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## COUNCIL STANDING COMMITTEES 2025-2029

### 1. Administration and Human Resources

Chair: Councillor Karen Gosse  
Member: Deputy Mayor Colleen Tapper  
Alternate: Councillor Jenny Whitten  
Staff: Chief Human Resources Officer

- Strategic planning
- Policies and procedures
- Occupation, Health and Safety
- Compensation and benefits
  - Compensation and benefits for CAO, Senior Management, and non-unionized staff
  - Human resources
  - Collective bargaining
  - Recruitment and retention
  - Training and development
  - Performance, productivity, and discipline
  - Hiring, discipline and dismissal decisions concerning senior management
  - Town's Succession Plan including specific development plans and career planning
- CAO's performance evaluation
- Municipal elections, by-elections, plebiscites, or referenda
- Setting strategy and dealing with existing and potential regional service matters
- Fostering partnerships in other matters requiring regional cooperation
- Standing Committees terms of reference
- Municipal records management, information governance, access to information and protection of privacy



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## 2. Corporate Services

Chair: Councillor Tony Pollard  
Member: Councillor Rhonda Manning  
Alternate: Councillor Scott Martin  
Staff: Director of Corporate Services

- Financial statement reporting and auditing
- Development and management of the annual operating budget and capital out of revenue
- Preparation of the Annual Fees and Permits Schedule
- Assessment and taxation
- Accounts payable and recommendations for payment
- Tax collection policy
- External audit report and recommendations
- Appointment of auditors, legal services and insurance agents
- Procurement policies and compliance with the Public Tendering Act
- Administer tender processes in conjunction with all Departments
- Developing and implementing a capital asset management system in conjunction with Infrastructure & Public Works and Planning and Land Use Development
- Accountability, transparency, internal controls, financial planning, information technology, records management, procurement, risk management and insurance, sponsorships, and donations
- Liaise with the Municipal Assessment Agency

### **3. Economic Development, Tourism, History and Culture**

Chair: Councillor Jenny Whitten  
Member: Councillor Karen Gosse  
Alternate: Councillor Rhonda Manning  
Staff: Director of Economic Development and Tourism

#### Economic Development & Tourism:

- Growth and expansion of local business supports, ie. Shop Local, Awards Program, Small Business Week, Entrepreneur Week
- Consult with the community, governing entities and interest groups on matters pertaining to economic growth
- Business attraction - data collection, preparedness, and delivery for interested businesses, stakeholders/investors
- Tourism development and promotion
- Monitoring and implementation of the Tourism Master Plan
- Monitoring and implementation of the Economic Development Roadmap
- Support all departments in funding opportunities and proposal development
- Regional Tourism Wayfinding
- Regional Economic Development – fostering partnerships and shared resources
- Garden Tourism Initiative and liaison for Canada Garden Council
- Liaison to Atlantic Provinces Economic Council (APEC), Hospitality Newfoundland and Labrador (HNL), Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE), and Government of Newfoundland and Labrador Tourism Destination Committee

#### Heritage, Culture and Information Systems:

- Torbay History House and Museum Curator and Manager will serve on the Torbay Museum Advisory Committee
- Liaison to Beach Committee
- Liaison to Torbay Folk Arts Council
- Liaison to NL Irish Connections
- Strategic direction for growth of Torbay History House and Museum
- Promotion of Torbay's history and heritage to the community, region, and province
- Operation of the Torbay History House and Museum (building and site)
- Collections Management



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- Heritage Planning and historic preservation
  - Cultural services and programming
  - Promotion of the History House and Museum to the community, business leaders, local schools, potential partners and public at large
  - Oral History, Genealogy research and archival services

Marketing and Communications:

- Promotion, marketing, media, and advertising for the Town
- Internal and external branding, corporate image, and customer service
- Communications, public relations, and public engagement
- Social Media and Media Relations Policy development and implementation

#### **4. Infrastructure and Public Works**

Chair: Councillor Rhonda Manning  
Member: Councillor Scott Martin  
Alternate: Councillor Tony Pollard  
Staff: Director of Infrastructure and Public Works

