

*Tabled by the Minister
of Municipal - Intergovernmental
Affairs 2014-03-24
B.*

**TERMS OF REFERENCE
CORNER BROOK-HUMBER VALLEY REGIONAL PLANNING ADVISORY AUTHORITY**

The Corner Brook-Humber Valley Regional Planning Advisory Authority has been established to assist the Minister of Municipal Affairs in two related responsibilities:

- Prepare a Regional Land Use Plan which will lead future growth and development in the area from Corner Brook to Reidville and Cormack; and
- Review all development applications in the Corner Brook-Humber Valley Regional Planning Area outside of municipal planning areas.

Appointment of members of this Advisory Authority has been made in accordance with Section 9 of the Urban and Rural Planning Act 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 Corner Brook-Humber Valley Regional Planning Advisory Authority will be responsible for:

- Approving the terms of reference/call for proposals for preparation of the Regional Plan;
- Reviewing proposals and making a recommendation to the Minister of Municipal Affairs with regard to the preferred consultant;
- Liaising with individuals and organizations to learn about current issues within the Regional Planning Area;
- Advising the consultant on issues within the Regional Planning Area;

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- Providing available background material or studies to the consultant;
- Devising an appropriate public consultation program in consultation with the consultant and providing the consultant with appropriate contacts;
- Communicating back to Municipal Council and Provincial Departments;
- Reviewing drafts of the Regional Plan and providing comments to the consultant;
- Recommending to the Minister of Municipal Affairs approval of the final version of the Regional Plan; and
- Working with the Department of Municipal Affairs to organize statutory public hearings as required by the Urban and Rural Planning Act.

Development Control

The Corner Brook-Humber Valley Regional Planning Advisory Authority is responsible for:

- Reviewing all development applications received outside of the municipal planning area but within the Corner Brook-Humber Valley Regional Planning Area in accordance with the provisions of the Interim Development Regulations and the Protected Road Zoning Regulations; and
- Providing a recommendation to the Minister of Municipal Affairs with regard to these development applications.

Upon receiving a recommendation from the Advisory Authority, the Minister of Municipal Affairs will be responsible for making decisions with respect to development applications.

Rules of Procedure

- The Minister has appointed members to the Corner Brook-Humber Valley Regional Planning Advisory Authority. The members can designate an alternate to serve in their place in instances when they cannot attend a meeting. Such a practice is encouraged to ensure full representation at all meetings. There will be no restrictions on alternates. Only representatives or official alternates have the right to vote. A quorum will consist of 8 members.

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- From time to time, interested parties may attend 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 monthly. The Municipal Affairs representative will arrange the meetings. Members of the Advisory Authority can call a meeting by contacting the Municipal Affairs representative.
- The Municipal Affairs representative will serve as the liaison between the planning consultant and the Advisory Authority with respect to the process of preparing the plan.
- The Municipal Affairs representative will serve as the liaison between the Advisory Authority, the Government Service Centre and the Minister of Municipal Affairs with respect to development applications.
- 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 Advisory Authority 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 the Advisory Authority meetings. The municipality hosting the meeting will chair the meeting.
- The Director of Communications, Department of Municipal Affairs, will be responsible for issuing all official statements on behalf of the Advisory Authority. Provincial members will direct all media inquiries to the Director of Communications, Department of Municipal Affairs, in keeping with standard provincial procedures. When speaking to the media on issues within the Corner Brook-Humber Valley Regional Planning Area, municipal representatives should take care to fairly represent the position of the Advisory Authority.
- Members should endeavour to raise and resolve issues at the meetings of the Advisory Authority. This is the appropriate forum to resolve disputes.

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