

CPPEC TERMS OF REFERENCE

The Cornwall Planning Programs Evaluation Committee (CPPEC) is established by virtue of the Community Improvement Plans (C.I.P.'s) and serves at the pleasure of Council.

The CPPEC is to be a broad-spectrumed membership Committee comprised of both City staff and Community representation, as defined and identified in the Planning, Parks and Recreation Services Staff Report 01-07. In each new Committee, the membership is filled as follows:

- The CPPEC Chair is the PAC Chair or a Council designate
- The CPPEC Vice-Chair is an internal elected position from the membership
- The Secretary is a non-voting staff members (primarily from Planning)
- Up to 9 CPPEC members including 6 specified staff members {automatic appointment to Committee}, 2 community group representatives (appointed by the subject community groups and confirmed by the Lay Appointments' Committee) and finally, 1 community member at large (appointed by the Lay Appointments' Committee).

The primary role for CPPEC is set out in the Cornwall Brownfields C.I.P. and HOTC C.I.P and states:

"The Committee is mandated to evaluate and recommend applications for approval or otherwise to the City of Cornwall Planning Advisory Committee (PAC). Final approval of applications or other significant matters requiring Council approval, will then be recommended to Council by PAC."

In addition, the Committee as a whole and/or by Individually designated members can provide a liaison function with the public, other government agencies, non-government organizations(NGO's) and private sector landowners/developers and companies, for example, on the promotion and overall dissemination of both Cornwall Brownfields and HOTC initiatives.

The Committee should report directly, or through the Planning Department, on any and all matters as it deems appropriate to PAC/Council that would have the affect of impacting on the municipalities' implementation of its Subject Financial Incentive Programs. This can include Legislative changes that have the affect of altering C.I.P. program functions.

The Committee is responsible for proposing annual budget levels and associated budgeting strategies through staff and in consultation with the City's Finance Department.

The Committee may be periodically called upon to report to PAC/Council on trends, successes, challenges of both the Brownfields and HOTC initiatives.

Finally, as an Advisory Body, the CPPEC may be involved in reporting on other related special Brownfields/Community Improvement matters, as assigned from time to time by PAC/Council.