- Infrastructure development and maintenance
- Maintenance and snow clearing of streets, sidewalks and parking lots of Town owned facilities
- Construction of infrastructure, parks, trails, playfields, open spaces and the Upper Three Corner Pond Park Complex Infrastructure
- Maintenance of Infrastructure and Public Works buildings
- Development and implementation preventive maintenance and inventory systems
- Developing specifications, bid documents and recommending tender awards
- Town owned sanitation and waste disposal systems
- Developing and implementing a capital asset management system in conjunction with Corporate Services
- Waste management and recycling systems
- Maintenance of water, sewer and storm water systems
- Capital projects, including infrastructure, buildings and recreation facilities
- Engineering services
- Fleet Maintenance and Replacement Strategy
- Public transportation
- Project management – construction projects – facilities and capital works
- Speed calming and pedestrian safety – requests, installation and maintenance
- Ensure all emergency planning responsibilities are adequately met
- Provide policy guidance and determine priorities for the Town's Emergency Preparedness Plan development
- Monitoring and amending of the Emergency Preparedness Plan
- Establish communication links with key community and regional stakeholder to ensure coordination and collaboration regarding issues and activities relating to emergency preparedness
- Beautification of the Town
- Liaison to Grand Concourse Authority
- Storm water management – implementation
- Municipal enforcement



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## 5. Planning and Land Use Development

Chair: Deputy Mayor Colleen Tapper  
Member: Councillor Tony Pollard  
Alternate: Councillor Karen Gosse  
Staff: Director of Planning and Development

- Monitoring, implementing, and amending the Municipal Plan and Development Regulations
- Subdivision and development applications and agreements
- Public consultation processes related to land use planning
- Compliance to Urban and Rural Planning Act and Provincial and Federal regulations
- Development control services
- Consult with the community and interest groups in matters relating to land use and planning
- Real estate and land management
- Northeast Avalon Regional Plan
- Matters impacting protection of the environment
- Member will serve as Council's representative on the Torbay Environment Advisory Committee (TEAC)
- Liaison to Stewardship Association of Municipalities (SAM)
- Enforcement of Development Regulations and Subdivision Guidelines (and Municipal By-Laws as required)
- Municipal Water Supply - planning
- Climate change
- Housing
- Storm water management - planning
- Liaison to Nature Conservancy of Canada



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## 6. Recreation and Community Services

Chair: Councillor Scott Martin  
Member: Councillor Jenny Whitten  
Alternate: Deputy Mayor Colleen Tapper  
Staff: Director of Recreation and Community Services

- Liaison with community groups, sport organizations, business community and schools
- Aims and objectives for the development and delivery of recreation, leisure, and community services for all residents including youth and seniors
- Promotion of active, healthy and positive lifestyles
- Developing and delivering special events and major community events
- Community Gardens initiative
- Snow Treasures Celebrations
- Monitoring and implementation of the Recreation Master Plan
- Operation of The Torbay Common Community Centre (Building and Site)
- Maintenance of Town Buildings, with the exception of Infrastructure and Public Works
- Public Parks and Playground safety
- Development and implementation preventive maintenance and inventory systems
- Maintenance of infrastructure, parks, trails, playfields, open spaces and the Upper Three Corner Pond Park Complex Infrastructure
- Lead the Town's Accessibility Plan



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## **Liaison Committees:**

### Atlantic Mayors Congress:

Representative: Mayor Craig Scott

Alternate: Deputy Mayor Colleen Tapper

### Intergovernmental Affairs – Federal, Provincial, Municipal:

Representative: Mayor Craig Scott

Alternate: Deputy Mayor Colleen Tapper

### Jack Byrne Regional Sports and Entertainment Centre:

Representatives: Councillor Tony Pollard/Councillor Karen Gosse

### Northeast Avalon Joint Council:

Representatives: Mayor Craig Scott / Deputy Mayor Councillor Tapper

### Torbay Volunteer Fire Department:

Representative: Councillor Scott Martin

### Urban Municipalities Committee:

Representative: Mayor Craig Scott

Alternate: Deputy Mayor Colleen Tapper