

# Municipality of the District of Lunenburg

## POLICY

<b>Title:</b> Planning Advisory Committee Policy	
<b>Policy No.</b> 090	<b>Legislative Authority:</b> Municipal Government Act, Section 202
<b>Effective Date:</b> July 14, 2020	<b>Amended Date:</b> December 8, 2020

### Short title

- 1 This Policy may be cited as the **Planning Advisory Committee Policy** and be referenced as the terms of reference of the Committee.

### Definitions

- 2 In this Policy,
  - (a) "Act" means the Municipal Government Act; and
  - (b) "Committee" means the Planning Advisory Committee of the Municipality.

### Administration

- 3 (1) The purpose of this Committee is to advise respecting the preparation or amendment of planning documents and respecting planning matters generally.
  - (2) The duties assigned to the Committee by the Act must only be carried out by the Committee.

### Membership

- 4 (1) Membership of the Committee must consist of 4 Councillors and 4 public members appointed at-large. [amended December 8, 2020]
  - (2) Public members have full membership in the Committee and are given the same rights as a Council member on the Committee.
  - (3) A member ex-officio of the Committee may be appointed and has the rights as defined in Section 5 of Policy 002. [amended December 8, 2020]

## **Appointment and reappointment**

- 5 (1) Terms of Committee members are non-coincidental 2-year terms so that no more than 4 Committee member positions expire in the same calendar year. [amended December 8, 2020]
- (2) Public members must be sought by a publicly advertised Expression of Interest and recommended to Council for appointment by the Nominating Committee by following the procedure in Section 2 of Policy 004. [amended December 8, 2020]
- (3) Council must appoint members of the Committee by resolution.
- (4) Public members may re-offer for the Committee when their term expires.

## **Officers**

- 6 (1) The committee members must, at their first meeting after an annual appointment by Council, elect a chair and vice-chair by secret ballot.
- (2) The chair shall preside at all meetings of the Committee. [amended December 8, 2020]
- (3) The vice-chair will act in the absence or inability of the chair or in the event of the office of chair being vacant.
- (4) The sitting chair and vice-chair may re-offer for the same position.

## **Procedures**

- 7 (1) A meeting of the Committee may take place on an as-needed basis or at the call of the Chair.
- (2) A meeting is conducted by following the procedure on Policy 001, unless otherwise stated in this Section or the Act. [amended December 8, 2020]

## **Open meetings**

- 8 (1) All meetings of the Committee are open to the public unless a meeting is private as determined by the procedure in subsection 203(1) of the Act.
- (2) All public meetings of the Committee must be notified to the public according to the procedure in Sections 9 and 10 of Policy 066. [amended December 8, 2020]
- (3) On each item on an agenda of the Committee, the Chair shall seek public comments after a presentation by staff. [amended December 8, 2020]

## **Public discussion**

9 Committee may hold a meeting for public discussion on a planning topic in the manner decided by the Council or the Committee.

**Ad-hoc subcommittees**


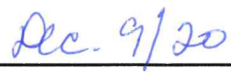
- 10 (1) Committee may create an ad-hoc subcommittee to deal with an issue in which the membership feels it would be better served by a smaller number of people.
- (2) When an ad-hoc subcommittee is established, the subcommittee must have a declared start date, end date, and required recommendation.
- (3) Any recommendation returned to the Committee by an ad-hoc subcommittee must be passed by the Committee before being referred to Council.

**Staff support**

- 11 The Director of Planning & Development Services is the primary contact for the Municipality, and may assign a staff member to
  - (a) develop and distribute an agenda, recording, and minutes of a meeting;
  - (b) conduct research related to an item on the agenda; and
  - (c) notify the Committee members of the result of their recommendations.

**Remuneration**

12 Remuneration paid to a public member is stated in Section 3 of Policy 004. [amended December 8, 2020]

<b>Annotation for Official By-law Book</b>	
<b>Date of notice to Council members</b>	<b>June 23, 2020</b>
<b>Date of Adoption</b>	<b>July 14, 2020</b>
<b>Date of notice to Council members to consider amendments</b>	<b>November 24, 2020</b>
<b>Date of passage of amendments</b>	<b>December 8, 2020</b>
<b>I certify that Policy 090, the "Planning Advisory Committee Policy", was adopted and amended by Council as indicated above.</b>	
	
<b>Sherry Conrad, Municipal Clerk</b>	<b>Date</b>