

**TITLE:** Planning Advisory Committee Policy  
**SECTION:** Planning and Development  
**POLICY NO:** 66000-01

**APPROVAL DATE:** March 27, 2023

**CAO Signature:** 

**PURPOSE:**

The purpose of this policy is to establish a Planning Advisory Committee in accordance with Section 200 of the *Municipal Government Act*.

**ROLE OF COMMITTEE**

1. The role of a Planning Advisory Committee is to advise Council respecting the preparation or amendment of the Town's Municipal Planning Strategy, Land Use Bylaw and Subdivision Bylaw as well as general land use planning matters.
2. The duties assigned to the Committee, pursuant to this policy, shall only be carried out by the Committee.
3. In addition to the duties of the Committee pursuant to Section 200 of the *Municipal Government Act* and pursuant to the Heritage Properties Bylaw, the Committee will also act as the Heritage Advisory Committee.
4. In addition to the duties of the Committee pursuant to Section 200 of the *Municipal Government Act*, the Planning Advisory Committee will also undertake the duties assigned to it pursuant to the Dangerous or Unightly Premises Policy of the Town of Amherst.

**MEMBERSHIP**

5. The Council shall appoint members of the Planning Advisory Committee by resolution in March of each year as required.
6. Membership shall include three members of Town Council and three members of the public who are residents of the Town of Amherst.
7. The term for member appointments may be up to two years, and members may be re-appointed to the Committee.
8. An advertisement for the public member(s) shall be placed in the local newspaper and on Town of Amherst social media. It is the intention to have members with a diverse background; however, members with a planning, architecture, engineering or other similar background will have some preference.

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9. At the beginning of the first meeting of each fiscal year the Committee will elect a chairperson as well as a vice-chairperson. Terms for such shall be one year. The chairperson and vice-chairperson may be re-elected.

### **STAFF RESOURCES**

10. The Director of Planning and Strategic Initiatives, along with the Clerk, will be 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 to the Chief Administrative Officer for inclusion on the Council agenda.
11. Where additional information or work is required of staff by the Committee the Director of Planning and Strategic Initiatives will be responsible for prioritizing staff resources, in conjunction with the Chief Administrative Officer when required.
12. Meetings are to be attended by the Director of Planning and Strategic Initiatives, or designate, as well as the Clerk, or designate. At the discretion of the Director of Planning and Strategic Initiatives, other staff may be invited / asked to attend as well. Standing invitations to Committee meetings will be given to the Chief Administrative Officer.

### **MEETINGS**

13. Meetings will be automatically scheduled for the first Monday of every month. Meetings will commence at 4:30 PM unless otherwise informed.
14. Meeting times may be changed when appropriate by the Chairperson in consultation with the Director of Planning and Strategic Initiatives.
15. Meetings may be cancelled by the Chairperson in consultation with Director of Planning and Strategic Initiatives when there are no agenda items.
16. All meetings are open to the public as per Section 203 of the *Municipal Government Act*, unless the Committee, by a majority vote, moves a meeting in private to discuss matters permitted by the *Act*.

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17. The date, time and location of Committee meetings shall be posted on the Town's social media.
18. An agenda package will be provided to all Committee members and staff no later than 4:30 PM, two business days prior to the meeting. When and if possible, information that will be included as part of the agenda package will be provided to the Committee prior to this to give them more time to review the information.

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Director of Planning & Strategic Initiatives	Ensure the policy is kept up to date. In consultation with the Chair and the Clerk, cancel meetings when there are no agenda items.
Clerk	Advertise for citizen appointments as required.
Council	Appoint members, review the policy as required.

For Administrative Use Only:

## VERSION LOG

Amendment Description	Policy Owner	Approved By	Approval Date
Title changes, changes to when appointments are made and how long they may be for	Clerk, LeBlanc	Council	March 27, 2023

Minutes reference date: 27 March 2006; 29 November 2010; 24 October 2011; March 24, 2014; 22 January 2015

