

# Summer Village of Waiparous Municipal Development Plan (MDP) Steering Committee Terms of Reference Policy

## BACKGROUND

An MDP provides direction for the future growth and development in the Summer Village of Waiparous. It is best planning practice to reach out to all stakeholders who may be affected by the MDP and give them a chance to voice their opinion regarding its content. It provides stakeholders a unique and important opportunity to become involved in formulating a vision and direction for the Summer Village's growth and development. The MDP steering committee role is to:

- assist in fostering appropriate stakeholder and public outreach,
- ensure stakeholder and public input is considered, and
- strengthen the relationship between the Summer Village and the public.

In order to encourage public participation and ensure Waiparous's Municipal Development Plan reflects the community's interest, it is best practice to establish an ad-hoc steering committee.

## POLICY

### PURPOSE

The purpose of the committee is to provide non-binding input to administration for consideration by the Summer Village Council regarding the scope, vision, goals, and policy of the MDP.

### COMPOSITION OF THE STEERING COMMITTEE

Committee members ideally share a passion for the Waiparous Village community and are willing to work with others to create a common vision and plan for the future development of the Summer Village.

The steering committee will consist of 5-7 members appointed by Council as follows:

- One member of Council,
- One member of the Subdivision and Development Appeal Board who is not a member of Council,
- One member of Administration,
- Two to three members of the general public with a focus on members representing the following groups:
  - Permanent Residents,
  - Seasonal Part time Residents.

## DUTIES AND RESPONSIBILITIES

- To assist with stakeholder and public outreach,
- To act as an advocate for the public interest in the drafting of the Municipal Development Plan;
- To advise Administration on matters of community concern that may be addressed in the MDP;
- To provide input on possible development and community solutions and strategies that may be included in the MDP; and
- To provide creative ideas and suggestions regarding the general content; and organization of the MDP.

The success of the steering committee will depend on:

- Recognizing that the committee provides input and assistance to Council,
- Taking an open, unbiased, progressive and forward-looking perspective,
- Working cooperatively, collaboratively and objectively towards achieving committee goals and objectives
- Ensuring an encouraging, supportive, constructive, receptive, sensitive and respectful environment,
- Communicate to Council and the community, the committee's accomplishments.

## TERMS OF OFFICE

Members are asked to commit to the duration of the development of the MDP.

## MEETINGS

The Committee shall meet as needed. Date, time, and location of meetings are organized by Administration.

## CHAIRPERSON APPOINTMENT

At its first regular meeting, the Committee shall elect, by a majority vote of the members present, one member for the office of Chairperson and one member for the office of Vice- Chairperson. The Chairman cannot be a member of Administration.

The Vice-Chairperson shall preside over any business before the Committee in the event of the absence or inability of the Chairperson to act.

## QUORUM

A majority of Committee members at any meeting of the Committee shall constitute a quorum. A majority vote determines the decision.

## VOTING

The goal of the committee is to reach consensus on all issues. However, recognizing that a consensus is not always possible, where a consensus is not reached, decisions shall be determined on the basis of a majority vote. Each member will receive one (1) vote, including the Chair. A tied vote defeats the motion.

## COMMITTEE RECORDS

The staff shall prepare and distribute a meeting agenda prior to each meeting.

Meeting minutes shall be recorded for each meeting. Minutes are an impartial account of business accomplished at a specific meeting and recorded in a straight forward narrative style. Meeting minutes generally record topics discussed, motions taken and information received. Minutes do not record: personal opinion of commentary, direct transcripts of meeting dialogue or conversation or discussions of motions.

## PUBLIC ACCESS

All meetings are open to observation by the general public. Notice of meetings shall be posted in a like manner as Council and Committee meetings.

## TERMINATION OF APPOINTMENT

Council may by resolution terminate the appointment of any member if:

- The member is absent from 2 consecutive meetings;
- The member uses information gained through appointment to a pecuniary benefit in respect of any matter in which they have a pecuniary interest; or
- The member conducts themselves in a manner Council deems inappropriate.

## REMUNERATION

Members of the Municipal Development Plan Committee shall hold office without remuneration.

## DURATION OF POLICY

This policy automatically expires upon the adoption of the Summer Village of Waiparous Municipal Development Plan.

Adopted by Council February 20, 2018