



Staff Report

Infrastructure and Public Works

Report To: Committee of the Whole
Meeting Date: April 8, 2019
Report Number: CSPW.19.033
Subject: Transportation Committee Terms of Reference
Prepared by: Reg Russwurm, MBA, P.Eng, Director of Infrastructure and Public Works

A. Recommendations

THAT Council receive Staff Report CSPW.19.033, entitled "Transportation Committee Terms of Reference";

AND THAT Council endorse the Terms of Reference for the Transportation Committee as presented in Attachment 1 of Staff Report CSPW.19.033;

AND THAT Council authorize Staff to initiate a call for appointment of three public members to the Transportation Committee.

B. Overview

This report provides Council with a draft Terms of Reference for the Transportation Committee and seeks approval to initiate a call for appointment of three public members.

C. Background

At the January 30, 2019 Council Meeting, Council approved a new Committee of Council being the Transportation Committee ("TC") which is composed of Staff resources, 2 members of Council, and members of the public. Additionally, Council directed Staff to follow-up with a draft Terms of Reference ("TOR") for Council consideration.

Council has appointed Deputy Mayor Bartnicki and Councilor Jim Uram as the TC Council representatives with the Mayor as an ex-officio member.

D. Analysis

Following this direction, Staff met with the TC Council representatives to develop the TOR document found as Attachment 1, including the proposed mandate and composition of the Committee. The TOR identifies the Infrastructure and Public Works Department as the lead on TC matters, with administrative and senior management support from the office of the Chief Administrative Officer.

Pending budget approval, administrative support will be provided through the new Executive Assistant position.

One of the initial tasks of the TC will be to review the TOR that is approved by Council and ensure it meets the common goals of the general membership. If revisions are required the TOR, it will be brought back before Council.

Staff anticipate the appointment process to take up to two (2) months. This includes the call for appointments, selection of appointees, and applicable reference checks. It is anticipated the TC will begin meeting in May 2019.

E. The Blue Mountains Strategic Plan

Goal #1: Create Opportunities for Sustainability

Objective #1 Retain Existing Business

Objective #2 Attract New Business

Objective #3 Promote a Diversified Economy

Objective #4 Support Value-Added Agriculture and Culinary Tourism

Objective #5 Improved Visibility and Local Identity

Goal #2: Engage Our Communities & Partners

Objective #1 Improve External Communication with our Constituents

Objective #2 Use Technology to Advance Engagement

Objective #3 Strengthen Partnerships

Goal #3: Support Healthy Lifestyles

Objective #1 Promote the Town as a Healthy Community

Objective #2 Increase the Range of Housing Choices and Promote Housing Affordability

Objective #3 Manage Growth and Promote Smart Growth

Objective #4 Commit to Sustainability

Goal #4: Promote a Culture of Organizational & Operational Excellence

Objective #1 To Be an Employer of Choice

Objective #2 Improve Internal Communications Across our Organization

Objective #3 To Consistently Deliver Excellent Customer Service

Objective #4 To Be a Financially Responsible Organization

Objective #5 Constantly Identify Opportunities to Improve Efficiencies and Effectiveness

Goal #5: Ensure Our Infrastructure is Sustainable

Objective #3 Implement Best Practices in Sustainable Infrastructure

Objective #4 Ensure that Infrastructure is Available to Support Development

F. Environmental Impacts

N/A

G. Financial Impact

The salaries and benefits of the staff that attend any meetings is included in the department 2019 Operating Budget. Through the 2019 Operating Budget there was no budget created for this committee however if this committee requires funding this can be addressed through a report to Council or the 2020, or future, budgets.

H. In Consultation With

Shawn Everitt, Interim Chief Administrative Officer

Ruth Prince, Director of Finance & IT Services

Sam Dinsmore, Deputy Treasurer/Manager of Accounting & Budgets

I. Public Engagement

The topic of this Staff Report has not been subject to a Public Meeting and/or a Public Information Centre as neither a Public Meeting nor a Public Information Centre are required. Comments regarding this report should be submitted to Reg Russwurm, directoripw@thebluemountains.ca.

J. Attached

1. Transportation Committee Draft Terms of Reference – March 25, 2019

Respectfully submitted,

Reg Russwurm

Reg Russwurm, MBA, P.Eng
Director of Infrastructure and Public Works

For more information, please contact:

Reg Russwurm, MBA, P.Eng
directoripw@thebluemountains.ca
519-599-3131 extension 260