



Planning Advisory Committee Policy P-886-22

Effective Date:

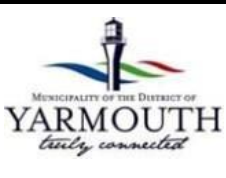
April 27, 2022

Part 1 Purpose

It shall be the policy of the Council of the Municipality of the District of Yarmouth that a Planning Advisory Committee (PAC) be established to advise Council regarding the preparation and amendment of planning documents and planning matters in general, as set out in Section 200 of the *Municipal Government Act (MGA)*. This policy shall serve as the Terms of Reference for the PAC.

Part 2 Definitions

- 2.1 **“Act”** means Municipal Government Act
- 2.2 **“Committee”** means Planning Advisory Committee for the Municipality of the District of Yarmouth
- 2.3 **CAO** means Chief Administration Officer for MODY
- 2.4 **“Council”** means Municipal Council for MODY
- 2.5 **“LUB”** means Land Use By-law
- 2.6 **“MODY”** means the Municipality of the District of Yarmouth
- 2.7 **“MPS”** means Municipal Planning Strategy
- 2.8 **“Municipal Development officer”** means the Development Officer for MODY
- 2.9 **“Municipality”** means the Municipality of the District of Yarmouth
- 2.10 **“Municipal planner”** means the Planner for the MODY
- 2.11 **“PAC”** means Planning Advisory Committee for MODY
- 2.12 **“Social Media”** means municipal website, Facebook and any other electronic communication platform that the municipality may use



Planning Advisory Committee Policy P-886-22

Effective Date:

April 27, 2022

Part 3 Membership

- 3.1 There shall be seven (7) voting members of the PAC – four (4) members of *Council* and three (3) citizen representatives. Citizen appointments must comply with the policy on Citizen Appointment to Committees, Boards and Authorities (C-026-05).
- 3.2 *Council* members shall be appointed following a municipal election for a term of 4 years; or at the pleasure of Council. Citizen appointments shall be for a two (2) year term in general. *Council* has the authority to stagger appointments by one, two and three-year terms if needed to allow for continuity of membership and orderly succession planning at the committee level.
- 3.3 Where any member of the Committee has failed to attend three (3) consecutive meetings of the Committee without notice having been given to the Chairperson, the member shall immediately vacate his/her seat as a member of the Committee and shall be deemed to have resigned. The remaining members shall at the next meeting of the Committee declare the seat to be vacant and notify, in writing, the *Council* who shall proceed to fill the vacancy.
- 3.4 The Municipal Planner, Development Officer and CAO shall be ex-officio members of the PAC. The CAO may direct other municipal staff to attend meetings of the PAC in ex-officio capacity. Administrative services shall be provided to the PAC by a member of the municipal staff as directed by the CAO. Minutes shall include not only decisions made, but where possible, shall also include a brief summary of discussion and rationale for each recommendation.

Part 4 Officers

- 4.1 The Chair and the Vice-Chair shall be elected by the members of the PAC.
- 4.2 The Chair and Vice- Chair shall serve four years.
- 4.3 The Chair and Vice-Chair may re-offer for one additional term.



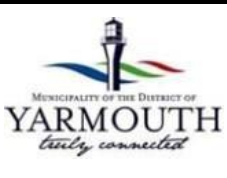
**Planning Advisory Committee Policy
P-886-22**

Effective Date:
April 27, 2022

- 4.4 The Vice-Chair shall fulfill the duties of the Chair in their absence.
- 4.5 Primary duties of the Chairperson:
 - 4.5.1 Chairing all meetings of the Committee according to the *Municipality's* Council Procedural Policy pertaining to Committees and rules of order.
 - 4.5.2 Enforcing rules as they apply to the Committee and its individual members.
 - 4.5.3 Disciplining members of the Committee as necessary.
 - 4.5.4 Ensuring full and timely communication with members of the Committee.
 - 4.5.5 Ensuring effectiveness of the Committee.
- 4.6 Unless otherwise indicated, the chairperson may be removed by a resolution of the Committee or by a resolution of *Council* for which advance notification has been given to all members, duly moved and seconded, and passed by a majority of members present at a regular or special meeting of the Committee or *Council*.
- 4.7 In the event the Chairperson resigns;
 - 4.7.1 the Vice-Chair shall fulfill the duties until a new Chairperson has been elected by the members
 - 4.7.2 the election for new Chairperson shall be held at the meeting immediately following the resignation of the sitting Chairperson
 - 4.7.3 The Vice-Chair shall preside over the election of Chairperson, unless the Vice-Chair offers for the position of Chairperson, in which case, the CAO shall preside over the election

Part 5 Meetings

- 5.1 Notice of all meetings of the Planning Advisory Committee shall be posted in the Municipal Administration Building and, on the Municipality's social



**Planning Advisory Committee Policy
P-886-22**

Effective Date:
April 27, 2022

media.

