



STANDING COMMITTEES OF COUNCIL

Terms of Reference

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Terms of Reference

The Town Council of Logy Bay-Middle Cove-Outer Cove operates on a committee-based structure to serve as a consultative body to Council and provide direction on policy development of their respective departments on matters coming before Council. This committee structure provides Council with the benefit of an opportunity for Council members to develop an expertise in a particular area of operations, and it provides the setting for a more comprehensive examination of questions than is possible in a full and public Council meeting. The committee only has the power to provide recommendations for Council's consideration, and at no time does the Committee have the authority to require staff to take action on a committee recommendation.

Committee Structure

Appointments to committees, including designation of committee chair, shall be done by Council as a whole, and reviewed on an annual basis. The committee shall be comprised of the following:

- Councillor (Chair)
- Councillor
- Mayor
- Town Manager/Clerk (ex-officio)
- Department Head

All Councillors have the ability to attend all committee meetings, however, a committee meeting is not intended to be a full Council meeting as this would defeat the purpose of a standing committee. Only those appointed to the committee shall vote on a recommendation to Council.

The Town of Logy Bay-Middle Cove-Outer Cove has established the following standing committees:

- Communications and Heritage Committee
- Corporate Services Committee
- Planning and Development Committee
- Public Works Committee
- Recreation and Community Events Committee
- Safety and Emergency Planning Committee

COMMUNICATIONS AND HERITAGE

Chair: Rosalyn Kinsella

Councillor: Brian Roche

Staff: Town Manager/Clerk – Susan Arns, Community Services Coordinator Scott Martin

Mandate: To provide oversight and guidance through recommendations to Council on the communications and heritage matters of the Town

This committee is responsible for the following:

- Ensure that all forms of communications are used to keep residents informed
- Provide guidance on Town correspondence, as needed by staff
- Oversight of the Town's Local Lookout publication
- Oversight on Town seasonal publications in conjunction with the Recreation committee
- Oversight on Town's publications regrading development in conjunction with the Planning and Development committee
- Oversight of Town signage
- Encourage a green initiative with future communication
- Overview on communication policy and resident response times in conjunction with the Corporate Services committee.
- Liaise with advisory committees of Council (Heritage)
- Monitor and maintain the Town's Heritage Regulations
- Apply the Town's heritage regulations to situations as directed by Council
- Implement the objectives of Council regarding Heritage and the Environment

CORPORATE SERVICES

Chair: Brian Roche

Councillor: Rosalyn Kinsella

Staff: Town Manager/Clerk – Susan Arns, Finance Officer – Emily Nguyen

Mandate: To provide oversight and guidance through recommendations to Council on the administrative and financial matters of the Town.

This committee is responsible for the following:

- Review of Town policies and procedures
- Compensation and benefits for all Town staff
- Recommendations to Council on human resource matters
- Staff and Council professional training/development
- Performance review of the Town Clerk Manager including performance, productivity, and discipline
- Hiring, discipline and dismissal decisions concerning senior management
- Decisions surrounding municipal elections and by-elections
- Review of financial statement reporting and external auditing
- Review and monitoring of the annual operating budget
- Review of the Annual Fees and Permits Schedule
- Assessment and Taxation including Tax Collection Policy
- Review of Financial reports at all committee meetings
- Review recruitment of auditors, legal services and insurance agents
- Support all departments in funding opportunities and proposal development
- Procurement policies and compliance with the Public Tendering Act
- Accountability, transparency, internal controls, financial planning, information technology, records management, procurement, risk management, sponsorships, and donations
- Liaise with the Municipal Assessment Agency

PUBLIC WORKS

Chair: Martin Roff

Councillor: Rosalyn Kinsella

Staff: Town Manager/Clerk – Susan Arns

Mandate: To provide oversight and guidance through recommendations to Council on the infrastructure and public works of the Town

This committee is responsible for the following:

