



PLANNING ADVISORY COMMITTEE

Terms of Reference

Mandate

The Planning Advisory Committee is appointed by Council as authorized and according to Section 8(1) of the Planning Act, 1990, for the purposes of providing Council with recommendations specific to community planning matters, development and policies. The mandate of the Planning Advisory Committee is to provide Council and staff with recommendations and guidance in areas related to land use planning.

The functions and duties of the Planning Advisory Committee are:

1. To review from time to time the provisions of the Official Plan and Zoning Bylaw and related municipal policies, and to recommend to Council amendments which would be in the best interest of the township;
2. To review and provide Council with recommendations on applications for Official Plan Amendments;
3. To review and provide Council with recommendations on applications for Zoning Bylaw Amendments;
4. To review and provide Council with recommendations on applications for approval of Draft Plans of Subdivision;
5. To review and provide Council with recommendations on Community Improvement Plans;
6. To review and provide recommendations to Council on any other planning matters as requested by Council, the Chief Building Official, or the CAO; and
7. Any other planning matters as requested by Council by resolution.
8. The Committee will not be responsible for the following:
 - a) Undertaking or directing the daily operations of the township.
 - b) Administrative matters including directions to staff.
 - c) Reviewing staff structure, staff compensation, or other staffing related matters.
 - d) Preparing, approving or delivering the annual budget and capital projects.
 - e) Performing project and program implementation, unless assigned by Council.
 - f) Reviewing any matter that may be subject to the township's closed meeting provisions.
 - g) Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.
 - h) Performing or undertaking any responsibilities not included in this Terms of Reference.

Committee Structure

1. The Committee shall be composed of five (5) members, selected by Council as follows:
 - a) Three (3) Elected Officials as appointed by Council.
 - b) The Chair and Vice-Chair of the Committee of Adjustment or if unavailable, 2 members of the public appointed by Council
2. Eligible members of the public are those who are entitled to be an elector in the township under section 17 of the Municipal Elections Act. For clarity, members do not necessarily have to be Canadian Citizens, but must reside in Black River-Matheson or be a property



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owner (personal or business).

3. Employees of the Township of Black River-Matheson are not eligible to serve on township committees. Immediate family members of employees are eligible, but only for Committees where there is no potential for a conflict of interest.

General Rules of Operation

1. The Committee is subject to the control and direction of Council.
2. The Committee is subject to the rules established in Council's Code of Conduct and Council's Procedural By-Law.
3. All meetings of the Committee are open to the public, and rules governing the procedure for Council meetings shall be observed by the Committee insofar as they are applicable.
4. The Committee will meet on an as required basis, determined upon the volume of planning applications received.
5. The Committee may establish a particular day or time for a meeting but such days or time shall not interfere with the meetings of Council or Committee of Adjustment.
6. All appointed members will be voting members, and a quorum of the Committee shall be the majority of those appointed by Council as members of the Committee.
7. If the Committee refuses or neglects to give due consideration to any matter assigned to it or before it, the Committee may, by Council resolution, be discharged of its responsibilities.

Role of Council Representatives

1. The Council Representatives are participating voting members of the Committee
2. The Mayor, if not a Committee member, may attend and participate in Committee meetings as ex officio, but shall not have voting rights.

Election and Role of Committee Chair

1. A committee Chair and Vice-Chair will be elected at the beginning of each term from committee members to preside over meetings and committee business.
2. The Chair's role is to:
 - a) In accordance with the township's Procedural By-Law, preside at all meetings, and control proceedings and discussion to ensure smooth transition of the business as listed on the agenda.
 - b) Vote on all matters requiring a formal motion.
 - c) Report on the activities of the Committee to Council as required.

Role of Committee Members

The Committee Members shall:

1. Report to the Chair any issues that they feel should be addressed by the Committee.
2. Attend and participate in Committee meetings.
3. Contribute time, knowledge, skill and expertise during meetings in order to fulfill the Committee's mandate and report their concerns and issues to the Committee.
4. Abide by the procedural decisions made by the Chair.
5. Disclose any pecuniary interest per the requirements of the *Municipal Conflict of Interest Act*.



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6. Actively participate in carrying out the responsibilities of the Committee.



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7. Be considered to be voting members of the Committee.

Role Of Staff

1. Corresponding with members of the Committee.
2. Staff shall not have voting rights
3. Act as the Committee Secretary, including meeting package preparation.
4. Research reports and prepare meeting packages in co-operation with the Chair.
5. Give notice of meetings and prepare all associated correspondence.
6. Preserve all records and correspondence in accordance with the township Records Retention By-law and other legislative requirements,
7. Act as a resource personnel for township policies and procedures.

Reporting Requirements

Committee minutes are to be provided to the Clerk for insertion on the Council agenda. Recommendations for Council's consideration are to be presented to Council in a report format under signature of the CAO.

Financial Planning

1. All members shall serve without compensation.
2. Reimbursement for travel and other expenses incurred in the performance of Committee duties will be paid in accordance with the township's policies.
3. Any financial requirement of the Committee shall be approved by Council prior to any expenditure.

Term

The term of the Committee shall run concurrent with the term of Council.