

Saint Andrews Planning By-laws Review Steering Committee Terms of Reference

AUTHOR

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1. BACKGROUND

The Southwest New Brunswick Service Commission (SNBSC) has been contracted to assist the Town with the review and update of its municipal plan and zoning by-laws as required by the Town' council. The last municipal plan update in Saint Andrews occurred in 2010. Town Council has initiated this process to have a review complete by 2020. To facilitate this process, SNBSC has recommended that the Town form an ad hoc Steering Committee made up of different stakeholders in the community as well as Town administration and Council. Alex Henderson of SNBSC planning is acting in the role of Project Manager for this work, Project Team members include Jarod Farn-Guillette and Xander Gopen.

2. ROLE OF THE SAINT ANDREWS PLANNING BY-LAWS REVIEW STEERING COMMITTEE

The role of the St. Andrews Planning By-laws Review Steering Committee is as follows:

- Ensures municipal plan and zoning bylaw review is carried out in accordance within the set timeframe established by Town Council.
- Ensures an updated municipal plan and zoning bylaw can be implemented within the Town's operational capacity.
- Ensures policies, proposals, and provisions recommended through review process align with the community's vision.
- Ensures that the community's vision stated in the municipal plan is up-to-date.
- Provide multi-sector input to SNBSC planning in the background study and bylaw drafting stages.
- Assess project's progress and report to Council.
- Provide advice and guidance on community issues facing the project.
- Review and approve final project deliverables.

3. RESPONSIBILITIES OF THE STEERING COMMITTEE CHAIR

The Steering Committee Chair is the Town of Saint Andrew's Chief Administrative Officer. Should the Chair be unable to attend a meeting, a member of Town Council will serve as Committee Chair.

The responsibilities of the Steering Committee Chair are as follows:

- Sets the agenda for each meeting.
- Ensures that agendas and supporting materials are delivered to members in advance of meetings.
- Makes the purpose of each meeting clear to members and explains the agenda at the beginning of each meeting.
- Clarifies and summarizes what is happening throughout each meeting.
- Keeps the meeting moving by putting time limits on each agenda items and keeping all meetings to two hours or less.
- Encourages broad participation from members in discussion by calling on different people.
- Ends each meeting with a summary of decisions and assignments.
- Follows up with consistently absent members to determine if they wish to discontinue membership.
- Finds replacements for members who discontinue participation.
- Remove any members of the Steering Committee that fail to fulfill their responsibilities.

4. RESPONSIBILITIES OF STEERING COMMITTEE MEMBERS

Individual Steering Committee members have the following responsibilities:

- Understand the goals, objectives, and desired outcomes of the project.
- Understand and represent the interests of community stakeholders.
- Take a genuine interest in the outcomes and overall success of municipal & zoning bylaw review.
- Act on opportunities to communicate positively about the project.
- Actively participate in meetings through attendance, discussion, and review of minutes, reports supplied by SNBSC, and other Steering Committee documents.
- Support open discussion and debate and encourage fellow Steering Committee members to voice their insights.
- Act with respect and a collegial spirit towards fellow Committee members, the Chair, and SNBSC staff.

5. RESPONSIBILITIES OF PROJECT MANAGEMENT TEAM

The Project Management Team have the following responsibilities:

- Fulfil SNBSC’s contractual obligations to provide planning services to the Town of Saint Andrews’
- Review and update by-laws as directed by the Council, Steering Committee, and the Public
- Assist the Town with the by-law enactment and adoption process
- Draft by-laws
- Research and present planning information to the Council, Steering Committee, and the Public
- Lead public consultation efforts as they pertain to Bylaw updates
- Report to the Steering Committee and support its work
- Deliver on key milestones in cooperation with the Steering Committee and Council as outlined in Appendix “A”

6. GENERAL

This section provides information on Steering Committee membership, decision-making process, frequency of meetings, agenda, minutes and decision papers, and rules for proxies.

6.1 Membership

The table below lists the membership of the Steering Committee.

Note that project team members, including the Project Manager, CANNOT be members of the Steering Committee. As a governance body, the Steering Committee must be made up of people who are not performing the bylaw reviews themselves and can therefore provide an objective assessment of whether or not the project is progressing successfully.

However, it is common for the Project Manager or Project Team Members to attend Steering Committee meetings to present information and answer questions. They may attend as well if they are presenting a report, taking minutes, or providing other administrative or logistical support to the Steering Committee.

Members have been selected based on their knowledge of an issue of major importance to the community’s future:

| Name | Title | Organization |
|-----------------|--------|-----------------------|
| Angela MacLean | Chair | Town of Saint Andrews |
| Guy Groulx | Member | Council |
| Andrew Harrison | Member | Council |
| Jamey Smith | Member | Chamber of Commerce |
| Dayle Chambers | Member | Chamber of Commerce |
| Barry Murray | Member | Civic Trust |

| | | |
|------------------|--------|----------------------------|
| Jessie L. Davies | Member | Environment/Sunbury Shores |
| Jeff Dempsey | Member | NBCC |
| Terry Acton | Member | Town of Saint Andrews |
| Lezlie Leblanc | Member | Age Friendly |
| | | |

6.2 Quorum and Decision-making

This section outlines how the Steering Committee will make decisions and the minimum number of members (or quorum) required for a decision to be valid.

