



**Town of Riverview**  
**Municipal Plan and Zoning By-law Review**  
**Project Terms of Reference**

**January 12, 2024**



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## The Municipal Plan Review

The Riverview Municipal Plan provides the overarching role of guiding the land use and physical development of the town. It is a visioning document that puts in place a strategy for how the town should develop in the future. The Plan's vision is developed with the community at large and considers the social, cultural, economic and environmental issues of the community, today and in the future.

Based on the vision, key planning goals are outlined and a strategy and planning policy framework is put in place to help bring about the types of changes that the Plan is trying to achieve. Once in place, the Municipal Plan becomes one of the most strategic, legal documents used by the town when making day-to-day decisions about development proposals, infrastructure provision, parks planning and many other aspects of planning.

Municipal Plans are generally reviewed and updated every ten years in accordance with Provincial legislation. The last review of the Municipal Plan was completed in 2012 and the Plan was adopted in 2013. A tremendous amount of change has taken place provincially, in the Southeast region, and locally within Riverview since that time, and there are important issues and opportunities that need to be explored if Riverview is to continue to evolve as a great town.

More than ever, town leaders are being asked to think strategically about how their community grows and the potential economic, social, cultural and environmental implications of decisions being made. Often this is very difficult to do on a day-to-day basis, in the absence of a current, comprehensive plan or strategy to rely on. The process of developing a Municipal Plan offers a unique opportunity to think about the town as a whole, by building an understanding of each of its parts: the natural environment established and built up areas, the infrastructure system, the people who live here and how they live, work and play in our town.

The timing is right for the town to undertake another comprehensive review of where our town is at, establish a clearer vision for the future and confirm key planning priorities and actions to be taken over time to help Riverview remain a great town.

### Key Steps

While the process of developing a Municipal Plan may sound daunting at first, the process is based on completing a series of key steps:

1. Completion of **Background Studies** to help give an overall picture of where the town is at today, and key issues & opportunities to be thinking about;
2. The development of a **Vision Statement** and key **Planning Goals** that the Plan is trying to achieve, which will align with the Strategic Plan in effect;
3. The development of a **Land Use and Growth Plan Strategy** that will help to bring about the kinds of changes necessary to achieve the Plan's vision and goals;

4. The development of **planning policies** to support the overall strategy ; and
5. The development of an **Action Plan** to implement the Plan, including any amendments to the Riverview Zoning By-law and the development of a 5 year capital budget which reflects the priorities of the Plan.

### **Are we starting from scratch?**

The Plan Review Process does anticipate the development of a New Municipal Plan for Riverview, but this does not mean that everything in the current Plan will change. It is important for us to update our baseline information for the town, to consider new issues and opportunities, and to put in place an overall strategy that will support the vision that is developed with the community at large. However, the current Plan will serve as an important basis for discussions and where it makes sense, existing policies will remain.

### **Why Collaboration and Consultation are Key**

A team of planners tucked away in a room cannot successfully complete this type of comprehensive review. To be successful, a collaborative approach, both within and outside of Town Hall is essential.

Within Town Hall and Plan360 are a team of dedicated and knowledgeable staff, with expertise in a variety of areas (e.g. urban planning, economic development, recreation and parks, engineering, transportation, fire protection, emergency measures, and by-law enforcement).

Through the Review Process, there is an opportunity to work together through an integrated / interdepartmental team in order to:

- Take better advantage of corporate knowledge;
- Reduce duplication in terms of the type of background information research being undertaken;
- Increase understanding of how initiatives of one department can contribute to other departments or where there are opportunities for collaboration between initiatives;
- Increase awareness of the role of the Municipal Plan and how it relates to other plans and initiatives at the town; and
- More strategically align community initiatives and activities once the new Municipal Plan is in place.

The same types of benefits apply to working with our neighbouring communities and outside government agencies.

Recent events have shown that there is an ever-growing interest by our citizens to have a say in the way our town develops in the future. There is an incredible amount of talent within our local population, and processes such as Municipal Plan Reviews can offer residents, business owners and operators, community groups and

organizations, and people of all ages and backgrounds an opportunity to share their knowledge and ideas and help to influence the future of their town.

There will be certain parts of the review that we may want to get advice or help on from consultants, with expertise on particular subjects such as urban design, municipal infrastructure, transportation, and environmental issues such as wetlands and watercourses.

