

## Terms of Reference – Summer Village of Itaska Beach (“Itaska”) LUB Amendment Committee

### **Purpose:**

The LUB Amendment Committee (“The Committee”) will prepare amendments to the Itaska Land Use Bylaw 2005-01MC (“The LUB”), incorporating environmental elements from the Pigeon Lake Watershed Association Model Land Use Bylaw (“The Model LUB”) as well as other amendments considered advisable after conducting appropriate consultation with Itaska residents and Council.

### **Objectives:**

The Committee will complete the following tasks:

- 1) Decide upon the public consultation methods that will ensure the majority of Itaska residents feel that their voice and concerns have been heard and addressed regarding the LUB amendments proposed by the Committee.
- 2) Complete the public consultation.
- 3) Create an amendment Bylaw to amend the current LUB and submit the new Bylaw to Council for First Reading.
- 4) Assist with the Public Hearing at the 2017 Annual Information Meeting (“2017 AIM”)

### **Committee Composition/Decision-Making Methods:**

- The Committee will have 3 - 5 members, consisting of :
  - o At least 1 member of Council, with an alternate member,;
  - o At least 2 residents of the Itaska, and
  - o If Council chooses to include members of other stakeholder groups, at least one member of each of said stakeholder groups.
- Quorum shall be one member of Council and two Itaska residents.
  
- The Itaska Development Officer will act as a non-voting advisor to the Committee on planning, zoning, and public consultation matters, as appropriate.
- The Committee will meet periodically in their discretion, either in person or via teleconference. Discussions and decisions of the Committee can also be done by email. The member of Council in attendance at any meeting will arrange for written records of the discussions, to be sent to the Summer Village CAO to be posted on the Summer Village website.
- The Committee will only vote on proposed actions or amendments as a last resort. In lieu of voting, the Committee will use the “Consensus Method” of decision-making. An outline of this method can be found at the end of the Terms of Reference.

### **Committee and Development Officer Roles:**

The Committee will have the following roles:

- 1) Lead the amendment process, in consultation with Council as needed.
- 2) Decide the public consultation methods to be used and complete the public consultation for the amendment. The Committee may use Summer Village resources to assist in doing this work, when available.
- 3) Decide the nature of the proposed amendments, and prepare a written explanation of why said amendments were chosen.
- 4) Approve the final text of the amendments to be presented to Council.

The Development Officer will have the following roles:

- 1) Attend Committee meetings that relate to Stages 1 and 3 of the amendment Process found below, unless unable to do so for good reason.
- 2) Provide advice and guidance on the amendment process, including:
  - o Provide general information on planning and zoning;
  - o Provide information and advice on implementing the public consultation process decided on by the Committee, and
  - o Discuss his experiences with the current LUB with the Committee, and give ideas based on that experience for the proposed amendments.
- 3) Assist the Committee, in drafting the amendment Bylaw for the Committee's approval to submit to Council.

## **Process:**

The Committee will jointly decide the timelines for the amendment process to be completed by no later than the 2017 AIM. However, the timeline decided upon should broadly follow the 5 stages below:

- 1) Decide upon an appropriate public consultation method, and determine if any changes need to be made to the Terms of Reference immediately.
- 2) Public consultation with the Itaska residents on potential amendments.
- 3) Discuss the results of the public consultation. With the results of the consultation, broadly formulate the desired amendments to the LUB.
- 4) Draft the proposed amendments, including an annotated LUB showing and explaining the reasons for the proposed amendments.
- 5) Submit the final amendment Bylaw to Council for First Reading.

Note: Notwithstanding the above process, the Committee may, at any time, request Council change the Terms of Reference. When doing so the Committee must give written reasons for the request. Changes to the Terms of Reference, and the methods of bringing those changes into effect, will be at Council's sole discretion.

## **Principles of Consensus Decision-Making:**

- 1) Introduce and, if necessary, clarify the issue(s) to be discussed.
- 2) Discuss the issues and look for ways to address the issue.
- 3) Discuss emerging ways to address the issue(s).
- 4) Clarify and formulate proposed ways to address the issue(s).
- 5) Test for general consensus. This involves seeking an active agreement. An active agreement needed for a consensus can include people agreeing with reservations or people "standing aside" (can't agree with the proposal but will not actively oppose it).
- 6) Implement the decision.