



Picton Harbour Development Concept Subcommittee

Terms of Reference

Subcommittee Purpose

To create a concept plan for Picton Harbour that would advise the Community Development Commission on tourism opportunities, business and residential development opportunities, potential land acquisition opportunities, growth opportunity, access requirements and needed amenities.

The concept plan for Picton Harbour would serve as a means of engaging stakeholders, identifying land needs and best uses, determining feasibility and priority of proposed infrastructure and amenities, and provide a foundation from which to solicit private sector and other interest in the development of harbour lands.

The subcommittee shall oversee and take into account all public consultation required to develop the plan and shall see the plan through to endorsement by the Community Development Commission and Council.

Subcommittee Duties

- Conducting stakeholder consultation (private and public sector)
- Conducting market analysis/competition
- Assessing current infrastructure/life cycle
- Identifying required amenities
- Identifying desired land needs/uses
- Identifying high-level phasing of development
- Identifying potential service delivery agents
- Obtaining high level cost estimates

Subcommittee Members

The Picton Harbour Development Concept Subcommittee shall be organized as follows:

The subcommittee will consist of up to seven members representing the following organizations and groups from Prince Edward County.

- 1 (one) member from the Picton BIA (Board or staff)
- 1 (one) member of Council (Picton Ward)
- 1 (one) member of the Community Development Commission
- 3 (three) residents at large

The subcommittee shall include the following staff as non-voting resources:

- The Municipal Director of Community Development or designate
- The Municipal Commissioner of Engineering, Development and Works or designate
- The subcommittee may have other agency, organizations, expert resources representation as required, as necessary, for local issues and special purposes

Governance and Guidance:

The subcommittee shall be governed by:

- By-Law No. 3070-2012 Community Development Commission Terms of Reference
- The Municipal Procedural By-Law
- The Municipal Purchasing and Procurement By-Law
- Any other applicable legislation

The subcommittee shall be guided by:

- The Official Plan, the Secondary Plans, the Corporate Strategic Plans and priorities of Council, and the Community Development Strategic Plan.

Appointments, Term and Remuneration:

- The subcommittee is ad hoc and will dissolve following completion of project. Notwithstanding, the appointments shall expire at the end of term of the Community Development Commission.
- Subcommittee members shall serve without remuneration and shall not directly or indirectly receive any profit from his/her position as such, provided that a subcommittee member shall be paid reasonable expenses incurred in the performance of their duties in accordance with the approval of the Community Development Commission and Municipal Policy.

Declaration of Interest, Meetings and Place of Meeting:

- Members of the subcommittee shall be governed by the Municipal Procedure By-Law and Municipal Conflict of Interest Act.
- The subcommittee members will determine the appropriate dates and places for meetings providing duly advertised notice to the members and the Community Development Commission.

Budget:

- Any costs associated with concept plan, development and/or eventual implementation shall be carried through the Community Development Department's operational budget.