

Bishop's Falls Town Council

Public Works Standing Committee

(Hereinafter referred to as 'Committee')

TERMS OF REFERENCE

The Bishop's Falls Town Council, during a duly convened public meeting and under the authority of s. 25 (1) of the *Municipalities Act, 1999*, hereby establishes the *Public Works Standing Committee* subject to the terms herein described and the *Bishop's Falls Town Council Standing Orders*.

SECTION 1.0 – MANDATE

The Committee is hereby assigned the following mandates:

- 1.1 Review and consider development proposals, private and public, to ensure compliance with the *Municipal Plan, Development Regulations* and other policies of Council. The Committee shall, when it has concluded its review, prepare a recommendation for Council's consideration regarding the development.
- 1.2 Oversee the formulation and implementation of the *Municipal Plan* and *Development Regulations*.
- 1.3 Prepare capital work plans and oversee capital works project.
- 1.4 Receive reports from the Public Works Department regarding the condition of the Town's infrastructure and address issues emerging therefrom.
- 1.5 Make recommendations to Council regarding permit variances, zoning amendments, and other matters of a public works nature.
- 1.6 Review and consider the sale of Town land. When satisfied the land can be conveyed without causing an adverse impact on the Town's development needs and infrastructure, the Committee shall recommend the sale of the land to Council and assign, where possible, a reserve bid.
- 1.7 Monitor the Town's infrastructure and report issues/concerns during meetings of the Committee.
- 1.8 Entertain delegations from persons regarding public works issues/concerns.
- 1.9 Review and monitor the Public Works Department's operational plan.

SECTION 2.0 – COMPOSITION

- 2.1 The Committee shall be comprised of three (3) Councillors, including a Chairperson, who are appointed by the Mayor in accordance with s. 25 (2) of the *Municipalities Act, 1999*.

SECTION 3.0 - CHAIRPERSON

- 3.1 The Mayor shall appoint the Chairperson of the Committee.
- 3.2 The Chairperson shall be responsible to ensure the business before the Committee is executed in accordance with the *Bishop's Falls Town Council Standing Orders*.

Established by the Bishop's Falls Town Council during public meeting 1398 on October 10, 2017.