- Review snow clearing of streets and sidewalks through contracts and internal staff.
- Oversight on construction and maintenance of infrastructure, parks, trails, playfields, and open spaces
- Ensure the maintenance of Town buildings, public parks and playgrounds
- Monitor preventive maintenance and inventory systems
- Ensure the development of specifications, bid documents and make recommendations to Council on tender awards
- Oversight on Waste Management Contracts
- Review capital asset management system
- Oversight on maintenance of storm water infrastructure
- Review Town Engineering services
- Work in conjunction with the Planning and Development committee to carry out Town infrastructure such as trailways.
- Work in conjunction with the Recreation committee to carry out a Tourism Plan.
- Work in conjunction with the Safety and Emergency Planning committee to complete any work with Town and pedestrian safety.
- Ensure Fleet Maintenance and Replacement Strategy
- Assist with recommendations to beautification of the Town
- Liaison to Grand Concourse Authority

PLANNING AND DEVELOPMENT

Chair: Shannon Power

Councillor: Martin Roff

Staff: Town Manager/Clerk – Susan Arns, Planner Stephen Jewczyk

Mandate: To provide oversight and guidance through recommendations to Council on planning and development matters of the Town.

This committee is responsible for the following:

- Oversight on implementing and amending the Municipal Plan and Development Regulations including all maps
- Review Town Plan Amendments in conjunction with Town consultant
- Make recommendations to Council on applications that fall outside regulations.
- Oversight on subdivision and development applications and agreements
- Manage Public Consultation Processes related to development
- Ensure compliance to Urban and Rural Planning Act and Provincial and Federal Regulations
- Liaise with groups in the community and other pertinent committees of Council to work towards the development of a trail network for the community.
- Work with other municipalities for the Northeast Avalon Regional Plan
- Resolve matters impacting protection of the environment
- Enforcement of Municipal By-Laws in conjunction with other relevant committees
- Oversight of Municipal Water Supply
- Consider Climate Change
- Storm Water Management – Planning
- Liaison to Logy Bay Development Association and the Community Garden

RECREATION AND COMMUNITY EVENTS

Chair: Ashley Politi

Councillor: Shannon Power

Staff: Town Manager/Clerk – Susan Arns, Community Services Coordinator Scott Martin

Mandate: To provide oversight and guidance through recommendations to Council on matters related to the functions and operations of the recreation and community events.

This committee is responsible for the following:

- Liaison with community groups, sport organizations, business community and schools
- Aims and objectives for the development and delivery of Recreation, Leisure, Arts and Culture Services for all residents of all ages
- Promotion of active, healthy and positive lifestyles
- Oversight of developing and delivering special events and all community events including Summer Day Camp
- Oversight of Kelly Park Sports Association
- Oversight on operation of The Justina Center (Building and Site)
- Oversight on the involvement and management of the Killick Coast Games
- Oversight on community group operations at Town facilities
- Review of recreation budgets to ensure compliance
- To evaluate the opportunities for other recreation facility development in the community, a process that will go hand in hand with the growth of the community.

SAFETY AND EMERGENCY PLANNING

Chair: Denis Hickey

Councillor: Ashley Politi, Brian Roche

Staff: Town Manager/Clerk – Susan Arns

Mandate: To provide oversight and guidance through recommendations to Council on the infrastructure and public works of the Town regarding matters related to the functions and operations of Fire and Emergency Services, Public Safety including Pedestrian Safety, and the Town’s Emergency Preparedness Plan.

This committee is responsible for the following:

- Recommendations on Speed Calming and Pedestrian Safety – Requests, Installation and Maintenance
- Recommendations on Street Lighting and Pedestrian Safety – Requests and Installation
- Overview on development and implementation of safety related policies and procedures.
- Overview on the safe operations of internal Town staff and external contractors.
- Monitor and maintain Town Fire Services contracts
- Animal Control
- Neighborhood Security
- Enforcement of Municipal By-Laws surrounding safety
- Provide policy guidance and determine priorities for the Town’s Emergency Preparedness Plan Development
- Monitoring and amending of the Emergency Preparedness Plan
- Ensure all emergency planning responsibilities are adequately met
- Establish communication links with key community and regional stakeholder to ensure coordination and collaboration regarding issues and activities relating to emergency preparedness.