

Bishop's Falls Town Council

Community Relations 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 *Community Relations 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 Liaise with the Bishop's Falls Fire Department Executive Officers regarding Departmental matters and firefighting services, in general, within Bishop's Falls.
- 1.2 Liaise with the youth in Bishop's Falls through an external committee constituted by the Committee or a similar structure (i.e. Leo Burke Academy School Council).
- 1.3 Liaise with the Bishop's Falls Heritage Society.
- 1.4 Constitute and liaise with the Bishop's Falls RiverFest Committee.
- 1.5 Liaise with the RCMP regarding matters of public safety and concern.
- 1.6 Constitute and liaise with the Beautification Committee.
- 1.7 Facilitate elections of the Bishop's Falls Fire Department Executive Officers.
- 1.8 Prepare and evaluate the Bishop's Falls Fire Department's *Standard Operating Procedures*, and recommend adoption, or amendments, to Council when required.
- 1.9 Prepare and oversee the Bishop's Falls *Emergency Management Plan*.
- 1.10 Organize and implement civic events such as, but not limited to, the *Civic Awards Banquet* and the *Senior/War Veterans Banquet*.
- 1.11 Consider issues of a public safety nature and report to Council accordingly with recommendations.

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.