6.2.1 Quorum

A minimum number of five Steering Committee members are required for decision-making purposes. The quorum must include a minimum of one member from the Town Council.

6.2.2 Decision-making Process

This section describes the process the Steering Committee will use to make decisions. The Committee must first attempt to make decisions by consensus, but if it becomes apparent to the Chair that disagreements cannot be resolved, then he/she can call for a vote to make a decision by a simple majority. The Chair is able to vote in the case of a tie. The process is as follows:

1st Attempt at a Decision

- Consensus: a majority approve a given course of action, but that the minority agrees to go along with the course of action, potentially with some modifications.

2nd Attempt at a Decision

- Majority: a course of action requires support from more than 50% members who attend the meeting if there is quorum.

6.3 Frequency of Meetings

Steering Committee meetings are to be monthly or timed at key project milestones.

6.4 Agenda, Minutes, and Decision Papers

A package will be sent to members three to five business days in advance of a Steering Committee meeting. This package will include the following:

- Agenda for upcoming meeting.
- Minutes of previous meeting, including any business arising.
- Any other documents/information to be considered at the meeting.

6.5 Proxies

Members of the Steering Committee can send proxies to meetings. Proxies will be welcome to participate only as determined by a decision of the Committee. They will be entitled to participate in discussion and have allowed a role in decision-making.

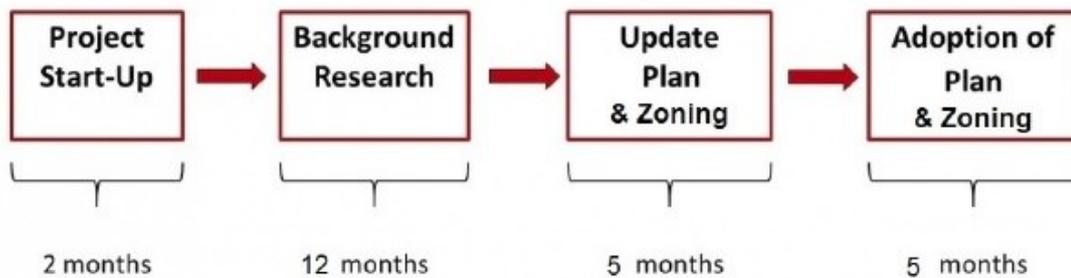
Steering Committee members will inform the Chair as soon as possible if they intend to send a proxy to a meeting.

APPENDIX “A”

The deliverables of this project are broken down into four main phases listed below:

Project Timeline

- The project is estimated to take 24 months, from project start to 3rd Reading of the new Plan & zoning By-law



The timeline for the completion date is set for January 2020 as per the proposed process guideline:

Project Start-up

- Establish steering committee & review process – March 2018

Background Research (12 months)

- SNBSC develops background research report on high-level trends and analysis– April 2018
- Steering committee (SC) formulates own vision statement – April 2018
- SC identifies initial ‘areas of focus’ (a.o.f.)¹ based on vision – April 2018
- SNBSC begins background research on initial a.o.f. – April to June 2018
- SNBSC hosts (SC assists) community forum on vision – May 2018
- SNBSC presents proposed vision to Council – May/June 2018
- SC revises a.o.f. based on accepted vision – June 2018
- SNBSC expands scope of background research to encompass entirety of vision – June to November 2018
- SNBSC presents new planning tools/policies that respond to the vision and issues identified in the a.o.f. – June to November 2018
- SC offers guidance on how tools will work in Saint Andrews, SNBSC refines further – June to November 2018
- SNBSC organizes design charrette with community to gauge feedback on potential planning tools/policies and gather new ideas – December 2018
- SC assesses and offers feedback/recommendations on planning tools/policies (updates) – January 2019
- SNBSC presents SC recommended updates and supporting studies to Council for feedback – February 2019

¹ **Areas of focus** are existing sections of the Municipal Plan and Zoning Bylaw that SC feels the need to be addressed or components of these Bylaws which are missing and therefore need to be included.

- SC discusses Council's feedback and has SNBSC incorporate changes – March 2019

Updating

- SNBSC develops 1st draft of revised By-laws based on background research – April - June 2019
- SNBSC presents 1st draft of revised By-laws to SC for review – June 2019
- SNBSC presents SC-revised draft to Council and public for feedback – July 2019
- SC reviews Council and Public comments; SNBSC reviews changes – August 2019

Adoption of Plan & Zoning Bylaw

- Legal review of revised drafts of both By-laws – September 2019
- Public presentation of revised Municipal Plan – October 2019
- Public hearing of objections for Municipal Plan & Zoning Bylaw + 1st reading of both By-laws by Council – November 2019
- 2nd reading of both By-laws by Council – December 2019
- 3rd reading of both By-laws by Council – January 2020