

MUNICIPALITY OF THE DISTRICT OF ARGYLE <b>POLICY AND ADMINISTRATION MANUAL</b>	REFERENCE NUMBER _____
SECTION <b>PROCEDURE AND ORGANIZATION OF COUNCIL</b>	SUBJECT <b>PLANNING AND ADVISORY COMMITTEE</b>

## 1. PROGRAM INTENT

1.1. It shall be the policy of the Council or the Municipality of Argyle that a Planning Advisory Committee (PAC) be established to advise Council regarding the preparation and amendment of planning documents and planning matters in general, as set out in Section 200 of the *Municipal Government Act*.

## 2. SCOPE

2.1. This Policy is applicable to all members appointed to the Municipality of Argyle's Planning Advisory Committee (PAC).

## 3. REFERENCES

3.1. Nova Scotia Municipal Government Act (MGA) , Sections 24, 26 and 200.

## 4. MEMBERSHIP

4.1. There shall be three (3) members of Council appointed to the Planning Advisory Committee.

4.2. There shall be three (3) members of the public appointed to the Planning Advisory Committee who are residents of the Municipality of Argyle.

4.3. One half of the members of the Planning Advisory Committee shall be appointed for an initial two (2) year term, with the remaining members being appointed for a three (3) year term. All subsequent appointments shall be for a three (3) year term.

## 5. MEETINGS

5.1. All meetings of the Planning Advisory Committee shall:

- a) Take place in the Municipal Administration Building; and
- b) When a PAC meeting has been called prior to a Council meeting, the date, the time and any specific topics under discussion shall be announced during the regular meeting of Council, for the information of the public.

5.2. Meetings shall be held on the last Thursday of every second month, or as PAC deems necessary to carry out its assigned duties.

5.3. PAC shall meet at the direction of Council, the call of the chair, or the request of any five (5) PAC members.

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**5.4.** The Chair shall be appointed by the Nominating Committee of Council.

**5.5.** A staff member of the Municipality of Argyle shall take and transcribe minutes of the meetings. Minutes shall include not only decisions made, but where possible, shall also include background discussion and rationale for each recommendation.

## **6. FUNCTION**

**6.1.** PAC shall:

- a)** Submit formal recommendations to Council on any proposed amendment to the Municipal Planning Strategy (MPS) and Land Use Bylaw (LUB) for the Municipality of Argyle, as advised and supported by the municipal planner.
- b)** To review and provide recommendations to Council on proposed development agreements.
- c)** To provide a forum to hear and consider representation from any individual, organization or delegation with respect to planning and or proposed development agreement(s) prior to going to Council;
- d)** To take action on such matters as are lawfully delegated to it by statute or by Council.
- e)** To review and provide recommendations to Council on any other planning matters as requested by Council, or the CAO.
- f)** Review and make recommendations on planning matters in general; and
- g)** To take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate

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DRAFT

<u>Chief Administrative Officer's Annotation for Official Policy Book</u>	
Date of Notice to Council Members Of Intent to Consider [7 days minimum]:	
Date of Passage of Current Policy:	
I certify that this Policy was adopted by Council as indicated above.	
_____ Warden	_____ Date
_____ Chief Administrative Officer	_____ Date