

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

<b>Topic: Planning Advisory Committee</b>	<b>Date Approved:</b> <b>February 21, 2017 (Min#2017-014)</b>
<b>Item: Terms of Reference</b>	<b>Amendments:</b>

**Introduction**

The Municipality of the County of Antigonish (hereafter “the Municipality”) wish to establish a Planning Advisory Committee in accordance with Section 200 of the *Municipal Government Act*. To this end, the Planning Advisory Committee is hereby established.

**1. Goals**

To assist the Municipality in an effort to:

- Develop community-based municipal planning; and
- Foster vibrant and healthy communities while balancing economic development and sustainability.

**2. Mandate**

The mandate of the Planning Advisory Committee is to:

1. Advise Municipal Council respecting the preparation or amendment of Municipal Planning Strategies, Land Use Bylaws and the Subdivision Bylaw, as well as general land use planning matters.
2. Receive and consider recommendations from any of the Municipality’s Area Advisory Committees.
3. Act as the Heritage Advisory Committee pursuant to the Heritage Properties Bylaw.
4. Gather information on matters affecting planning and development;
5. Provide a forum to hear and consider representation from any individual, organization or delegation with respect to planning;
6. Take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and,
7. Take action on such matters as are lawfully delegated to it by statute or by Council.

The duties assigned to the Committee shall only be carried out by the Committee.

### **3. Membership**

Membership shall include three members of Municipal Council and three members of the public who are residents of the Municipality of the County of Antigonish.

- The Council shall appoint members of the Planning Advisory Committee by resolution.
- The term for members shall be three years, and members may be re-appointed to the Committee. Public members' terms shall be by fiscal year, with one member appointed each year.
- In January of each year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering or other similar background will have some preference.
- The Committee Chairperson and Vice-Chairperson will be selected by Municipal Council from among councillors. The term shall be for two years unless otherwise stated by resolution of Council.

### **4. Meetings**

- The Committee will meet at the Municipal Office – 285 Beech Hill Rd – on a quarterly basis on the last Monday of February, June, September and November
- When meetings are required for planning document amendments the Committee will meet as needed.
- The Chairperson in consultation with the Director of Planning may change meeting times when appropriate.
- The Chairperson in consultation with the Director of Planning may convene additional meetings as deemed necessary.
- The Chairperson in consultation with the Director of Planning may cancel meetings when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to staff at least two weeks in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to each the Municipality's and the Planning Commission's website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

### **7. Role and Responsibility of Municipal Staff**

The Director of Planning is responsible for all functions of the Committee including:

- (a) Calling meeting;

- (b) Taking minutes;
- (c) Distribution of reports and other information as required;
- (d) Public notification as required;
- (e) Providing Committee motions and a report to the Municipal Clerk Treasurer for inclusion on the Council agenda.

Where additional information or work is required of staff by the Advisory Committee the Director of Planning will be responsible for prioritizing staff resources, in conjunction with the Municipal Clerk Treasurer when required.

Meetings are to be attended by the Director of Planning or designate as well as a Recorder. At the discretion of the Director of Planning other staff may be invited / asked to attend as well. Standing invitations to meetings are extended to the Municipal Clerk Treasurer and all Senior Leadership Team members.

### **8. Reporting and Communication**

Meetings of the Committee are open to the public unless deemed to fall within section 203 of the *Municipal Government Act*.

A meeting report including any forthcoming recommendations shall be presented to each council at its next regular meeting.

### **9. Conflict of Interest**

Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

### **10. Amendments**

The Committee may recommend amendments to these terms of reference to Municipal Council. Municipal Council has authority to make any amendment to these terms of reference.