### **Summarizing what is important in this Plan Review: Project Goals**

There are a number of key goals that are important to achieve through our Municipal Plan Review process:

1. Ensuring that Community Planning Act and Statement of Public Interest Regulation requirements are met;
2. Adopting an integrated and collaborative planning approach, where all departments of the Town are involved with Planning staff in developing and later implementing the Plan;
3. Ensuring that there is broad, meaningful community and stakeholder participation throughout the process;
4. Researching, examining and adopting best practice planning approaches and solutions;
5. Developing a Plan that is visually more appealing and easier to read and understand; and
6. Ensuring that the Plan can be implemented effectively and that there is a monitoring strategy in place.

### **Legislative Requirements**

The Community Planning Act outlines some of the basic requirements that a Municipal Plan needs to address, including policies related to:

- development and use of land
- conservation and improvement of the physical environment
- control and abatement of all forms of pollution of the natural environment
- development of communication, utility and transportation systems
- reservation and project use of land for municipal purposes
- provision of municipal services and facilities, including
  - sewage collection, treatment and disposal
  - water supply and distribution
  - solid waste disposal
  - educational and cultural institutions
  - recreational facilities, parks, playgrounds and other public open spaces

- fire and police facilities
- cemeteries and crematoria
- urban renewal
- housing
- preservation of building and sites of historical interest, and
- facilities for the provision of health and social services

In support of the policies, the Act requires that a number of written reports be carried out on:

- economy
- finances
- resources
- population
- land use
- transportation facilities
- municipal facilities & services
- any other matter related to the present or future economic, social or physical conditions of the municipality

The Act also allows for the Plan to include proposals that are advisable for the implementation of policies, and the Act requires that the Plan include a five-year capital budget for the physical development of the municipality.

In considering a new Municipal Plan or amendments to the Plan, the Act outlines the minimum public consultation criteria which the town would need to follow, including a public presentation of the proposed plan, the opportunity for written objections to be submitted by the public and a public hearing prior to a decision being made. Best practices in community planning dictate that the public be afforded greater opportunities for involvement, from the start of a municipal planning project.

## **Proposed Work Program & Schedule**

The final project schedule will be determined in collaboration between staff and the review committee. The Act requires that the plan review be complete within 36 months following its commencement. The review period is anticipated to take approximately one year, with the legal adoption process to finish in spring or summer 2025.

## **Public Engagement Strategy**

A comprehensive Public Engagement Strategy is important to ensure that the town's new Municipal Plan Strategy is based on the community's vision and aspirations for the future. It is important to take into consideration a broad range of input from a multitude of community interests.

The Engagement Strategy will involve holding Public Open Houses; Strategic Visioning / Neighbourhood Planning Workshops; Focus Group meetings and interviews with Community Stakeholder Groups; One-on-one conversations; Public Presentations with the following groups:

- Town of Riverview Council
- Plan Review Committee
- Plan360
- Local Businesses and the Chamber of Commerce
- School District
- Home Builders, Developers, Real Estate Industry
- Community Organizations
- Youth
- Seniors Groups
- Provincial and Federal Government Departments and Agencies

