

Council Meeting

November 08, 2022

Time: 6:30pm

AGENDA

1. **Call to Order**
2. **Approval of Previous Minutes**
3. **Approval of the Agenda**
4. **Presentation**
Community Solar Garden, Lenta Wright, AREA
5. **First Reading:** Liberty Lodge Rezoning
6. **New Business:**
 - a. MPS Review Scope of Work *To follow*
 - b. RFD - Valley REN IMSA
7. **Mayor's Report**
8. **In Camera - Personnel**
9. **Adjournment**

Town of Berwick
Report to Council

Agenda Item

From: Rod Reeves, PAC Chair

Date: November 3, 2022

Subject: First Reading – Proposed Rezoning Application – Liberty Lodge 124 Orchard Street, Berwick

DISCUSSION

The Planning Advisory Committee met on October 13, 2022 and reviewed the Planning Report prepared by Brighter Community Planning.

The following motion was passed and carried:

IT WAS MOVED and seconded

THAT

That PAC recommend to Council that 124 Orchard Street (PID 55367528) be rezoned from R-1 to R-2 and that the application be forwarded to a public hearing.

MOTION CARRIED

RECOMMENDATION

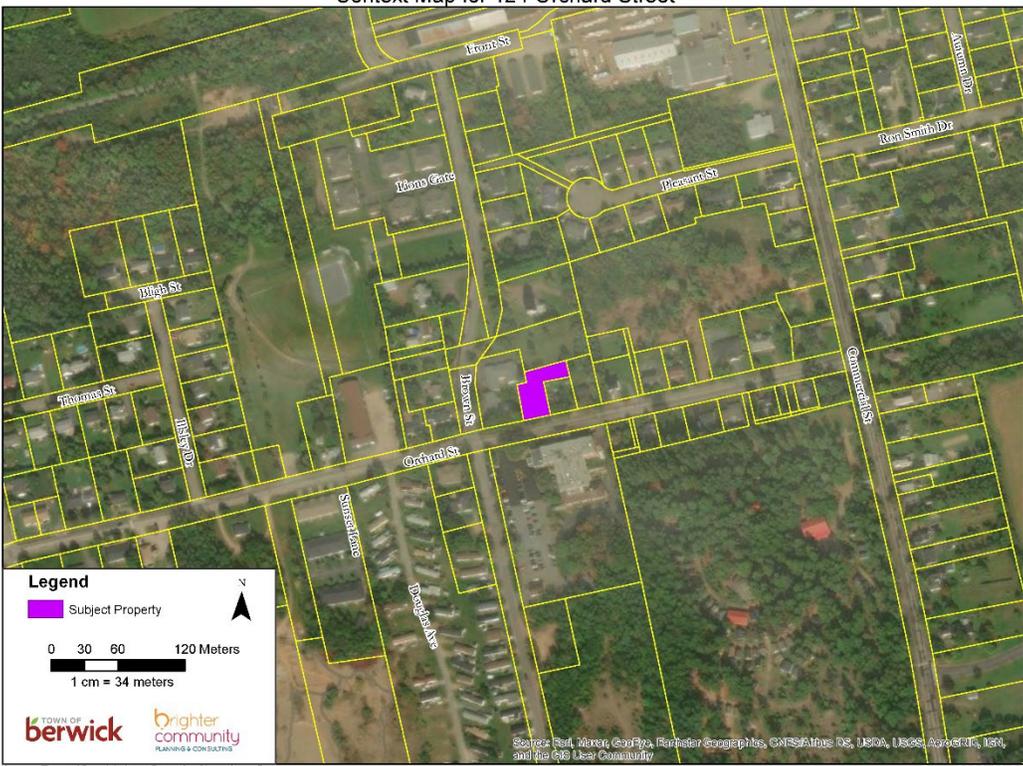
Council approval of the first reading of the above noted proposed Development Agreement Application.

Report to PAC – Rezoning of PID 55367528

Prepared by:	Chrysal Fuller, MCIP, LPP of Brighter Community Planning
Subject:	Rezoning of 124 Orchard Street (PID 55367528) from R1 to R2
Date:	October 13 th , 2022
Purpose:	PAC consideration of planning report and recommendation

Part 1: Background

1.1: Introduction

Property Owner(s)	Liberty Lodge Incorporated
Civic Address	124 Orchard Street
Designation	Residential
Zone	R1
Subject Property	<p style="text-align: center;">Context Map for 124 Orchard Street</p> 
Subject Property Area	13,874 ft ²
Existing Land Use	Single Unit Dwelling
Adjacent Land Use	Mostly single unit dwellings, with two and three-unit residential, institutional, open space, and commercial in the vicinity.
Recommendation	Amend the zoning map to change the zone from Residential Single Unit (R1) to Residential Two Unit (R2).

