

**Municipality of the District of Shelburne**  
**PLANNING AND DEVELOPMENT COMMITTEE**

**Terms of Reference**

**Purpose**

The purpose of the Planning and Development Committee is to assist Municipal Council with determining what role it can and should play in the future planning and development of the community through municipal land use bylaws and policies, community infrastructure planning, community policy decisions, cultural and arts policies, community development through events and attractions, legislative frameworks and advocacy, act as the Municipality's Planning Advisory Committee, recommendations for acquisition and sale of land, and undertake comprehensive research externally and with community engagement approaches to ensure that the financial resources entrusted to the Municipality by its residents are spent wisely in order to provide the best options to maximize future community development returns.

**Authority**

The Planning and Development Committee has been granted its legal authority to assist the Municipality with planning and community development strategies by virtue of being delegated this responsibility with Council's approval on November 3, 2016, of this Terms of Reference and thereafter appointing members to the Committee. Council gains its responsibility and authority for planning and development through various parts of the *Municipal Government Act* including Sections 190 through to 292.

**Scope**

The scope of the Planning and Development Committee shall be to review and assess all available previous and current studies, reports, land use bylaws and strategies, community development initiatives, current and potential community infrastructure and development proposals, and recommend multi-year development plans for these initiatives for the Municipality including, but not limited to the items listed below as well as those issues noted under Responsibilities, specifically:

1. Review current municipal land use strategy and bylaws to ensure future applicability; and
2. Develop strategies to enhance community development initiatives in areas like arts and culture, community facility infrastructure, community economic development projects, community engagement strategies, and beach stewardship; and
3. Research and prepare for public consultation a draft plan concerning coastal management; and
4. Review of areas where growth can be enhanced through policy changes or community development; and
5. Development of a community-wide plan for local stewardship; and
6. Compile sector specific community development issues that impact or impede economic growth and recommend mitigation or development strategies to the Economic Growth Strategy Committee; and
7. Act as the Municipality's Planning Advisory Committee pursuant to Section 200 of the *Municipal Government Act*.

**Role of Chairperson**

The Chairperson is ultimately responsible for organizing, chairing and facilitating all meetings, ensuring that appropriate research, directions and recommendations are given to the Committee, including the

provision for adoption of work plans, policy directions, strategies, financial commitments, human resource management, as well as all other items incidental to the effective planning and development strategies of the Municipality.

### **Role of Vice Chairperson**

A Vice Chairperson shall be appointed and act in the place of the Chairperson during absences, unavailability or conflicts of interest of the Chairperson.

### **Role of Strategic Projects Coordinator**

Strategic Projects Coordinator shall carry out the functions and roles as directed by the Planning and Development Committee from time to time, and shall act as a staff resource to the Committee. This person shall lead the research and report writing aspect of the Committee's work to ensure the Committee has the best available information upon which to make a decision or recommendations to Council.

### **Membership**

Membership on the Planning and Development Committee shall include three elected representatives from the Municipality of the District of Shelburne and three members of the public, duly appointed by Council annually pursuant to Section 24 of the *Municipal Government Act*. Members of the public appointed to this committee should have strong community development, environmental impact understanding, community infrastructure knowledge, and/or sector specific backgrounds in areas such as economic growth, arts and culture, etc. and be able to comprehend complex community, government and regulatory processes.

### **Reporting Relationship**

The Planning and Development Committee shall report directly to the Council of the Municipality of the District of Shelburne and indirectly to the Chief Administrative Officer for operational and administrative support.

### **Duration of Mandate**

The mandate of the Planning and Development Committee shall be from November 1, 2016 to October 31, 2018, and is subject to renewal each two years thereafter according to the discretion of Council.

### **Frequency of Meetings**

Meetings of the Planning and Development Committee shall be held on such day as the Committee decides at the first meeting of the Committee, with such meetings taking place at the time agreed to by the Committee. Additional meetings may be held, or the above meetings date and times changed, when agreed to by consensus of the Committee and prior notification is provided to Council.

### **Quorum Requirements**

No decisions may be made at any Planning and Development Committee meeting unless at least two elected representatives and two community representatives are present.

