



# TERMS OF REFERENCE PLANNING ADVISORY COMMITTEE

Authorizing or Mandating Legislation: Planning Act, section 8  
Procedural By-law: By-law 55-2016, as amended from time to time  
Approved: November 17, 2014  
Date of Formation: January 15, 2007  
Evaluation Date: January 2020

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## 1.0 PURPOSE

To make recommendations to Council regarding any plan, by-law, application or other document or process authorized or initiated under the Planning Act.

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To promote the general betterment and positive self-image of our community using the identified strengths that exist in the community.

## 2.0 COMMITTEE PARTICULARS

### 2.1 Resource:

- 2.1.1 Manager of Planning and Development Services
- 2.1.2 Staff Support: As appointed by Manager of Planning and Development Services
- 2.1.3 Number of Council Members: Two
- 2.1.4 Number of Community Members: Three

**2.2 Term:** January, 2019 to November 14, 2022

**2.3 Meeting Frequency:** At the discretion of the Manager of Planning and Development Services

**2.4 Remuneration:** \$100.00 per attendance

## 3.0 SCOPE OF WORK

If, in the opinion of the Manager of Planning and Development Services, it is in the interest of the public that any plan, by-law, application or other document or process authorized or initiated under the Planning Act ("the Act") be introduced to the public for comment prior to any public meeting required under the Act or prior to the matter being considered by Council, the Planning Advisory Committee shall host a public meeting to review the plan, by-law, application or other document or process and shall hear any comments of support or opposition from the public, commenting agencies and staff.

Notice of such meetings shall be given in the same manner as the Regulations made under the Act require, or, if there is no such requirement, notice shall be given as deemed appropriate by the Manager of Planning and Development Services.

In making recommendations to Council regarding such applications, the Planning Advisory Committee shall consider the following:

- 3.1 The ability of the proposal to be consistent with the Provincial Policy Statement;
- 3.2 The ability of the proposal to conform to the County Official Plan;
- 3.3 The ability of the proposal to conform to the Town Official Plan and Zoning By-law;
- 3.4 The effect of the proposal on existing and future development;
- 3.5 The identification of additional issues relating to the proposal, including those presented by members, residents and affected land owners; and
- 3.6 Where appropriate, the need for additional information from the applicant and/or staff

The Planning Advisory Committee shall make one of the following recommendations to Council:

- 3.7 The application is approved;
- 3.8 The application is refused with reasons; or
- 3.9 The application be approved if the concerns articulated by the public, commenting agencies and/or staff are appropriately addressed.

#### **4.0 REQUIRED SKILLS**

Communications

Risk Management

Legal

Critical Thinking/Analysis

Stakeholder Relations

Land Use Planning