning their findings and recommendations.

Any initiatives proposed by the Committee that have resource or financial implications, including staff time, require Council approval.

3. MEMBERSHIP AND QUORUM

- a) The Committee shall be comprised of Five (5) community members and two (2) members of Council, one of which will serve as Chair.
- b) Quorum is a majority of the current committee membership which must include at least one of the appointed Council liaisons.
- c) To contribute effectively to the accomplishment of the Committee's objectives, members are preferred to possess skills, knowledge, experience, including:
 - An ability to represent a broad range of perspectives that reflect the diversity of the community;
 - An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
 - Good knowledge and understanding of infrastructure standards and approaches;
 - Good knowledge of the community and its social, economic and environmental drivers;
 - Current involvement, academic credentials or experience in service provision or policy and/or Infrastructure Development.

- d) Preference will be given to applicants that have experience or meet the criteria in the following areas:
- Expertise in Asset Management
 - Expertise in accessibility of people with disabilities
 - Environmental expertise
 - Student or youth member aged 16 to 24
 - Seniors aged 65+

4. TERM

Members of the Infrastructure Committee shall be appointed for a four (4) year term to expire November 1, 2026.

5. RESOURCES AND SUPPORT

- a) Designated staff liaison and resources (non-voting members) shall include:
- Senior Member of Engineering Department (1)
 - Senior Member of the Public Works Department (1)
 - Senior Member of Community Planning (1)
 - Senior Member of Finance Department (1)
 - Corporate Services Recording Secretary (1)

6. MEETING SCHEDULE

- a) The Committee shall meet four (4) times a year at 2:30 PM on the second Monday of February, April, June, and October.
- b) All meetings shall take place at Colwood City Hall, 3300 Wishart Road, or at other locations specified in the “Notice of Meeting” and livestreamed to the city’s website.

7. AMENDING, MODIFYING OR VARYING TERMS OF REFERENCE

Any request for amendment, modification or variation to these TOR can be requested via the staff liaison to Council. In the event Council endorses the requested change(s), the relevant resolution number and date of amendment will be recorded on the master TOR document.

ACTION	DATE	REFERENCE	
Adopted	September 25, 2023	Council	
Amended	November 14, 2023	Council	