1.2: Location

The Subject Property is located on the north side of Orchard Street directly across from the Western Kings Memorial Health Centre.

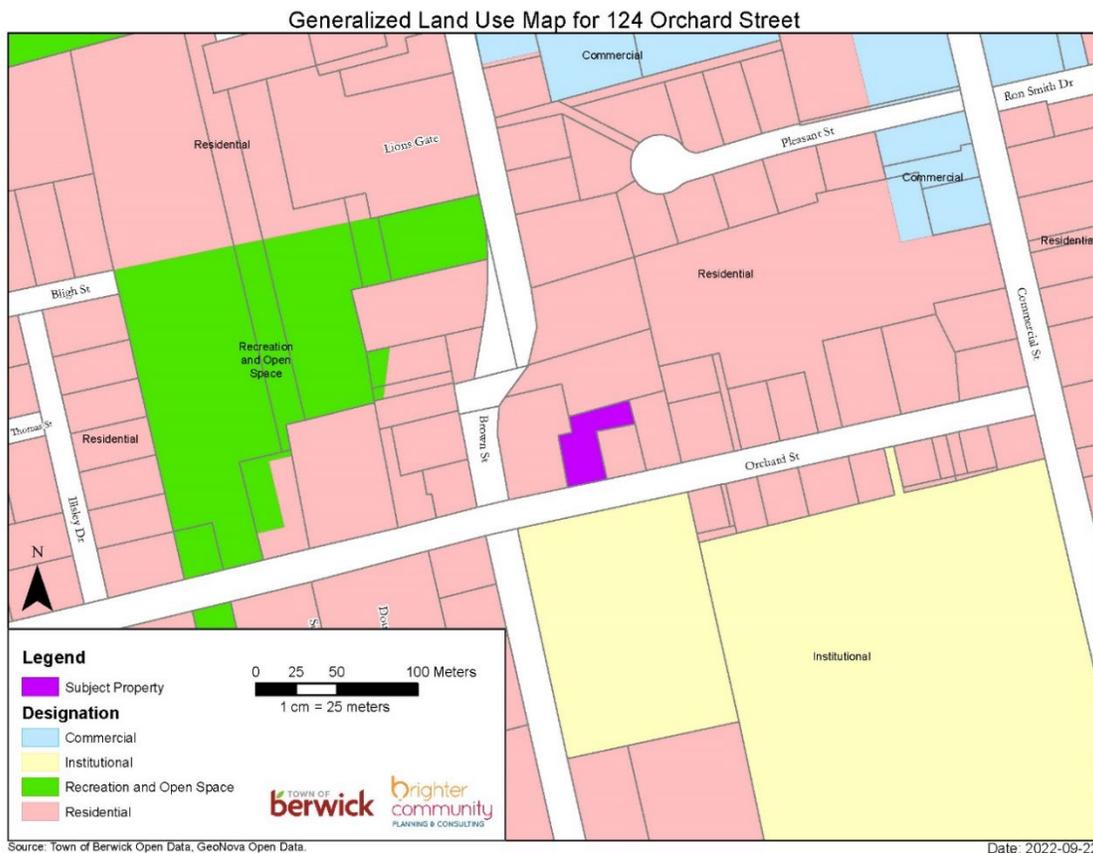
1.3: Background

The property owner submitted the Land-Use Bylaw Amendment application to the Town of Berwick on September 8th, 2022. According to the property owner, the unit is large enough to accommodate a second unit in the basement and has sufficient parking to allow for an additional residential unit.