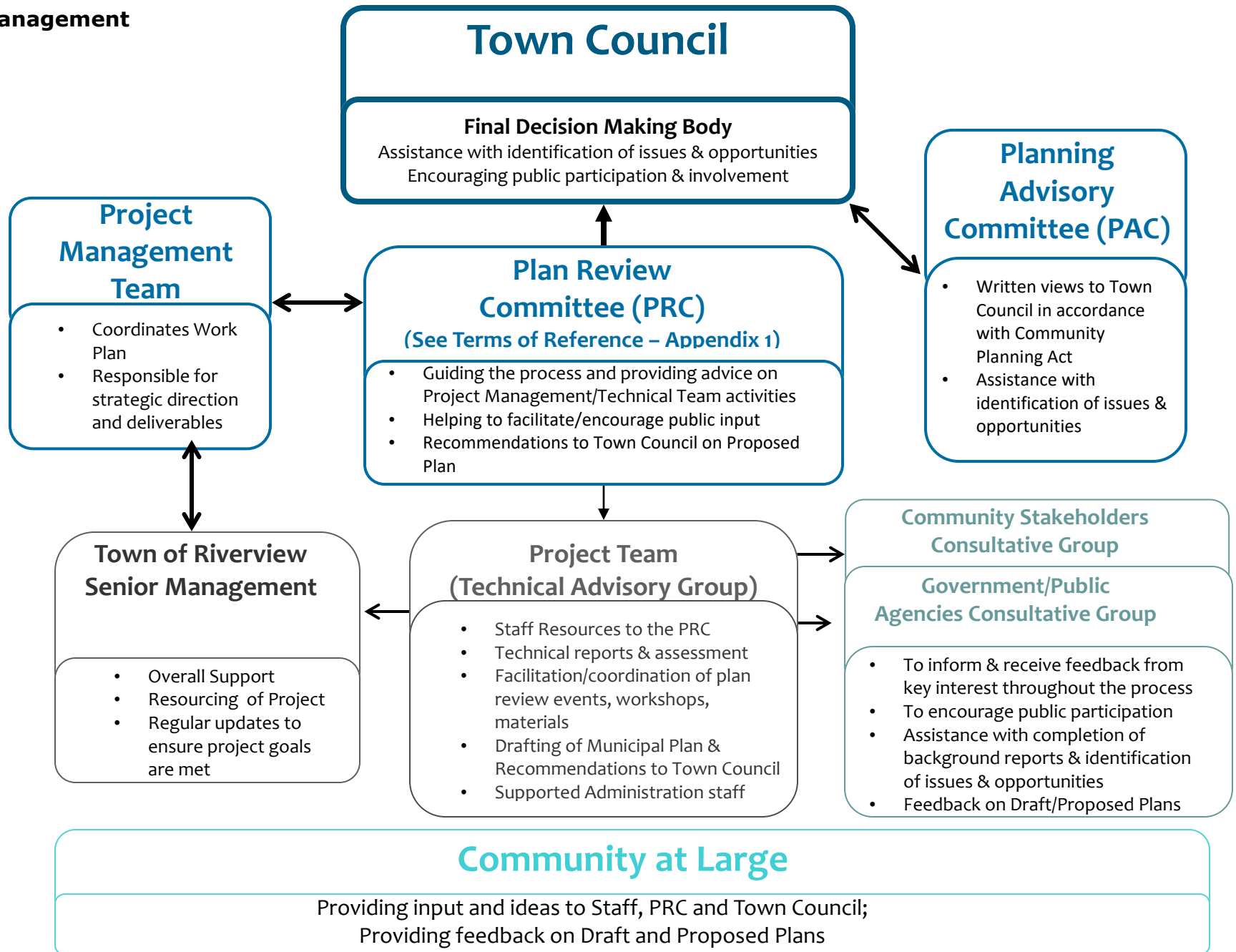
Several of these groups have already been consulted as part of the Housing Needs Assessment and Affordable Housing Strategy that was carried out in 2023. Additional sessions with these groups may be arranged if deemed necessary by the Plan Review Committee.

## **Communications Strategy**

A detailed Communications Strategy will need to be developed to support the Plan Review process. Communications tools will be needed to engage the public in a meaningful manner and may involve:

- Plan Review Project Brand – eg. *Plan Riverview*
- Social Media Outreach Strategy
- Community Newsletters & Bulletins
- Neighbourhood / Open House Displays and Materials

## Project Management





## **Project Management Group**

On behalf of the Town of Riverview, a Project Management Group will work collaboratively to undertake the work involved with assisting Council and the Plan Review Committee with reviewing and updating the Municipal Plan. This approach will generally consist of a Project Management Team, Senior Management, and Project Team / Technical Advisory Group as outlined below.

### **Project Management Team**

The Project Management Team will lead the overall coordination and work plan on the Municipal Plan Review process and will be responsible for the strategic direction of all aspects of the project work and deliverables. This group will keep Council, the Plan Review Committee and the Senior Management Group engaged and informed on all aspects of the review and its progress. This group will be lead by:

Kirk Brewer, RPP, MCIP, Senior Planner, Plan360  
Shanel Akerley, Economic Development Manager, Town of Riverview

### **Town of Riverview Senior Management Group**

The Town of Riverview Strategic Management Group will help steer the Plan Review Process and ensure that there are Departmental Resources assigned to undertake work.

Colin Smith, Chief Administrative Officer / Town Manager  
Annette Crummey, Town Clerk / Director of Development and Legislative Services  
Shannon Parlee, CPA, Director of Finance  
Shanel Akerley, Economic Development Manager  
David Shea, Director of Parks, Recreation and Community Relations  
Michel Ouellet, M.A. Sc., P. Eng. Director of Engineering & Works

### **Project Team / Technical Advisory Group**

The Project Team / Technical Advisory Group will work with the Project Managers to carry out the work plan and to assist the Plan Review Committee carry out its work. Members of this group will generally consist of staff resources from the following departments: Planning Commission, Economic Development, Engineering, Parks Recreation and Community Relations, Fire Department, and By-Law Enforcement.

**GIS Mapping Support:** GIS Technician, Plan360

**Administration Support:** Shauna McGraw

The Plan Review Committee will require administrative support with organizing meetings, minutes, public notices and communications.

