

<b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b>		<b>POLICY 112</b>
<b>PLANNING AND DEVELOPMENT</b>	<b>Area Advisory Planning Committee</b>	

**1. GENERAL**

This policy is referred to as the “**Area Advisory Committee Policy**”.

**2. AUTHORITY FOR POLICY**

Section 201 of the *Municipal Government Act* states that

- (1) A municipality may establish, by policy, one or more area planning advisory committees to advise the planning advisory committee or joint planning advisory committee on planning matters affecting a specific area.
- (2) An area planning advisory committee shall include members of the public.
- (3) An area planning advisory committee, with jurisdiction over an area that includes all or part of a village, shall include at least one member appointed by the village commission.
- (4) The council shall appoint members of an area planning advisory committee by resolution.

**3. DEFINITIONS**

Terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.

**4. TERMS AND CONDITIONS**

Persons appointed to this Committee shall normally be appointed for a two (2) year term beginning on November 1st immediately following each municipal election, and then two years thereafter, with no appointment ending until their successor is appointed.

Council may, through a recommendation from the Nominating Committee, appoint replacement members should a member resign or become no longer eligible for appointment during the term of their appointment.

No person may be appointed for more than two consecutive terms.

Except as otherwise determined by statute, bylaw or policy, every person shall be qualified to be appointed as a citizen member who meets the qualifications of the *Citizen Appointments to Committees Policy*.

Except to the extent that the chairperson is otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chairperson of the committee, upon recommendation of the Nominating Committee.

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If municipal council does not appoint a chairperson, the committee shall elect a chairperson from one of its members.

Persons appointed to the Committee serve at the pleasure of Council.

**5. QUORUM**

A quorum for the committee shall consist of a majority of the members appointed to the committee by municipal council at the time of each meeting.

**6. MEETINGS**

The committee shall meet at such time and place as directed by the chairperson, or committee at a preceding meeting, by providing notice of all such meetings to all committee members and the public at least five (5) business days in advance of the meeting. This five-day notice provision does not apply to re-scheduled meetings due to weather, lack of a quorum at a meeting, or another deemed emergency need for a meeting by the chairperson.

All approved meeting minutes, and records of the committee shall be open to the public except as expressly prohibited by law, or not yet approved by the committee.

**7. MEMBERSHIP**

Membership on each area advisory committee shall consist of not more than four (4) members of council and not more than five (5) members of the public.

Public committee members should live or own property within their respective area advisory committees' geographic boundaries and represent a mix of residential and commercial interests.

If, during the course of a public members appointment, that person no longer resides within or owns land within the area advisory committees' geographic boundaries, that person shall cease to be qualified to be a member of the Committee upon the appointment of their replacement.

**8. PURPOSE AND ROLE**

Area Advisory Committees shall carry out the following functions and no others unless specifically requested by municipal council to do so:

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- a. Review and provide input into proposed amendments to Municipal Planning Strategy and Land Use Bylaw within their specific geographic area.
- b. Participate in public information meetings related to planning applications for proposed amendments to county-wide or their specific area Municipal Planning Strategy and Land Use Bylaw amendments.
- c. When requested, provide reports and recommendations concerning the county-wide MPS and LUB in areas of requested review, including applications for re-zonings, text or bylaw amendments, development agreements, and site plan approvals that specifically affect their geographic area.
- d. Plan and hold regular meetings of their Area Advisory Committee to review community planning issues, new or changes to current developments, demographic or statistical reviews, and general plan updates.
- e. Acts in the best interest of the municipality, its communities and residents, and does not advocate for any changes, amendments, or adoption of documents, plans, or strategies that are personally beneficial where such changes are not in the best interest of the wider community.
- f. Area Advisory Committees are sub-committees of the Planning Advisory Committee (PAC) and shall submit all feedback and recommendations to PAC only.

**9. RECOMMENDATIONS**

In the event the Planning Advisory Committee fails to provide a report or recommendation to municipal council within any set deadline established by council; municipal council may proceed with a decision regarding a matter within the Committee’s mandate without awaiting the committee report or recommendation.

**10. AREA ADVISORY COMMITTEES DESIGNATED**

The following area advisory committees are hereby established with their respective boundaries contained within their specific area planning strategies and land use bylaws:

East End