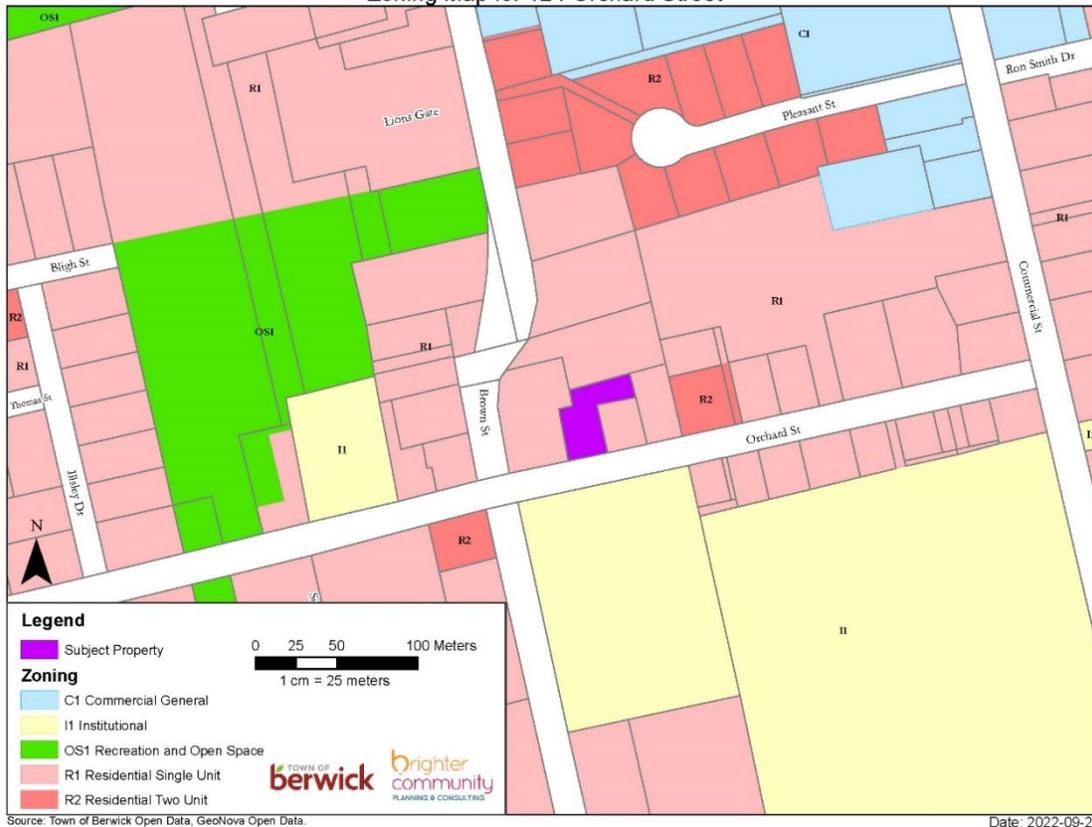
Part 2: Policy Analysis

The Municipal Planning Strategy provides guidance when considering rezoning requests.

The subject property is designated Residential. This designation includes a variety of zones designed to provide a wide variety of housing types and related compatible uses. The Town includes significant areas of the Residential Single Unit (R-1) zone, which can be rezoned subject to the policies contained in Section 2.4 of the MPS and general enabling policies of contained in IM7.



Zoning Map for 124 Orchard Street



Policy R10, under Section 2.4, enables Council to consider new residential dwellings containing two units through a rezoning process. In addition to the implementation policies in I7, the only requirement is that the minimum lot frontage and area requirements for the R2 zone are met. The minimum lot requirement in the R2 zone is 80 feet of frontage and the Subject Property has a frontage of 81.75 feet. The minimum lot area requirement of the R2 zone is 12,000 ft² and the Subject property has 13,384 ft². The minimum requirements are met for the lot.

2.1: Implementation Policies

The implementation policies were reviewed, and no issues arose. See Appendix A for a summary of the policies.

Part 3: Discussion

Although surrounded by mixed land uses, the Subject Property is in a primarily single dwelling area. There are other properties zoned R2 nearby. The adjacent property to the west contains a triplex and a duplex while another triplex is located several properties away to the east. There is also a larger development to the north off Pleasant Street and Brown Street, consisting of 13 properties zoned R2. Although the MPS is silent on criteria for rezonings from R1 to R2 except for minimum lot requirements and frontage, minimal land use conflicts are expected from this small increase in density. From a municipal perspective, maximizing the use of existing municipal infrastructure such as streets and underground pipes is a positive. New development that does not entail the municipality assuming new streets and services is a plus.

