

Municipality of the District of Lunenburg

POLICY

Title Planning Advisory Committee Policy	
Policy No. MDL-90	Legislative Authority Municipal Government Act, Section 202
Effective Date July 14, 2020	Amended Dates

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.

Definition

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

Purpose

- 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 5 Councilors and 3 public members appointed at-large.
 - (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 MDL-02.

Appointment and reappointment

- 5 (1) Terms of public members are non-coincidental two-year terms so that no more than two public member positions expire in the same calendar year.
- (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 MDL-04.
- (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 must preside at all meetings of the Committee.
- (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 MDL-01, unless otherwise stated in this Section or the Act.

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 MDL-66.
- (3) On each item on an agenda of the Committee, the Chair must seek public comments after a presentation by staff.

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 MDL-04.

Clerk's Annotation for Official Policy Book	
Date of notice to Council members	June 23, 2020
Date of passage of original Policy	July 14, 2020
Date of notice to Council members of intent to consider amendments	N/A
Date of passage of amendments	N/A
I certify that this Policy MDL-90 was adopted by Council as indicated above.	
 _____	July 15, 2020 _____
Municipal Clerk	Date