

MEMORANDUM

Terms of Reference St. John's Municipal Plan Review – Advisory Group

Purpose

The Advisory Group is a volunteer group of citizens who will provide advice, direction and guidance to the City of St. John's on the review of the St. John's Municipal Plan.

Responsibilities

The Advisory Group will have two primary responsibilities:

1. guide the public consultation process for reviewing the Municipal Plan, and
2. oversee the drafting of the new Municipal Plan by City staff.

Membership

The Advisory Group will be formed from no more than nine (9) members, representing different groups as follows:

- Downtown St. John's (formerly called the Downtown Development Commission).
- The local development industry, as represented by the Canadian Home Builders Association – Eastern Newfoundland.
- A local community housing group.
- The Community Roundtable Initiative of the St. John's Board of Trade.
- The Newfoundland and Labrador Architects Association (NLAA).
- The Happy City community group.
- A representative from the local arts/cultural community.
- General citizens – two (2) citizens of St. John's.

We will seek younger members as well, to help represent the interests of the future city. Members are expected to bring insight to the table on a broad spectrum of issues.

All Advisory Group members have an equal status and value as part of the team. All will have an equal opportunity to present their views.

Chair

The Advisory Group will be chaired by the chair of Council's Planning and Housing Committee.

ST. JOHN'S

DEPARTMENT OF PLANNING

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Term

The Advisory Group will be in place for less than two (2) years. The Municipal Plan review begins in January 2012 and is intended to finish by the spring of 2013, after which the Advisory Group will be dissolved, as its work will be done.

Meetings

The Advisory Group will meet regularly – perhaps monthly. Meetings will usually be held at St. John’s City Hall and will be held at the call of the Chair. Meeting times will be arranged for the convenience of the members as much as possible. We envision weekday lunchtime meetings, but there could also be morning, afternoon, or evening meetings if needed.

Support

The Advisory Group will be supported by staff with the City's Department of Planning and other applicable City Staff. An external consultant may also be engaged by the City to help with the public consultation process.

Confidentiality

Members are expected to be open and candid in discussing items before the Advisory Group. For this reason, it is important to maintain confidentiality. Group members are committed to respecting the privacy of participants and agree not to disclose information or views expressed by individuals during meetings. Information and deliberations should remain confidential until there is general agreement and consensus by the Advisory Group to make them public. Communication on behalf of the Advisory Group to the Planning and Housing Committee, Council media or other outside parties will be through the Chair.

Compensation

Membership on the Advisory Group is voluntary, with no salary or stipends attached.