Section 2.3 of the MPS provides direction regarding the overall policy for residential development. It states that the Town of Berwick will promote new residential development that provides a variety of housing options, affordability, to be respectful of the character of existing neighbourhoods, and to accommodate the need for growth

This application has not been subject to any notifications to neighbours or public participation. No comments from the public have been received.

Part 4: Proposed Amendments

The Zoning Map contained with the Land Use Bylaw would be amended to reflect that the subject lands would be zoned R2 – Residential Two Unit.

Part 5: Recommendation

After a review of the applicable policies, the specifics of the site, and the requirements of the applicant, the staff are recommending the following motion for PAC's consideration.

That PAC recommend to Council that 124 Orchard Street (PID 55367528) be rezoned from R-1 to R-2 and that the application be forwarded to a public hearing.

Appendix A- Policy Summary

Policy R10. It shall be the intention of Council to consider the development of new residential dwellings containing two (2) units, or the conversion of existing single unit dwellings within the Residential Designation by amendment to the Land Use By-Law. In addition to the criteria contained in Policy IM7, Council shall require that the lot meet the minimum lot of frontage and area requirements for the applicable zone.	
(a) Minimum lot of frontage is 80 feet	Sufficient frontage.
(b) Minimum lot area is 12,000 ft ²	Sufficient lot area.
In considering amendments to the Land Use By-law and/or the entering into a Development Agreement, in addition to the criteria set out in various policies of this Strategy, Council shall consider:	
(a) That the proposal is in conformance with the intents of this Strategy and with the requirements of all other Town By-laws and regulations:	Proposal is generally consistent with the Municipal Planning Strategy.
(b) That the proposal is not premature or inappropriate by reasons of:	
(1) The financial capability of the Town to absorb any costs relating to the development	No known impact. The end use will be a financial benefit to the Town, increase density on existing infrastructure and contribute to the tax base without increase infrastructure costs.
(2) The adequacy of sewer and ground water to support the proposed density of development;	The property can connect to municipal sewer and storm water is managed through a ditch system. Water will be provided by onsite well.
(3) The adequacy and proximity of school, recreation, and other community facilities;	No concerns.
(4) The adequacy of road networks adjacent to, or leading to the development;	No concerns.
(5) The potential for the contamination of watercourses or the creation of erosion or sedimentation	No known impact.
(6) The potential for damage to or destruction of historical buildings and site;	N/A
(c) That controls are contained in a Land Use By-law or a Development Agreement so as to reduce conflict between the development and any other adjacent or nearby land use by reason of:	
(1) Type of use;	Upon rezoning, the proposed use of one duplex, totalling 2 units, will be permitted.
(2) Emissions including air and water pollutants and noise	Regulated by LUB.
(3) Height, bulk and lot coverage of proposed building	Regulated by LUB.
(4) Traffic generation, access to and egress from the site, and parking;	Regulated by LUB.

(5) Open storage	Regulated by LUB.
(6) signs	Regulated by LUB.
(7) similar matters of planning concern;	Regulated by LUB.
(d) The suitability and development costs of the proposed site in terms of steepness of grades, soil and geological conditions, marshes, swamps, or bogs and proximity of highway ramps, railway rights-of-way and other nuisance factors;	No impact.
(e) That provision is made for buffering, landscaping, screening and access control to reduce potential incompatibility with adjacent land uses and traffic;	Regulated by LUB.
(f) That the development is located so as not obstruct any natural drainage channels or watercourses	N/A

Appendix B – R2 Zone Requirements

6.3. Residential Two Unit (R2) Zone

6.3.1 R2 Uses Permitted

No development permit shall be issued in a Residential Two Unit (R2) Zone except for one or more of the following uses:

- All Residential Single Unit (R1) Uses subject to R1 Zone Requirements
- Semi-detached Dwelling
- Duplex Dwelling
- Converted Dwelling to a maximum of two (2) Units

6.3.2 General Lot Requirements

In a Residential Two Unit (R-2) Zone, no development permit shall be issued except in conformity with the following requirements:

	<u>Duplex</u>	<u>Converted Dwelling or Semi-detached Dwelling Per Unit</u>
Minimum Lot Area	1114 sq. meters (12,000 sq. ft.)	557 sq. meters (6,000 sq. ft.)
Minimum Lot Frontage	24.38 meters (80 ft.)	12.19 meters (40 ft.)
Minimum Front Yard	7.62 meters (25 ft.)	7.62 meters (25 ft.)
Minimum Rear Yard	7.62 meters (25 ft.)	7.62 meters (25 ft.)
Minimum Side Yard		
i) one side	3.65 meters (12 ft.)	3.65 meters (12 ft.)
ii) other side	3.65 meters (12 ft.)	3.65 meters (12 ft.)
iii) common lot line		0
Maximum Height of Main Building	10.66 meters (35 ft.)	10.66 meters (35 ft.)

