

<p style="text-align: center;"><b>MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL</b></p>	<p style="text-align: center;"><b>POLICY 111</b></p>
<p style="text-align: center;"><b>PLANNING AND DEVELOPMENT</b></p>	<p style="text-align: center;"><b>Annapolis County Planning Advisory Committee</b></p>

**1. GENERAL**

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

**2. AUTHORITY FOR POLICY**

Section 200(1) of the *Municipal Government Act* states that a municipality may, by policy, establish a planning advisory committee and may establish different planning advisory committees for different parts of the municipality.

Section 201(1) of the *Municipal Government Act* states that 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.

**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 eligible to be appointed as a citizen member who meets the qualifications in *Policy 121 Citizen Appointments to Committees*.

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.

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.

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**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 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 the committee shall consist of all members of council as well as up to three members of the public.

**8. PURPOSE AND ROLE**

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

- a. Review applications for development agreements, amendments to development agreements, re-zonings, text and bylaw amendments, and other planning matters that are required by law, and make recommendations to municipal council for amendments and / or adoption.
- b. Review draft Municipal Planning Strategies and Land Use Bylaws forwarded to the Committee by Area Advisory Committees or municipal staff and make recommendations to municipal council for amendment and / or adoption.
- c. Attends all meetings of the Planning Advisory Committee, completely reading all meeting materials prior to meetings, providing feedback and advice on reports, planning strategy and land use bylaw proposed changes, development agreements, and site plan applications where required.
- d. Attends all public information meetings and public hearings related to matters before the Planning Advisory Committee to ensure a full understanding of public input before discussing and voting on such matters before the Committee.
- e. Always acting in the best interest of the municipality, its communities and residents, and not advocating 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.

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**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. REPEAL**

*Policy AM-1.3.6.2 Annapolis County Planning Advisory Committee Policy*, adopted by Municipal Council of the County of Annapolis on April 20, 2021, is hereby repealed.

Municipal Clerk’s Annotation for Official Policy Book  I certify that this policy was adopted by Municipal Council as indicated below: <i>Seven (7) Day Notice</i> ..... <b>June 11, 2024</b> <i>Council Approval</i> ..... <b>June 18, 2024</b>  <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center; width: 45%;"> <p><u><b><i>Carolyn Young</i></b></u> Municipal Clerk</p> </div> <div style="text-align: center; width: 45%;"> <p><u><b><i>June 19, 2024</i></b></u> Date</p> </div> </div> <p style="text-align: center;"><b><i>At Annapolis Royal Nova Scotia</i></b></p>	
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**Approved April 16, 2024**

**Amendments**

June 18, 2024

- Section 4, paragraph 4 changed as follows:  
Except as otherwise determined by statute, bylaw or policy, every person shall be **qualified eligible** to be appointed as a citizen member who meets the qualifications of ~~Section 4.3~~ in *AM1.3.4 Policy 121 Citizen Appointments to Committees Policy*.