

*Tabled by the  
Minister of Municipal  
& Intergovernmental  
Affairs  
2014-03-21  
Benn*

**TERMS OF REFERENCE  
North East Avalon Regional Plan Development Oversight Committee**

The North East Avalon Regional Plan Development Oversight Committee has been established, to oversee work associated with the preparation of a Regional Land Use Plan which will lead future growth and development in the area from and including the Towns of Witless Bay and Holyrood and all lands north from there to Cape St. Francis.

Appointment of members of this Committee has been made in accordance with Section 9 of the *Urban and Rural Planning Act, 2000* which states:

1. *Where the Regional Authority for a Regional Planning Area is the Minister,*
  - a. *the preparation of a Regional Plan for that area shall include a procedure for consultation with the municipalities and other appropriate persons and organizations in the regional planning area; and*
  - b. *he or she may appoint persons to oversee the consultation procedure and development of the Regional Plan.*
  
2. *Persons appointed under paragraph (1)(b) shall include representatives from each municipality and other persons and organizations that the Minister considers appropriate from the Regional Planning Area.*

**Preparation of the Regional Plan**

The North East Avalon Regional Plan Development Oversight Committee will be responsible for:

- Approving the terms of reference/call for proposals to engage a consultant for preparation of a draft Regional Plan;
- Reviewing the recommendations of a review committee comprised of representatives of Municipalities NL (MNL), the Department of Municipal and Intergovernmental Affairs (MIGA), and 3 technical staff from the region regarding the proposals and making a final recommendation to the Minister of Municipal and Intergovernmental Affairs with regard to the preferred consultant;
- Directing the work of MNL, who serve as project management lead, with regards to needed engagement of individuals and organizations to learn about current issues within the Regional Planning Area;
- Advising the planning consultant, through or in conjunction with MNL, on issues within the Regional Planning Area;
- Providing available background material or studies to the planning consultant, through MNL;

- Reviewing and approving an appropriate public consultation process, based on recommendations from MNL, its project management consultant, MIGA, the planning consultant;
- Communicating progress on the regional plan development to Municipal Councils and Provincial Departments, as applicable to the individual Committee member;
- Reviewing drafts of the Regional Plan and providing comments to the consultant, through or in conjunction with MNL and their project management consultant;
- Recommending to the Minister of Municipal and Intergovernmental Affairs approval of the final version of the draft Regional Plan; and
- Working with the Department of Municipal and Intergovernmental Affairs to organize statutory public hearings on the draft Regional Plan, as required by the *Urban and Rural Planning Act, 2000*.

### **Rules of Procedure**

The Minister of Municipal and Intergovernmental Affairs will chair the Committee. MIGA officials will provide secretariat support (e.g. preparation of agendas, recording of the discussions).

The Minister has appointed the Mayors of the 15 municipalities as members to the North East Avalon Regional Plan Development Oversight Committee. A quorum will consist of 8 members. No substitutes will be allowed unless there are extraordinary circumstances, in which case the member is to seek permission of the Chair in advance of the meeting.

MNL and their project management consultant will attend the meetings.

From time to time, other interested parties may be required to attend the meetings. These individuals have the right to participate in the discussion but do not have the right to vote on a motion.

Meetings will be held quarterly, or more frequently at the call of the Chair. Members of the Committee can request that an additional meeting be held via a request to the Chair.

MNL will liaise with the Minister, the Committee members and MIGA officials in between meetings, as necessary. .

At meetings, all discussion and debate will be conducted respectfully. The member with the floor will be allowed to speak without interruption. Members should carefully listen

to the discussion. The Committee will endeavor to make decisions by consensus. If all attempts to reach a consensus fail, a decision will be made by a simple majority vote.

Each municipality will have the opportunity of hosting Committee meetings. The municipality hosting the meeting will be responsible for arranging the logistics and any costs associated with hosting.

The Director of Communications, Department of Municipal and Intergovernmental Affairs, will be responsible for issuing all official statements on behalf of the Committee. When speaking to the media on issues within the planning area and/or progress on the development of the regional plan, municipal representatives should take care to fairly represent the position of the Committee.

Members should endeavor to raise and resolve issues at meetings of the Committee. This is the appropriate forum to resolve disputes.