### **Agenda, Minutes and Resolutions**

Minutes and recommendations of the Planning and Development Committee shall be provided to each member of the Committee within a reasonable time after the conclusion of such meeting. Strategic

Projects Coordinator will endeavour to provide each member of the Committee with the agenda and required supporting documentation at least five days prior to every meeting.

### **Conflict of Interest**

It is expected that all members of the Planning and Development Committee will adhere to the *Municipal Conflict of Interest Act*, disclosing any pecuniary or indirect pecuniary interest in any matter before the Committee and refraining from taking part in, or trying to influence either before or after the meeting, any directions or decisions respecting such matters. Any breach of this guideline will require the Chairperson to ask Council to remove that member and appoint another member in their stead. If the breach is by the Chairperson, this shall be reported to Council by the Vice Chairperson.

### **Resources**

The Planning and Development Committee shall have access to the resources of the Strategic Projects Coordinator and other appropriate municipal staff as authorized by the Chief Administrative Officer, to undertake the required research it needs in order to make the most appropriate decisions in a timely manner. Requests for resources above the annual budgeted amount for this committee shall be made by the Committee through the Chairperson to Council, on an as needed basis.

### **Decision Making Process**

All decisions of the Planning and Development Committee shall be made by majority vote of committee members. Where a majority is not forthcoming, the vote shall be determined in the negative. The Committee has authority to oversee and facilitate the research and data collection process by requesting such information from the Chief Administrative Officer and his/her staff, Committee members, or other private sector or government sources.

### **Confidentiality**

All meetings of the Planning and Development Committee are considered public, except those matters deemed to be private and confidential in nature and subject to Section 22 of the Municipal Government Act. Minutes and subsequent resolutions of such meetings shall be recorded and publicly available upon approval by the Committee. Information and reports of the Committee shall be subject to normal Freedom of Information and Protection of Privacy (FOIPOP) regulations.

### **Communications**

All communications and messaging from the Planning and Development Committee's work and activities shall come solely from the Chairperson or their designate. It is expected that all decisions of the Committee will be supported by all members of the committee upon ratification. This does not limit the ability of individual member's from speaking freely with the media, but in all such cases the individual committee member should be clear that it is their personal opinion and not that of the Planning and Development Committee.

### **Reporting**

At least bi-annually, the Chairperson shall provide written reports to Council concerning the Committee's work plan, focus and directions. Should Council require, an oral presentation may be requested of the Chairperson at any time if Council wishes to have further clarification or reporting on the Committee's work.

## **Responsibilities**

Planning and Development Committee shall be responsible for reviewing the success factors of the community's environmental and community development climate and the challenges to it by reviewing municipal, provincial and federal policies, requesting and analyzing information brought before it, discussing options and opportunities, and make timely decisions and recommendations to Council that are in the best interests of residents, communities, and businesses. To this end, Planning and Development Committee shall endeavour to carry out the following functions:

### **Planning**

1. Review current municipal planning strategy and land use bylaws to ensure they are suitable for future growth and development of the diverse communities in the Municipality.
2. Research and develop a draft coastal management plan for the community and through widespread public engagement, bring forth recommendations to Council that will enhance and protect current land use and properties throughout the entire community.
3. Work with community stakeholders to develop appropriate resources and educational material about the value of community planning and its impacts.
4. Act as an educational resource to Council and community groups in environmental stewardship projects.
5. Development of a comprehensive Committee work plan to advance and implement the ideas and plans for the Planning and Development Committee, in line with the goals of the OneNS Plan.
6. Act as the Municipality's Planning Advisory Committee.

### **Development**

7. Work with stakeholders to develop a community infrastructure development plan that fits with the needs and wishes of the community in a positive manner.
8. Propose, and initiate after receiving Council support, community projects that will benefit individual or multiple communities through enhancement of the arts and culture sector.
9. Seek available funding opportunities for the Municipality and community organizations that will support initiatives and project identified under the auspices of this Committee, or the development of new community events, training or educational opportunities.
10. Promote, develop educational material, and instill a community sense of environmental stewardship with all programs, services and infrastructure throughout the entire community.