

Town of Happy Valley - Goose Bay
Community Planning and Development Committee

Terms of Reference

ROLE

The role of the Community Planning and Development Committee, (CPDC) is to provide recommendations to Council on land use applications, development and planning. It is to maintain open dialogue between the Town of Happy Valley-Goose Bay and the business community and initiate project development.

RESPONSIBILITIES

The Community Planning and Development Committee shall;

- Provide direction to Council on issues regarding the Municipal Plan and Regulations
- Provide direction to Council on resolutions and policies created by other levels of Government that may impact development in the Municipality
- Review and provide recommendations to Council on land use applications and all development proposals
- Improve communications with all stakeholders
- Support municipal compliance with legislation and regulation
- Promote community development through partnership with stakeholders
- Search for and review priority projects that will foster economic health
- Facilitate strategic planning
- Identify funding opportunities and develop proposals

The Community Planning and Development Committee may add additional responsibilities with the approval of Council.

MEMBERSHIP, VOTING and TERM

The Community Planning and Development Committee shall consist of 3 members of Council. The Mayor shall be ex-officio. The CPDC may solicit interest and advise from community delegations. In the event there is not consensus on an issue, a dissenting vote shall submit a minority report to Council. The Committee membership shall be reviewed annually. Any changes to the composition of the committee will be at the discretion of the Mayor.

COMMITTEE STRUCTURE

The committee shall follow the guidelines listed in the Municipalities Act, the Mayor shall appoint the CPDC Chairperson.

FREQUENCY OF MEETINGS, MANNER OF CALL AND DELEGATIONS

The Community Planning and Development Committee shall meet no less than monthly at the call of the CPDC chairperson.

The CPDC may receive public delegations and representation to the committee upon a written request.

QUORUM

A quorum of the CPDC shall consist of 2 members of Council and at least 1 Manager (non-voting).

RESOURCES

The CPDC shall be supported by at minimum one member of the management team to assist with minute taking and general advice to the committee. Management may delegate these responsibilities. The CPDC shall receive advice from and work with the relevant management team members.

REPORTING

The Community Planning and Development Committee shall report to the Council.

DATE OF LAST REVIEW

Reviewed November 10, 2021.