

Planning Advisory Committee (PAC) Committee of Adjustment (COA) Property Standards Committee			
Subject:	Terms of Reference	Issued by:	Council
Amending By-law No.:	2020-097	Amending Date:	August 11, 2020

1. Name:

1.1. The name of the Committee is the “Planning Advisory Committee/Committee of Adjustment”.

2. Duration:

2.1. The Term of the Committee is for a four (4) year term, which runs consecutive with the Term of Council.

3. Mandate:

- 3.1. The Planning Advisory Committee (PAC) / Committee of Adjustment (COA) is appointed by Council under the authority granted by the Province of Ontario in the *Planning Act*, 1990 for the review of items specific to community planning matters, development and policies.
- 3.2. Planning Advisory Committee will make recommendations to Council with respect to Official Plan Amendments (OPA) under Section 17, Plan of Subdivision under Section 50 and Class III Development Permit applications under Section 70.2; all under the *Planning Act*.
- 3.3. Planning Advisory Committee will make decisions on Class II Development Permit applications under Section 70.2 under the *Planning Act*. The Committee will hear and make decisions on any appeals with regards to Orders issued under the Property Standards By-law No. 2011-27 and applicable amendments.
- 3.4. The Committee of Adjustment role is a quasi-judicial body on consent applications under Section 53 under the *Planning Act*.
- 3.5. The Committee will work on reviews such as the Official Plan and Development Permit By-law and new legislation impacting municipal planning.
- 3.6. The Committee will review the Property Standards By-Law as needed, and make recommendation to Council if necessary.
- 3.7. When reviewing applications the Committee will take into account, but is not limited by, the requirements of various Provincial and Federal Statutes such as the *Accessibility for Ontario with Disabilities Act*.
- 3.8. The Committee will receive suggested areas of inquiry, related to planning, from Council and provide Council with recommendations.
- 3.9. The Committee will discuss any approved agenda items, invite public input, if appropriate, and make recommendations to Council if necessary.

4. Membership:

4.1. The Committee will be composed of two (2) members of Council and seven (7) members of the public.

5. Committee Selection:

- 5.1. Committee selection will be conducted in accordance with Procedural By-law No. 2016-094.
- 5.2. The appointment of the Committee shall be done by Council through an Application screening process.
- 5.3. The appointment of replacements/alternates to the Committee shall be done at the discretion of Council.
- 5.4. Applications will be considered confidential, in conformity with the *Municipal Freedom of Information and Protection of Privacy Act*, until such time as Council appoints the Committee members at which time only the successful members will be publicly announced.
- 5.5. The Council may not appoint a direct family member to sit on any committee and/or board.
- 5.6. The Terms of Reference and Application form will be posted on the Town's websites in addition to selected local media outlets.
- 5.7. The selection process will be based upon clearly understood and equitable criteria. Members will be selected on the basis of the following:
 - 5.7.1. Demonstrated knowledge and understanding of the local history
 - 5.7.2. Proven analytical and decision-making skills;
 - 5.7.3. Experience working on a committee, task force or similar setting;
 - 5.7.4. Availability and willingness to attend meetings, and;
 - 5.7.5. Excellent oral and written communication skills.

6. Conflict of Interest:

- 6.1. The principles of the Council Code of Conduct Policy, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.

7. Chair:

- 7.1. The Chair shall be selected in accordance with the Procedural By-law.

8. Meetings:

Meeting of the Committee will be conducted in accordance with the Procedural By-law, as amended.

8.1. Timing of Meetings

- 8.1.1. The regular time and date of the meetings is the fourth Tuesday of each month at 6:00 pm. The Committee may be required to meet at other times to accommodate time frames under the *Planning Act*.

8.2. Meeting Location

- 8.2.1. The Committee shall meet at the Town Hall Boardroom, 30 King Street East unless otherwise noted.

8.3. Meeting Notices, Agendas and Minutes

- 8.3.1. Staff shall give notice of the respective Committee's meeting by posting the Agendas and backup material on the Town's website in accordance with the Town's Notice Policy.
- 8.3.2. If the interests of groups are on a meeting agenda. Those groups will be notified accordingly.

8.3.3. Minutes of the Committee shall be recorded, adopted by the Committee, signed by the Chair and recording secretary, posted on the Town's website, and then forwarded to the Clerk.

8.4. Quorum

8.4.1. Quorum for meetings shall consist of five (5) members of the Committee.

8.4.2. If no quorum is present fifteen (15) minutes after the time appointed for a meeting, staff shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

8.5. Meeting Attendance

8.5.1. Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.

8.6. Motions and Voting

8.6.1. A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

8.6.2. Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

8.6.3. In the case of a tie vote, the motion shall be considered to have been lost.

8.6.4. The manner of determining the vote on a motion shall be by show of hands.

8.6.5. The Chair shall announce the result of every vote.

9. Staff Support

9.1. Manager of Community Development and his/her alternate.

10. Administrative Practices and Procedures:

10.1. The Terms of Reference constitute the Administrative Practices and Procedures of the Committee.

10.2. All meetings are open to the Public

11. Records Retention:

11.1. Will conform with the Town's Records Management Policy.