6.3.3 Special Requirements: Converted Dwellings

In addition to all other requirements, the following special provisions shall apply to converted dwellings in a Residential Two Unit (R2) Zone:

- (a) Additions - No addition or alteration may be undertaken which changes the roof line or increases the height (except for the addition of dormers), or extends into the front or side yard of the lot (except for structures necessary for public safety purposes such as fire escapes).
- (b) Parking - Parking shall be provided only in the side or rear yard of the lot.

6.3.4 Side Yard, Attached Garage

An attached garage shall share common wall(s) with the main structure and shall not be considered attached by means of a breezeway, overhang or the extension of a roofline. The minimum side yard of the side where an attached garage of a permitted dwelling is located shall be as follows:

- 1 storey building: 1.22 meters (4 ft.)
- 2 or more storeys: 1.82 meters (6 ft.)

Appendix C – R1 Zone Requirements

6.2. Residential Single Unit (R1) Zone

6.2.1 R1 Uses Permitted

No development permit shall be issued in a Residential Single Unit (R1) Zone except for the following uses:

- Detached Single Unit dwellings
- Day Nurseries licensed to a maximum of 5 children
- Bed and Breakfast and Guest House
- Existing Transportation and Truck Facilities
- Existing Mobile Home Parks
- Existing Residential Care Facilities, Boarding and Rooming Houses

6.2.2 General Lot Requirements

In any Residential Single Unit (R1) Zone, no development permit shall be issued except in conformity with the following requirements:

Minimum Lot Area	929 sq. meters (10,000 sq. ft.)
Minimum Lot Frontage	24.38 meters (80 ft.)
Minimum Front Yard	7.62 meters (25 ft.)
Minimum Rear Yard	7.62 meters (25 ft.)
Minimum Side Yard	
i) one side	2.43 meters (8 ft.)
ii) other side	3.65 meters (12 ft.)
Maximum Height of Main Building	10.66 meters (35 ft.)

6.2.3 Lot Requirements, Infill Lots

Within the Residential Single Unit Zone an Infill Lot, created pursuant to Policy R14 of the Municipal Planning Strategy shall conform with the following requirements:

Minimum Lot Area	929 sq. meters (10,000 sq. ft.)
Minimum Lot Frontage	18.28 meters (60 ft.)

6.2.4 Lot Requirements, Orchard Street

The following standards shall apply to lots located on the south side of Orchard Street between Commercial Street and the Western Kings Memorial Health Centre:

Minimum Lot Area	589 sq. meters (6,350 sq. ft.)
Minimum Lot Frontage	19.8 meters (65 feet) <i>Amended January 2018</i>

6.2.5 Side Yard, Attached Garage

An attached garage shall share common wall(s) with the main structure and shall not be considered attached by means of a breezeway, overhang or the extension of a roofline. The minimum side yard of the side where an attached garage of a permitted dwelling is located shall be as follows:

1 storey building:	1.22 meters (4 ft.)
2 or more storeys:	1.82 meters (6 ft.)

6.2.6 Parking Requirements, Guest Homes

In addition to all other requirements, the following special provision shall apply to guest houses in a Residential Single Unit (R1) Zone:

Parking - One (1) parking space shall be provided for each guest room.

REQUEST FOR DECISION

Valley Regional Enterprise Network Intermunicipal Services Agreement



To: Town Council
From: Jen Boyd, CAO
Date: November 8, 2022
Subject: Valley REN IMSA

References/Attachments

- 2022-10-24 Memo to the Parties – Proposed Valley REN IMSA
- Proposed Valley REN IMSA

Legislation

Section 60 of the *Municipal Government Act*.

Recommendation

That Council remain a member of the Valley REN with intentions to approve the proposed Valley REN IMSA once the funding formula and allocations are finalized.

Background

The Town of Berwick has been a party to the Valley REN since its inception in 2014. Over the past year Berwick has been working with municipalities from across the Valley region on making improvements to existing IMSA's and establishing new ones for applicable services.

