

MUNICIPALITY OF CUMBERLAND
Planning Review Steering Committee
Terms of Reference

Official Name

The “Planning Review Steering Committee” is an advisory committee of the Municipality of Cumberland.

Definitions

- a) ‘Chair’ means the person designated to preside at meetings;
- b) ‘Council’ means the Council of the Municipality of Cumberland;
- c) ‘Councillor’ means a member of the Council for Municipality of Cumberland;
- d) ‘Members’ means members of the Steering Committee;
- e) ‘Municipality’ means the Municipality of Cumberland;
- f) ‘Planner or Municipal Planner’ means the Planner for the Municipality of Cumberland;
- g) ‘Planning review’ means a comprehensive review, update and consolidation of the Municipal Planning Strategy and Land Use Bylaw and recommendations for updating and consolidating subdivision bylaws within the Municipality and the former Towns of Springhill and Parrsboro.
- h) ‘Quorum’ means 50% + 1 of the membership of the Committee;
- i) ‘Steering Committee’ or ‘Committee’ means a standing advisory committee of the Municipality of Cumberland;
- j) ‘Vice Chair’ means the person elected by the Committee to preside at meetings when the Chair is unavailable;

MANDATE OF THE COMMITTEE

- a) The Planning Review Steering Committee shall work with and provide direction to the consultants retained by the Municipality to complete a comprehensive review and update of the Municipal Planning Strategy and Land Use Bylaw and to provide recommendations for updating and consolidating subdivision bylaws.
- b) Provide input into the planning review process to influence municipal planning policy changes.
- c) To consider the four pillars of sustainability as espoused in the Municipal Planning Strategy in all recommendations and advice provided by the Committee.
- d) Regularly update Council on the efforts undertaken and milestones achieved regarding reviewing the Municipal Planning Strategy and Land Use Bylaw.

Members/Composition

- a) The Committee consists of eight voting members.
- b) Council shall appoint three members of Council as voting members with two year terms. One each from the former Town of Springhill, the former Town of Parrsborro and the original Municipality of Cumberland.
- c) The Municipal Planner shall be appointed as a voting member and Chair of the Committee.
- d) The Municipal Planner shall appoint four staff as voting members to a two year term. Staff members should be chosen to ensure a broad range of experience and opinions within the Committee.
- e) If a member vacates the Committee for any reason at any time before that member's term would normally expire, new members shall be appointed promptly to the Committee to hold office for the unexpired term.
- f) The Committee shall elect a vice- chair for a term of six months to preside at meetings when the Chair is unavailable.
- g) Each member shall serve without remuneration but shall be paid such expenses according to the remuneration policy and as approved by the Chair.

Expectations of Committee Members

Committee members are expected to:

- a) Understand the mandate of the Committee, including its relationship to Council, including relevant municipal policies.
- b) Understand their role as a Committee member.
- c) Understand the role of the Committee Chair, Council members and Municipal staff.
- d) Strive to attend all scheduled and special committee meetings.
- e) Be respectful of the other Committee members by being punctual for meetings and notifying the Chair if they expect to be absent.
- f) Prepare for meetings by reading agendas and any background information supplied.
- g) Actively participate in the discussion and decision making process.
- h) Undertake any work assigned, including special projects, participation on subcommittees and research.
- i) Be open-minded and allow for a variety of opinions to be heard.
- j) Respect the individual worth and dignity of opinions of other Committee members and maintain a high degree of decorum.
- k) Refer to the Chair for questions and procedure.
- l) Recognize the limitations on participation and inform the chair of your limitations.
- m) Ask questions, and seek clarification through the Chair or staff.
- n) Respect the decisions and finality of Council.
- o) Clearly identify and orally disclose any conflict of interest, and refrain from any discussion which could influence the opinions of Committee members.
- p) In a public forum, clearly identify when they are speaking in their capacity as a committee member, or as an independent citizen, where appropriate.

Meeting Procedures

Procedurally, the following shall be followed:

- a) The Committee makes decisions based on general consensus.
- b) Quorum shall be a simple majority (50% + 1) of the Committee members.
- c) Non-quorum meetings shall be permitted, but may not contain any actions to be taken, or recommendations.
- d) If the Chair is not present within the first fifteen minutes of the committee meeting, the Vice Chair shall preside. If the Vice Chair is not present within the first fifteen minutes of a committee meeting, the members present shall appoint, by consensus, an acting Chair, who will preside for the duration of the meeting.

Reporting to Council

Generally, reports to Councils shall be prepared by the Municipal Planner in consultation with the Committee.

Administration

- a) Proposed agenda items should be submitted to the Chair.
- b) The Chair is responsible for meeting agenda content and shall review proposed agenda items before each meeting.
- c) No Committee member shall instruct or give direction to, either publicly or privately, to any employee of the Municipality.

Meetings

Meetings will be held monthly unless decided otherwise by the Chair.