

**NEW EDINBURGH COMMUNITY ALLIANCE (NECA)**  
**HERITAGE & DEVELOPMENT COMMITTEE**

**MANDATE & TERMS OF REFERENCE**

**1. COMMITTEE MANDATE & PURPOSE**

- On behalf of the NECA Board of Directors, the Committee monitors proposals for property development in New Edinburgh, undertakes associated reviews and studies, convenes meetings and makes submissions to City and Provincial planning bodies as necessary.
- The purpose of the Committee is to encourage compliance with Ottawa zoning by-laws, heritage requirements, infill housing design guidelines, and the existing Neighbourhood Plan for New Edinburgh in a manner that is sympathetic and appropriate to the character, needs, and wishes of this community.

**2. COMMITTEE MEMBERSHIP**

- Chair, who is also a member of the NECA Board of Directors.
- Minimum of six, and maximum of eight, additional members.
- Membership is ratified annually by the NECA Board.
- All members are volunteers serving in their individual capacity.
- All members must reside in, or own property in, New Edinburgh.

**3. COMMITTEE BUSINESS**

**3.1 SCOPE OF ACTIVITIES**

The business of the Committee will be conducted through meetings, consultations, publications, special studies, and other means as appropriate.

The Committee will address planning and development issues considered a priority in the community, such as:

- Preservation of the heritage character of houses, streetscape, and lanes.
- Protection of the green environment.
- Guidance on property development and review of proposals (including additions, carports, garages, etc.).
- Monitoring of infill and intensification proposals, and their impact.
- Appropriate application of City by-laws in New Edinburgh.
- Providing input to the City's evolving Official Plan.

**3.2 REVIEW OF DEVELOPMENT PROPOSALS**

- The Committee will strive to review all proposals for property development, including formal applications to the Committee of Adjustment for "minor variances".
- Proposals will be reviewed using criteria outlined in relevant public documents such as the City of Ottawa Official Plan, Infill Housing Design Guidelines, City brochures on Minor Variances, and the guidelines contained in the New Edinburgh Heritage Conservation District Study.
- Decisions and recommendations of the Committee will be based on information made available to it by property owners, developers, City planners, concerned neighbours and other interested parties.
- Committee decisions will be conveyed to the involved parties, and copied to the Chair of the NECA Board.

- All formal notices received from the City concerning applications to the Committee of Adjustment will be posted on the NECA website, together with subsequent decisions of the Heritage and Development Committee and of the Committee of Adjustment. [*This website proposal is under development.*]

### **3.3 COMMUNITY PLANNING ISSUES**

- The Committee will monitor the City's evolving Official Plan and its impact on the New Edinburgh community.
- The Committee will consult with the NECA Board, residents, City planners, and others concerning major planning issues and will initiate specific studies, briefings, and presentations as required.
- The Committee will explore the need for special planning initiatives intended to protect the interests of the community and ensure zoning by-laws are applied appropriately (*e.g., through preparation of a "Secondary Plan" or "Community Design Plan" specific to New Edinburgh*).

### **3.4 INFORMING THE COMMUNITY**

- The Committee will maintain an open dialogue with community residents, City planners, and property developers.
- The Committee will develop and maintain a strategy aimed at informing the community about development, heritage, zoning and related planning issues and their impact upon New Edinburgh. This will be implemented via the New Edinburgh News, the NECA website, public meetings and other means as appropriate.

## **4. COMMITTEE MEETINGS**

- The Committee will have a quorum of three members, including the Chair.
- There will be a minimum of four meetings of the Committee per year.
- Whenever feasible, meetings will take place at least 7 days prior to the deadline for submitting comments to the Committee of Adjustment.
- Meetings and discussion may take place electronically and/or in person.
- A record will be kept of all meetings, indicating date, purpose, who was present, issues discussed, decisions, and action to be taken.

## **5. USE OF CONSULTANTS**

The Committee may retain the services of qualified experts to advise the Committee and/or NECA Board and to undertake specific tasks consistent with implementing the Committee's program of work.

## **6. BUDGET**

The NECA Board will make funds available to the Committee for use on consultancies, supplies, meetings, publications and other items in support its program of work.

## **7. REPORTING**

- The Committee Chair will submit a written report on the year's activities to NECA's Annual Public Meeting.
- The Committee Chair will present an oral report on the Committee's activities at each meeting of NECA Board.
- The Committee Chair will bring to the attention of NECA, via the Board Chair, copies of significant communications, including the Committee's formal submissions to municipal and provincial bodies.