## **Deliverables**

The Project Management Group will be responsible for delivering the following work plan deliverables:

- 1. Regular Meeting Minutes and Reports on Progress of Plan Review to Town Council, Plan Review Committee and PAC**
- 2. Public Engagement & Communications Strategy**
- 3. Background Studies and Reports**
  - Economy
  - Finances
  - Population & Demographics
  - Housing Characteristics
  - Residential Development
  - Commercial Development
  - Environment & Sustainability
  - Land Use Development Trends
  - Municipal Services & Infrastructure
  - Transportation
  - Parks & Recreation
  - Heritage & Cultural Resources
  - Urban Form & Structure
  - Secondary Plans
  - Trends in Town Building / Place Making
  - Governance & Organization
- 4. Public Education Materials** (e.g. newsletters, media bulletins) / Open House Materials and Neighbourhood Displays on the Town's Plan Review Process
- 5. A series of Targeted Meetings and Focus Groups with Community Stakeholders to gain input and feedback for the future direction of the Town**
- 6. Land Use / Growth Plan Strategy, Urban Design Tools, New Zoning Provisions**
- 7. Public Presentations on the new Municipal Development Plan and Zoning By-law**
- 8. Final Municipal Development Plan and Zoning By-law**

## **Financial Resources / Budget**

Most work will be completed by municipal and Plan360 staff and will fall under existing funding agreements. Additional financial resources of approximately \$50,000.00 may be

required to engage outside consultants to carry out aspects of the work plan including background studies and public consultation sessions.

## **Appendix 1: Plan Review Committee Terms of Reference**

### **1. Purpose of the Riverview Plan Review Committee**

The purpose of the Riverview Plan Review Committee is to advise Town Council on the development of the Riverview Municipal Development Plan by providing advice to the Project Team throughout the project and by helping to facilitate and encourage public involvement in the review process.

### **2. Plan Review Committee Activities**

The Committee will:

- Review the Project Terms of Reference and assist in making refinements/adjustments to the work program where required
- Review with the Project Team and provide feedback on background reports and studies
- Review and make suggestions to the Project Team on how best to engage the public at large in the review process
- Act as ambassadors to the Review process and the development of the Riverview Municipal Development Plan by communicating the project to others and being actively involved in encouraging the public to get involved in the process
- Attend as many public Plan Review events as possible in order to better understand public opinion and desires
- Explore issues and opportunities raised by the Project Team and the public
- Provide advice on the Plan's Vision Statement
- Provide advice on the Land Use/Growth Plan Strategy
- Provide advice on Plan policies and implementation proposals
- Be actively involved in helping to encourage a public review of the Draft Plan and Zoning By-law Amendments and listening to feedback
- Review and make suggestions to the Project Team on revisions to the Draft Plan and Zoning Amendments, based on Project Team and public feedback
- Advise and provide recommendations to Town Council on the Proposed Municipal Development Plan and Zoning By-law Amendments.

### **3. Composition of the Committee**

Composition of the Committee is based on:

One (1) member of Riverview Town Council

One (1) member of the Riverview Planning Advisory Committee

Five – Seven (5 - 7) Town of Riverview citizens who represent a wide range of interests and demographics, including:

- Arts & Culture
- Education
- Housing
- Parks & Recreation
- Business & Development Industry
- Environment
- Youth
- Seniors

The Committee will be established by Mayoral appointments.

If desired, the Committee may form sub-committees to address certain topics and issues.

#### **4. Committee Terms & Conflict of Interest**

Committee members shall serve for the duration of the Plan Review Process. If a person fails to attend three (3) consecutive Committee meetings, the Committee may request that the Mayor appoint a new member. In making the appointment, the Mayor will give consideration to ensuring that the background of the replacement member is as similar as possible to person being replaced, to ensure that there continues to be a broad mixture of backgrounds represented on the Committee.

It is understood that the Conflict of Interest provisions of the Local Governance Act, 2017, c. 18, apply to Committee members. Therefore, any member who deems they may have a conflict of interest shall file with the Town Clerk the required form prescribed by regulation, and shall disclose that they have a conflict as soon as the matter is introduced at a meeting at which the matter is a subject of consideration, as well as immediately withdraw from the meeting room while the matter is under consideration or vote.

#### **5. Committee Chair and Vice Chair**

The role the Chair is to help guide the review process, and to facilitate Committee meetings, including discussions and decision making by the Committee. The Chair will work with the Project Team to draft the Committee agendas and other Committee materials. The Chair will also act as the main spokesperson on behalf of the Committee.

## **6. Meetings**

The Committee will establish its meeting schedule at its first meeting. In addition to Committee meetings, Committee members are expected to attend project open houses and workshops, and if possible, to assist in facilitating such events.

## **7. Decision- Making**

The Committee will strive to make its decisions by consensus. If this is not possible, decisions will be determined by a majority vote. A minimum of 5 Committee members are required for a quorum.