

Terms of Reference

Land Use Bylaw Stakeholder Review Forum

FORUM MANDATE

1. The Land Use Bylaw Stakeholder Review Forum (the 'Forum') is an advisory forum mandated to provide on-going review and discussion relating to the implementation and sustainment of Land Use Bylaw No. B-01/2016.
2. The Forum is a collaborative advisory group established by Administration reporting to the Manager of Community Growth, and is not a sub-committee of Council or the Municipal Planning Commission.

FORUM SCOPE

3. The Forum's role is to review and provide input on the implementation and sustainment of Land Use Bylaw No. B-01/2016 (the 'LUB'). This should include discussion of:
 - Emerging issues and trends, and how the LUB can stay current and relevant;
 - Best practices as they relate to the LUB;
 - Concerns with the performance and interpretation of the LUB;
 - Issues relating to the implementation and alignment of the LUB with new plans/policies/studies;
 - Process challenges and successes experienced by the development industry, business community, and residents, and;
 - Community issues and concerns.
4. The Forum is not part of the review and approval process for individual Development Permits or Amendment applications and does not act as an appeal body on individual applications. If consulted for information by a Development Authority, the Forum may provide a position letter on proposed amendments to the LUB for Administration and the approving authorities to consider.
5. In its recommendations and position letters, the Forum's primary focus should be on good planning principles and the overall public benefit. While discussions around individual perspectives and interests are relevant, the Forum must not be used as a method of circumventing a typical Land Use Bylaw Amendment application process.

STRUCTURE AND MEMBERSHIP

6. The Forum is comprised of ten (**10**) members representing the following categories:
 - Development and Building category (e.g.: BILD) (**3 Members**);
 - Economic and Business category (e.g.: Chamber of Commerce, NAIOP) (**3 Members**);
 - Community Association category (e.g.: Village) (**1 Member**);
 - Residents or Special Interest category (e.g.: Residents at-large) (**3 Members**).
7. Members of the MPC, SDAB, or Council are not eligible as members of the Forum.
8. City of Airdrie Planning Team members are not voting members of the forum, but will attend meetings to provide input and help facilitate discussions. Planning Team members attending the forum will be appointed by the Manager of Community Growth and may be substituted from time to time as circumstances dictate.

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9. Selection of all other Forum members will occur as follows:
 - Representatives for the four member categories will be selected from application forms (examples for each category are listed under paragraph 6, above);
 - Application forms are to be submitted to the Manager of Community Growth annually on or before November 1;
 - Application forms will be evaluated and ranked by a panel of City of Airdrie Staff, which shall be comprised of the Director of Community Growth and Protective Services, the Manager of Community Growth, and the Planning Team Lead;
 - Rankings by the City of Airdrie panel shall be based on factors balancing the individual's base of knowledge and expertise, their prospective/potential contributions to the forum, and the need for the forum to capture a range of perspectives representing stakeholder and the broader public interest for Airdrie;
 - The Manager of Community Growth may set up an interviewing subcommittee consisting of three members who will interview potential candidates based on the application form rankings;
 - Application forms, rankings, and interview notes will be kept for each term and used to fill any vacancies on the Forum as soon as practicably possible;
 - Upon expiration of a member's term, that member may apply for reappointment.
10. For the initial year of the Forum, membership will be staggered with five appointments being for one year and five appointments being for two years to avoid having an entirely new Forum membership at the conclusion of each two-year cycle.
 - a. Prospective members may self-select a one-year or two-year term;
 - b. The Manager of Community Growth will have the authority to appoint members for either a one-year or two-year term if there are not enough members that self-select to ensure a balanced representation on the forum;
 - c. Going forward, Forum members shall serve for a period of two (2) years and can be re-selected for another two-year period if reappointed.
11. An introductory meeting will be organized for the 1st Quarter of 2018.
12. Subsequent meetings, structure, and dates will be set by the Forum.
13. The Forum will meet at least once quarterly.
14. Quorum will be 50% of members plus one (+1). In the case of a vacancy on the Forum, quorum shall be based on 50% of the existing membership (rounding up) +1 (6 of 9, 5 of 8, 5 of 7, etc.).

DELIVERABLES AND ACCOUNTABILITY

15. The Forum will provide a summary of its discussions and any recommendations relating to the LUB to the Manager of Community Growth. Recommendations may include suggested amendments or notes regarding the interpretation and application of specific LUB sections.
16. Where a potential amendment to the LUB does not align with the Forum's scope or would be more appropriately brought forward through a separate Land Use Bylaw Amendment

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application, the Forum may still make note of the considerations and discussion, but should not make recommendations on these items.

17. The Manager of Community Growth will direct Planning Staff to address the Forum's recommendations through administrative amendments or interpretation memos as may be appropriate, and Administration will deliver an annual information report to MPC and Council regarding the sustainment of Land Use Bylaw No. B-01/2016 and the activities and input by both Staff and the Forum.
18. Where the Forum's recommendations require amendments to the Land Use Bylaw, Administration will prepare said amendments and bring them forward for review and discussion through MPC and Council. At a minimum these amendments will be brought forward concurrently with Administration's annual report, and may be done more frequently as the context requires (i.e. in response to an urgent issue) or at the discretion of the Manager of Community Growth based on the summaries and recommendations provided by the Forum.

PREPARATION OF NOTES AND RECOMMENDATIONS

19. Meeting procedures including the selection of a chair and managing of voting will be decided by the Forum at their initial meeting.
20. In its reporting, the Forum should endeavor to be as complete as possible, including context for its summary and recommendations, rationale(s), and dissenting arguments.
21. Specific recommendations from the Forum should be decided by plurality vote and require at least four (4) votes in favour.

Plurality Vote

For a plurality vote, a successful motion requires more votes in favour than against, but does not require a majority. For example, among 10 members, a vote of 4-2 with 4 members abstaining would be successful.

22. All members of the Forum are voting members.
23. Each member may vote on any recommendation – in favour, opposed, or abstain. A member is not required to vote but will be asked to provide the reason for abstaining. Dissenting votes will not be recorded unless requested by the individual.
Unless choosing to abstain as set out in paragraph 22 above, the Chair will vote on each matter.
24. Meetings of the Forum are not open to the public.