Berwick is represented on the Working Group by the Mayor. One of the IMSA's that has been reviewed and is being recommended to all Parties is the Valley REN IMSA. This IMSA is intended to replace the one that has been in place since 2014.

There are some positive key elements to this draft IMSA which include:

- Clarity (summarized in Table 1 of the attached memo to the Parties) on the areas of responsibility between the Board of Directors, Valley REN CEO, Liaison and Oversight Committee and the Parties.
- Delineation of the "Core Program" and "Special Projects" with steps outlined on how Core Program activities can be changed and how Special Projects get added to the annual Business Plan.
- A withdrawal provision of 36 months to allow for organizational continuity.
- A dispute resolution clause that is consistent with other recent IMSA's to ensure a clear process is in place should a dispute happen.

Next Steps

At this point in the process each current and potential Party to the IMSA are being

REQUEST FOR DECISION

Valley Regional Enterprise Network Intermunicipal Services Agreement



asked to confirm their intended status by December 31, 2022.

In January 2023 discussions will be held with all Parties intending to participate in the Valley REN on the final funding model and allocations. This piece will then be incorporated into the proposed IMSA and circulated to the Parties for approval by March 31, 2023. It will take effect on April 1, 2023.

Financial Implications

Council is being asked to consider their intended status in the Valley REN based on the following funding allocations. The Table below is based on the existing funding formula and all current Parties and Wolfville being part of the IMSA.

As previously noted, the funding formula will be updated in January 2023 to reflect the parties' decisions and added as a schedule to the proposed Valley REN IMSA.

Party	2023/2024 Party Contribution	%
Berwick	\$ 13,956.15	4.7%
Glooscap	\$ 7,500.00	2.5%
Kentville	\$ 27,014.95	9.2%
Middleton	\$ 12,181.90	4.1%
Windsor/West Hants	\$ 62,257.10	21.1%
Kings County	\$ 148,034.61	50.2%
Wolfville	\$ 24,238.29	8.2%
	\$ 295,183.00	100.0%

The Town is a current member of the Valley REN and budgeted \$14,856 in the 2022/23 Operating Budget. With the assumption that Wolfville will join the Valley REN, the Town's contribution is expected to decrease below \$14,000.

However, if any Party withdraws moving forward, there is a potential for the other Parties to proportionally pick up that cost to leverage the matching Provincial funds. A change to the funding model could also change the contribution amounts.

REQUEST FOR DECISION
Valley Regional Enterprise Network
Intermunicipal Services Agreement



Community Vision Statement Alignment

Check Applicable	Strategic Priority Area	Comments
X	Economic	Supports economic development initiatives, business growth and support, workforce development, tourism, etc.
	Environmental	
	Social	
	Cultural	

Alternatives

- Council can decide to withdraw from the Valley REN.
- Council can make recommended changes to the draft IMSA for consideration by the other Parties.

Community Engagement/Communication

N/A

CAO Comments

The CAO supports continuing as a party to the Valley REN.

CAO Initials: JB

Target Decision Date: 8 November 2022

MEMORANDIUM

TO: Current and potential parties of the Valley Regional Enterprise Network

FROM: Jen Boyd, CAO Town of Berwick

DATE: October 24, 2022

SUBJECT: **Proposed Valley REN IMSA**

RECOMMENDATION

That current and potential parties of the Valley REN provide a letter of their intention to join, remain or withdraw as a party to the Valley REN IMSA by December 31, 2022.

BACKGROUND

The Intermunicipal Service Agreement (IMSA) Working Group was established in April 2020 and comprises the Mayors of Annapolis Royal, Berwick, Kentville, Kings, Middleton, and Wolfville, the Warden of Annapolis County and a senior staff member of Glooscap First Nations. The intention of the Working Group is to review the IMSAs which serve as the incorporation documents of several jointly owned entities, the Valley REN being one.

The Working Group has engaged a solicitor to provide legal advice on key provisions of current IMSAs, as well as the development, and subsequent Parties approval, of the Interim IMSA for Valley Waste and Kings Transit Pilot Project and the Kings Regional Emergency Management Organization (REMO) IMSA. Therefore, the CAOs used the common provisions and format of the Interim and Kings REMO IMSAs as a foundation for the new Valley Regional Enterprise Network (Valley REN) IMSA.

