



MANDATE

The Planning Advisory Committee shall function as an advisory committee to provide advice to Council in relation to planning and development issues in the municipality. The Committee may make recommendations to Council.

In accordance with the Heritage Property Bylaw, Bylaw P700, the Planning Advisory Committee shall be the Heritage Advisory Committee of the Municipality. The Heritage Advisory Committee shall be governed by this Terms of Reference.

AUTHORITY

The Municipal Government Act enables a municipality to establish a planning advisory committee.

MEMBERSHIP

The Municipal Government Act requires that members of the public be included on the Planning Advisory Committee. The Planning Advisory Committee shall consist of:

- All members of Council
- Two public members

PUBLIC MEMBER SELECTION PROCESS

To ensure openness, accountability, and transparency, a public advertisement will be issued at the end of every term to consider public member positions.

Public members representing an organization should include a letter of support from that organization. The public members will be selected by the municipal nominating committee.

The public members will be appointed with a term of four years, beginning in the January immediately following a municipal election, or until successors are appointed, and will run until the December after the following municipal election.

MEETINGS

- a) The Advisory Committee shall meet monthly as part of the Executive Committee meeting, as long as there is business to be addressed.
- b) Agendas and staff reports shall be made available to the Advisory Committee when available prior to the scheduled meeting. Agendas and staff reports shall also be posted to Council Chambers Online prior to the scheduled Advisory Committee meeting.
- c) Decisions of the Advisory Committee shall be decided by a majority vote of those members present at a meeting.
- d) Meetings shall be open to the public.
- e) The Advisory Committee meeting notes are public and shall be made available to residents of East Hants upon request.

ATTENDANCE

A Committee member, without leave of the Committee, is absent from three consecutive meetings of the Committee, ceases to be qualified to serve.

CHAIR AND VICE CHAIR

A Councillor shall serve as Chair and a Councillor shall serve as Vice-Chair, responsible for backup duties of Chair as required. A Chair and Vice-Chair shall be elected at the first meeting of the Committee term. Should the Chair and Vice Chair be absent from the meeting, the remaining members of the Committee may appoint an acting Chair.

QUORUM

A majority of the members of the Committee constitutes a quorum.

CONFLICTS OF INTEREST

Members shall declare possible conflicts of interest before agenda items are presented and not participate in the meeting or part of the meeting during which the matter is under consideration.

ROLE AND RESPONSIBILITY OF EAST HANTS STAFF

Staff shall provide support to the Planning Advisory Committee. This includes, but is not limited to, the preparation and distribution of agendas and reports.

Following each meeting, a report will be prepared with any recommendations to Council to be presented by the Committee Chair at the next Regular Meeting of Council.

RELATED DOCUMENTATION

Document Name	Document ID	Document Type
Bylaw P700, Heritage Property Bylaw.		Regulations
The Heritage Property Act		Legislation
The Municipal Government Act		Legislation

VERSION LOG

Version Number	Amendment Description	Editor	Owner	Approver	Approval Date
1	Formalization of the Terms of Reference	Manager of Planning	CAO	Council	July 28, 2021

CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that these Terms of Reference were duly approved.



Kim Ramsay, CPA, CMA
CAO/Municipal Clerk