

Authority

The Planning & Development Committee was created in 1991, as part of the restructuring of the Board Committees. Its mandate, with slight updating, was accepted by the Board of Management at its September 1998 meeting.

Revisions in January 2016 were made as a result of the activities of the Britannia Renewal of the full 18 acre site. The following committee mandate was passed by the Board on April 13, 2016

Role and Purpose:

The Planning & Development Committee:

- a) Makes recommendations to the Britannia Board of Management in matters concerned with the long-term development of Britannia;
- b) Develops and recommends strategies for the implementation of the long-term goals, as established by the Board in relation to community needs;
- c) Reviews specific projects in the context of the overall development of the Britannia organization;
- d) Promotes the broad concerns and strategies of Britannia's development to the Britannia community;
- e) Assists other Britannia committees in interpreting the long-term vision of Britannia in the Community.

Membership Criteria, Appointment, and Renewal:

- a) The Planning & Development Committee will consist of a minimum of four members, of whom at least one will be a member of the Board.
- b) The Chair of the Planning & Development Committee will be a member of the Board.
- c) Membership on the Planning & Development Committee is open to the general public, provided that each potential member observes at least one Planning & Development Committee meeting prior to seeking membership.
- d) Potential new members must be members of the Britannia Society.
- e) Membership may be conferred after formal request of the potential new member at a meeting subsequent to the observation meeting. Such a request may be approved by the Planning & Development Committee, and the new member's name will be forwarded to the Board.
- f) New members must also obtain membership in the Britannia Society.
- g) Membership confers participation in discussion, decision-making privileges, and voting privileges.
- h) For existing members, membership is renewed annually when each member:
 - a. States an interest to renew membership at the first regular meeting of the Planning & Development Committee in the new calendar year, and
 - b. Acquires or maintains membership in the Britannia Society.

- i) Each member must maintain his or her good standing by attending regular (monthly) meetings of the Planning & Development Committee. Upon missing three consecutive meetings, membership will be subject to review and may be lost.
- j) One representative from each of the other Britannia Committees has a standing place on the Planning & Development Committee regardless of the above.
- k) Members of the Britannia Board have a standing place on the Planning & Development Committee.

Meeting Schedule and Quorum:

- a) The Planning & Development Committee meets regularly on a monthly basis, on the third Tuesday of the month.
- b) Special meetings can be called by the Chair.
- c) A quorum of the Planning & Development Committee is four members, of whom at least one will be a Board member.
- d) Decisions are generally made by consensus.
- e) In the case of formal motions, decisions will be made by vote.
- f) All meetings are open to observation by the public and the Chair may permit observers to participate in discussion; however, only members per the above will have discussion participation, decision-making, and voting privileges.

Record of Meetings and Reporting Structure:

- a) Minutes will be taken for all meetings.
- b) A minute-taker will be appointed either from Britannia Community Services Centre staff or the Planning & Development Committee.
- c) All minutes will be posted publicly on the Britannia Community Services Centre website or the Britannia Renewal website.
- d) The Planning & Development Committee reports to the Board of Management through its minutes, as well as through reports as necessary.
- e) The Planning & Development Committee can appoint sub-committees and working groups as necessary.

Conflict of Interest

- a) As volunteers of the Board of Management members of the Planning and Development Committee are subject to the policies and procedures of the Society and the act in the best interests of the Society.
- b) Relevant policies include;
 - a. Conflict of Interest Policy
 - b. Board Media Policy, and;
 - c. Board Staff Relations