The consultation process began in October 2021 with several facilitated discussion with the IMSA Working Group regarding key areas of the IMSA: mandate, party and stakeholder relationships, governance and funding. This feedback was used to draft version one (V1) of the new Valley REN IMSA.

V1 was presented to the IMSA Working Group in June 2022, followed by presentations to the Valley REN Board of the Directors (Board), the Valley REN Liaison and Oversight Committee (LOC) and the Valley REN Chief Executive Officer (CEO) throughout July. The feedback was summarized and presented to the IMSA Working Group with version two (V2) of the new Valley REN IMSA on September 21, 2022.

It was moved and seconded that the Valley REN IMSA V2 be recommended to the Valley REN parties for approval, as amended.

The proposed Valley REN IMSA has been reviewed by Solicitor Duffy. Minor edits were made for procedural purposes or to reflect contract convention.

Table 1 summarizes the roles and responsibilities per the proposed Valley REN IMSA.

FINANCIAL IMPLICATIONS

The funding formula for the Valley REN parties’ proportionate shares has not changed.

Table 2 below, shows the estimated party contributions for 2023/24 assuming that all current parties remain and the Town of Wolfville joins.

Table2: Estimated 2023/24 Party Contributions

Party	2023/2024 Party Contribution	%
Berwick	\$ 13,956.15	4.7%
Glooscap	\$ 7,500.00	2.5%
Kentville	\$ 27,014.95	9.2%
Middleton	\$ 12,181.90	4.1%
Windsor/West Hants	\$ 62,257.10	21.1%
Kings County	\$ 148,034.61	50.2%
Wolfville	\$ 24,238.29	8.2%
	\$ 295,183.00	100.0%

Following December 31, 2022, the funding formula will be updated to reflect the parties’ decisions and added as a schedule to the proposed Valley REN IMSA.

NEXT STEPS AND TIMELINES

The proposed Valley REN IMSA is the organizations governance document and approved by the parties. The IMSA Working Group, made up of current and potential parties to the Valley REN, have recommended the proposed Agreement for approval.

The IMSA Working Group, and parties to the Valley REN IMSA, have informally operated under the assumption that all parties, whether notice has been provided or not, shall have until the new Valley REN IMSA is approved to decide whether they wish to continue as a party.

All current and potential parties have until December 31, 2022, to signify their intention to join, remain or withdraw as a party to the Agreement.

Any party who wishes to withdraw from the Valley REN shall provide a letter of their intentions to the parties by December 31, 2022.

The Agreement will then be approved by the participating parties prior to April 1, 2023. The current parties will be required to make a motion approving any new parties to the agreement per provision 7.

Any party who wishes to withdraw after December 31, 2022, shall provide written notice to the other parties a minimum of thirty-six (36) months in advance of the commencement of the Fiscal Year in which they intend to withdraw, per provision 38 of the Agreement.

ATTACHMENTS

- Proposed Valley REN IMSA

Table 1 – Valley REN Roles and Responsibilities

Item	Board of Directors	Valley REN CEO	Liaison and Oversight Committee	Parties
Contribution Agreement	Review Approve Chair Executes	Execute	Approve	
Regional Strategy	Develop Implement	Develop Implement	Approve and Monitor	Receive
Annual Business Plan	Approve	Develop Implement	Receive	
Annual Budget	Approve	Develop Implement	Receive	
Board Members	Recruit and nominate		Recruit and nominate Approve	
Core Program	Monitor Introduce changes	Implement	Monitor Introduce changes	Approve amendment(s) to IMSA
Special Projects	Introduce Approve	Introduce Consult with Party staff Develop brief	Introduce Approve	
Audit Report/ Financial Statements	Approve	Oversee preparations	Receive	

MEMORANDIUM

TO: Current and potential parties of the Valley Regional Enterprise Network

FROM: Jen Boyd, CAO Town of Berwick

DATE: October 24, 2022

SUBJECT: **Proposed Valley REN IMSA**

RECOMMENDATION

That current and potential parties of the Valley REN provide a letter of their intention to join, remain or withdraw as a party to the Valley REN IMSA by December 31, 2022.

BACKGROUND

The Intermunicipal Service Agreement (IMSA) Working Group was established in April 2020 and comprises the Mayors of Annapolis Royal, Berwick, Kentville, Kings, Middleton, and Wolfville, the Warden of Annapolis County and a senior staff member of Glooscap First Nations. The intention of the Working Group is to review the IMSAs which serve as the incorporation documents of several jointly owned entities, the Valley REN being one.

