



# Terms of Reference

## New Minas Secondary Planning Strategy Working Group

### 1. Introduction

The Municipality of the County of Kings (Municipality), in partnership with the Village of New Minas (Village), seeks to establish a New Minas Secondary Planning Strategy to provide detailed planning policy direction in the Growth Centre of New Minas. This work is to be guided by the New Minas Secondary Planning Strategy Working Group (Working Group). To this end, the Working Group is hereby established.

The Working Group is to be resourced by UPLAND Planning + Design (Project Consultant), and the Municipality's Manager of Land Use Planning (Project Manager).

### 2. Objectives

The objectives of the Working Group are to assist the Municipality to:

- Guide the orderly implementation of the New Minas Secondary Planning Strategy Project (Project).
- Support the adoption of the New Minas Secondary Planning Strategy as a detailed layer of planning, complementing the newly approved Municipal Planning Strategy and Land Use By-law.

### 3. Mandate

The mandate of the Working Group is to:

1. Provide local knowledge and New Minas contextual information to the Project Consultant;
2. Provide advice to the Project Consultant on the form and content of public and stakeholder engagement;
3. Assist the Project Consultant with identification, outreach to and communication with individual stakeholders in the community;
4. Participate in public consultation sessions hosted by the Project Consultant with the intent to collect and consider perspectives of stakeholders, business interests, civil society organizations and community members. In order to ensure equitable participation by interested persons and/or organizations, such sessions shall be conducted with an emphasis on advancing equity and dignity for all people, fostering positive and respectful relationships, and protecting human rights in a manner consistent with applicable legislation and the Municipality's obligations as member of the Coalition of Inclusive Municipalities..



5. Review the results of public engagement efforts;
6. Review scenarios for the development of the Growth Centre prepared by the Project Consultant and provide preliminary guidance on a preferred development scenario;
7. During the development of a draft Secondary Planning Strategy by the Project Consultant, provide guidance as needed on planning policy matters with potential diverging options;
8. Review the draft Secondary Planning Strategy as developed by the Project Consultant;
9. The duties assigned to the Working Group shall only be carried out by the Working Group.

#### **4. Duration**

The Working Group shall remain in place for the duration of the development of the Project and shall be deemed dissolved upon any of the following events:

1. the adoption of the New Minas Secondary Planning Strategy by Council in accordance with s.205 of the *Municipal Government Act*; or
2. the rescindment of the original Council motion to undertake preparations of a Secondary Planning Strategy for New Minas, or any similar action of Council that results in a cancellation of the Project or Working Group.

#### **5. Membership**

Membership of the Working Group shall include representatives as follows:

- Two members of Council as selected by Municipal Council
- Three Village Commissioners as selected by the Village Commission
- Seven members of the public, four of whom are to be nominated by the Village Commission and three additional members being nominated by the Municipality. These diverse members are to be representative of both the residents and business community within the Growth Centre. Public appointments do not necessarily need to reside in the Municipality.

#### **6. Appointments and Replacement of Members**

Municipal Council shall approve and appoint public members of the Working Group by resolution. The term for members shall be equal to the duration of the Working Group.

Subject to section 5, should a public member need to be appointed, Municipal Council shall, within 30 days of notification of a vacancy, appoint a person to fill the vacancy. Should a vacancy occur from the Village Commission or Municipal Council, the Commission and Council shall respectively appoint replacement members within 30 days of notification of a vacancy. Person(s) so appointed shall hold office for the remainder of the term of the member in whose place they were appointed.

## **7. Appointment of Chair**

The Chair shall be one of the Municipal Council members serving on the Working Group who is appointed by Municipal Council.

## **8. Meetings**

The Working Group shall abide by the following:

- The Project Consultant shall establish meeting times as required and in consultation with the Chair.
- A quorum shall consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- The Project Consultant shall be responsible for meeting agendas which must be reviewed by the Chair prior to its release.
- Agenda items shall be forwarded to all members and posted to the Village of New Minas and Municipal websites at least one week in advance of meetings.
- Additions to the agenda shall be considered at the start of each meeting and shall require the consent of fifty percent plus one of the number of members in attendance.
- All other decisions of the Working Group shall be consensus-based.
- Subject to s.22 *Municipal Government Act*, meetings of the Working Group are to be open to the public and shall be advertised by the Municipality and Village as such.
- The Municipal CAO is entitled to participate in discussions of the Working Group pursuant to s.31 (2) (a) MGA.

## **9. Working Group Support**

The Working Group will be supported by the Project Consultant. Without limitation, this support will be in the form of preparing meeting agendas, drafting and circulating meeting minutes, and convening Working Group meetings and public consultation sessions. The Project Consultant, in collaboration with the Project Manager, will prepare draft materials for consideration by the Working Group, such as background data, proposed policy statements, and, where appropriate, alternate considerations.

## **10. Conflict of Interest**

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.