

# Terms of Reference

## Richmond Town Plan Steering Committee

April 8, 2015

### Purpose

The Richmond Town Plan Steering Committee will advise the Town of Richmond staff, consultants and project partners, and Planning Commission on the content of the Municipal Plan and advise and assist with engaging the community of Richmond in this process.

### Membership

1. The Committee will be comprised of no more than twenty two members in total, in order to maintain effective meetings and meaningful discussions.
2. The Committee will be comprised of individuals who represent a broad spectrum of age, local interests and demographic and cultural diversity of the Town of Richmond. The committee members may represent more than one area of interest (e.g. residents and businesses). The Committee will make every best effort to include people who are representing the following areas of interest:
  - Critical facilities and services (such as first responders and the food shelf);
  - Development and property management;
  - Environmental stewardship (including farming, forestry and agro-businesses and environmental organizations);
  - Local business community;
  - Outdoor recreation and tourism;
  - Richmond Village and Municipal Water & Sewer Users;
  - Richmond neighborhoods and environs (including the Village; Riverview Commons & Governor Peck Rd; Jericho Rd; Stage Rd & Snipe Ireland Rd; Jonesville; Dugway Rd & Wes White Hill Rd; Huntington Rd; Hinesburg Rd; Hillview, Williams Hill & Cemetery Rd; Fays Corner & East Hill);
  - Youth, seniors and families.
3. Membership of the Committee may be comprised of individuals who are not regular residents, such as seasonal residents, representatives of local civic or non-profit organizations, business or commercial property owners, or those working, but not residing within the Town.
4. Seats will specifically be held for the following:
  - One member of the Planning Commission
  - One people from each of Richmond's neighborhoods
  - Two youth / student representatives
5. Municipal staff, and consultants and project partners will not be considered members but will attend the Committee meetings.
6. "Friends of the Steering Committee" will consist of persons interested in participating but who cannot commit to the regular meeting committee schedule. "Friends" may participate on a regular basis and receive committee communications but not have a vote during the decision making process, as outlined in the Structure and Procedure section below?
7. Members of the public will be invited to attend meetings.

## Terms

1. The Committee will act as an advisory body for a minimum of 18 months or as necessary to specifically complete the Vision and Future Land Use chapters of the Municipal Plan, plus other required elements of the plan, as outlined in Vermont State Statute.
2. The Committee will:
  - a. Advise on community outreach and engagement plans and methods,
  - b. Review drafts, background and interim materials relating to the development of the Municipal Plan,
  - c. Attend and participate in committee meetings up to twice per month,
  - d. Attend or participate in community outreach and engagement activities at least once per quarter,
  - e. Represent the project to the public in an honest and constructive way.
3. City staff, partners, and consultants will:
  - a. Develop materials for committee discussion / review
  - b. Provide materials in a timely way
  - c. Seek the committee's approval before submitting policy drafts to the public or Planning Commission
  - d. Design and coordinate meetings and public outreach activities
  - e. Make information available to the public and notify the public about meetings and events.
4. Final approval and implementation of the Municipal Plan is the responsibility of the Richmond Planning Commission and Staff. Final adoption of the Municipal Plan is the responsibility of the Richmond Selectboard.
5. All members of the Committee will serve without remuneration.

## Regular Schedule

1. The Committee will meet monthly on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. This meeting may occasionally be rescheduled or cancelled.
2. The committee will determine if/when additional meetings are necessary for any reason, and set dates and times for these meetings.
3. Committee members will attend/participate in community engagement activities once per quarter.

## Structure and Procedures

1. Municipal staff will communicate with members by email or phone to coordinate meetings and share materials for review. Paper copies of materials will be made available upon request.
2. Members will communicate with Municipal staff as necessary and will notify Municipal staff when they are unable to attend meetings.
3. Members who feel they are regularly unable or too busy to participate in committee activities will resign from the committee by notifying municipal staff.
4. Municipal staff, and/or consultants or project partners shall facilitate regular meetings and keep conversations on topic, ensure discussions are respectful, intervene to manage personal conflict or inappropriate behavior. The committee should also consider appointing a co-facilitator in the event of unexpected absence of Municipal staff, and/or consultants or project partners. This appointment may be made on an as-needed basis at the opening of the meeting.
5. Municipal staff, and/or consultants or project partners shall also be responsible for note taking. The committee should also consider appointing an additional note taker(s) in the event of unexpected absence of Municipal staff, and/or consultants or project partners or as needed based upon the structure of the meeting. This appointment may be made on an as-needed basis at the opening of the meeting.
6. The committee should also consider the following regular roles and assign them to members on a standing or rotating basis as appropriate:

- a. Transparency Monitor – To ensure the discussion, materials, and decision making process is clear, accessible and available to the public.
- b. Outreach & Communications Reviewer – To ensure that the outreach/engagement/communications activities reach a broad spectrum of community members.
- c. Volunteer Coordinator – To coordinate and manage volunteers for engagement events activities.
- d. Liaisons and Ambassadors – To liaise with specific audiences/demographic groups/stakeholder groups.

These may be identified at the outset of the project or ad hoc.

#### 7. Decisions

- a. A quorum (50% plus one of the Committee) will not be necessary to hold meetings or make decisions unless the Committee decides otherwise;
- b. Recommendations and decisions of the Committee will be made by a two thirds majority of members in attendance at a meeting, regardless of whether there is a quorum.
- c. For major decisions, such as decisions on final drafts of Town Plan chapters and maps, the committee will work towards consensus in both developing options and in deciding to recommend certain policies, options, or full drafts of policies for public or Planning Commission review. The committee and supporting staff will work to provide relevant information and to address and resolve issues before decisions are made. Levels of consensus include: (1) I support this proposal without reservation; (2) I support this proposal though I do not completely agree with everything in it; (3) I disagree with or have reservations about this proposal but will not block the group's decision to move forward; (4) I block this proposal because I have severe reservations and/or would like more information.