The Working Group has engaged a solicitor to provide legal advice on key provisions of current IMSAs, as well as the development, and subsequent Parties approval, of the Interim IMSA for Valley Waste and Kings Transit Pilot Project and the Kings Regional Emergency Management Organization (REMO) IMSA. Therefore, the CAOs used the common provisions and format of the Interim and Kings REMO IMSAs as a foundation for the new Valley Regional Enterprise Network (Valley REN) IMSA.

The consultation process began in October 2021 with several facilitated discussion with the IMSA Working Group regarding key areas of the IMSA: mandate, party and stakeholder relationships, governance and funding. This feedback was used to draft version one (V1) of the new Valley REN IMSA.

V1 was presented to the IMSA Working Group in June 2022, followed by presentations to the Valley REN Board of the Directors (Board), the Valley REN Liaison and Oversight Committee (LOC) and the Valley REN Chief Executive Officer (CEO) throughout July. The feedback was summarized and presented to the IMSA Working Group with version two (V2) of the new Valley REN IMSA on September 21, 2022.

It was moved and seconded that the Valley REN IMSA V2 be recommended to the Valley REN parties for approval, as amended.

The proposed Valley REN IMSA has been reviewed by Solicitor Duffy. Minor edits were made for procedural purposes or to reflect contract convention.

Table 1 summarizes the roles and responsibilities per the proposed Valley REN IMSA.

FINANCIAL IMPLICATIONS

The funding formula for the Valley REN parties’ proportionate shares has not changed.

Table 2 below, shows the estimated party contributions for 2023/24 assuming that all current parties remain and the Town of Wolfville joins.

Table2: Estimated 2023/24 Party Contributions

Party	2023/2024 Party Contribution	%
Berwick	\$ 13,956.15	4.7%
Glooscap	\$ 7,500.00	2.5%
Kentville	\$ 27,014.95	9.2%
Middleton	\$ 12,181.90	4.1%
Windsor/West Hants	\$ 62,257.10	21.1%
Kings County	\$ 148,034.61	50.2%
Wolfville	\$ 24,238.29	8.2%
	\$ 295,183.00	100.0%

Following December 31, 2022, the funding formula will be updated to reflect the parties’ decisions and added as a schedule to the proposed Valley REN IMSA.

NEXT STEPS AND TIMELINES

The proposed Valley REN IMSA is the organizations governance document and approved by the parties. The IMSA Working Group, made up of current and potential parties to the Valley REN, have recommended the proposed Agreement for approval.

The IMSA Working Group, and parties to the Valley REN IMSA, have informally operated under the assumption that all parties, whether notice has been provided or not, shall have until the new Valley REN IMSA is approved to decide whether they wish to continue as a party.

All current and potential parties have until December 31, 2022, to signify their intention to join, remain or withdraw as a party to the Agreement.

Any party who wishes to withdraw from the Valley REN shall provide a letter of their intentions to the parties by December 31, 2022.

The Agreement will then be approved by the participating parties prior to April 1, 2023. The current parties will be required to make a motion approving any new parties to the agreement per provision 7.

Any party who wishes to withdraw after December 31, 2022, shall provide written notice to the other parties a minimum of thirty-six (36) months in advance of the commencement of the Fiscal Year in which they intend to withdraw, per provision 38 of the Agreement.

ATTACHMENTS

- Proposed Valley REN IMSA

Table 1 – Valley REN Roles and Responsibilities

Item	Board of Directors	Valley REN CEO	Liaison and Oversight Committee	Parties
Contribution Agreement	Review Approve Chair Executes	Execute	Approve	
Regional Strategy	Develop Implement	Develop Implement	Approve and Monitor	Receive
Annual Business Plan	Approve	Develop Implement	Receive	
Annual Budget	Approve	Develop Implement	Receive	
Board Members	Recruit and nominate		Recruit and nominate Approve	
Core Program	Monitor Introduce changes	Implement	Monitor Introduce changes	Approve amendment(s) to IMSA
Special Projects	Introduce Approve	Introduce Consult with Party staff Develop brief	Introduce Approve	
Audit Report/ Financial Statements	Approve	Oversee preparations	Receive	