

**Terms of Reference
Infrastructure and Development Subcommittee
Woodpark Community Association**

Purpose:

Consistent with the Woodpark Community Association Bylaws – Article 3 (Oct 2015) the purposes of the **Infrastructure and Development Subcommittee** are to:

1. Consult with and/or communicate with the community on infrastructure and development initiatives or issues being considered by the Woodpark Community Association in order to ensure that interventions are informed by the interests of residents;
2. Review and provide comments to the City of Ottawa, the Committee of Adjustment, developers and other interested parties on planning and development proposals, to ensure appropriate development within Woodpark;
3. Review and report issues to the City of Ottawa and/or National Capital Commission on motor vehicle, bicycle and pedestrian traffic issues and road work/repairs required in Woodpark and surrounding area;
4. Work as a liaison with the City, Transit groups, Developers, and Woodpark community to resolve Infrastructure and Development issues;
5. Work with neighbouring communities to enhance/ improve city services.

Membership

The subcommittee consists of a subset of the Board of Directors of the Woodpark Community Association as well as any volunteers from the Woodpark Community.

The Chair or Co-chairs of the subcommittee will be selected by the Subcommittee members and/or the Board of Directors.

Individual members or groups of members may take on specific projects and will keep the subcommittee informed of progress or developments related to those projects either through verbal updates at meetings, email, or other mechanisms.

The subcommittee will liaise with the other subcommittees of the Board of Directors as appropriate.

Meeting frequency

The subcommittee will meet on an “as-needed basis”, approximately once every two months. Some of the business of the subcommittee may be actioned by email without the need for discussion at a meeting.

¹ The Woodpark Community Association Bylaws – Article 3 - Purposes (Oct 2015) are as follows a) To develop and foster Community spirit; b) To protect and enhance the quality of life throughout the Community in terms of built and non-built environments; c) To promote organized education, civic, emergency, environmental, and other community endeavours; d) To keep residents of the Community informed of all actions or proposed actions which could affect the Community; e) To co-operate for mutual benefit with other organizations having similar objectives; f) To pursue such other complementary purposes not inconsistent with the above.

Record of Key Decisions

A list of key decisions/action items will be prepared by the Chair of the Subcommittee at the conclusion of each meeting and forwarded to the Woodpark Community Association Board of Directors.

Approved by Board April 13, 2022 (SMH)

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