- 5.2 Meetings shall be held on a monthly basis or as PAC deems necessary to carry out its assigned duties. At the inaugural meeting following each municipal election, the PAC shall determine its regular meeting time. The PAC shall meet at the direction of *Council*, the call of the Chairperson, or the request of two thirds (2/3) of the PAC members made in writing to the Chairperson.
- 5.3 No business may be transacted at a meeting unless a quorum (50%) of voting members is present.
- 5.4 A regular meeting of the PAC may be held with 3 days' notice, but emergency meetings may be called by the Chairperson.
- 5.5 All meetings shall be open to the public unless a closed session is held in accordance with Section 203 of the MGA.
- 5.6 The chairperson has no formal authority to direct the committee, unless specifically authorized by Council resolution.

Part 6 Function

- 6.1 The PAC is an advisory committee to *Council*.
- 6.2 The PAC shall:
 - 6.2.1 Submit formal recommendations to *Council* on the preparation or amendment to the Municipal Planning Strategy and Land Use Bylaw for the *Municipality of Yarmouth*;
 - 6.2.2 Review and make recommendations on all proposed development agreements; and
 - 6.2.3 Review and make recommendations on planning matters in general.
 - 6.2.4 Receive reports and recommendations from the Municipal Planner, Municipal Development Officer and the Chief Administrative Officer.



**Planning Advisory Committee Policy
P-886-22**

Effective Date:
April 27, 2022

- 6.2.5 Ensure Public Participation Meetings are conducted as required by the Act and according to the *Municipality's* Public Participation Policy.
- 6.2.6 Serve as the steering committee for comprehensive reviews of the MPS and LUB as required by the Act.
- 6.3 The PAC may:
 - 6.3.1 Request information, reports and presentations, through the CAO, from municipal staff, contractors or third parties.
- 6.4 The Committee is committed to effective decision-making and once a decision has been made, speaking with one voice. Towards this end committee members will:
 - 6.4.1 Refrain from “lobbying” outside of committee meetings that might have the effect of limiting free and open discussion.
 - 6.4.2 On important issues, encourage consensus decisions as well as ones that strive for collaborative rather than compromise solutions.
 - 6.4.3 Once made, support majority decisions, even if one’s view is a minority one.
 - 6.4.4 Respect the confidentiality of information on sensitive issues. The members of the PAC are subject to the rules of “in-camera” under the Act, and must sign a confidentiality agreement upon appointment to the PAC.
 - 6.4.5 Refrain from speaking for the committee unless authorized to do so by motion of the committee.
 - 6.4.6 Disclose one’s involvement with other organizations, businesses or individuals where such a relationship might be viewed as a conflict of interest. The members of the PAC are subject to the *Municipal Conflict of Interest Act* and must comply with the requirements therein.
- 6.5 The Committee may, with the approval of *Council*, establish one or more area advisory committees to advise them on planning matters affecting a

MUNICIPALITY OF THE DISTRICT OF YARMOUTH




**Planning Advisory Committee Policy
P-886-22**

Effective Date:
April 27, 2022

specific area of the *Municipality*.

- 6.6 The Committee shall perform such other duties as may be required under the *Municipal Government Act* and/or as determined by *Council* from time to time.

Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	April 19, 2022
Date of Passage of current Policy	April 27, 2022
I certify that this Planning Advisory Committee Policy P-886-22 was adopted by Council as indicated above.	
 <hr style="width: 40%; margin-left: 0;"/>	
Chief Administrative Officer	<u>May 11, 2022</u> Date

Date last reviewed by Council:

Date last amended:

Amendment Log

Date	Amendment Description



**Planning Advisory Committee Policy
P-886-22**

Effective Date:
April 27, 2022