



THE MUNICIPALITY OF THE COUNTY OF
LA MUNICIPALITÉ DU COMTÉ DE
RICHMOND

Planning Advisory and Heritage Committee Terms of Reference

The Municipality of the County of Richmond (hereafter “the Municipality”) has established a Planning Advisory Committee in accordance with Section 200 of the Municipal Government Act.

Goals

To assist the Municipality in an effort to:

- Develop community-based municipal planning; and
- Foster vibrant and healthy communities while balancing economic development and sustainability.

Mandate

The mandate of the Planning Advisory Committee is to:

- Advise Municipal Council respecting the preparation or amendment of Municipal Planning Strategies, Land Use Bylaws and the Subdivision Bylaw, as well as general land use planning matters.
- Receive and consider recommendations from Municipal staff, interested groups and/or organizations
- Act as the Heritage Advisory Committee pursuant to the Heritage Properties Bylaw
- Gather information on matters affecting planning and development;
- Provide a forum to hear and consider representation from any individual, organization or delegation with respect to planning;
- Take other steps consistent with this policy that the committee reasonably deems necessary to carry out its mandate; and,
- Take action on such matters as are lawfully delegated to it by statute or by Council.

The duties assigned to the Committee shall only be carried out by the Committee.

Membership

Membership shall include three members of Municipal Council and two members of the public who are residents of the Municipality of the County of Richmond.

- The Council shall appoint members of the Planning Advisory Committee by resolution.
- The term for Council members shall be four years. The Council member terms coincide with municipal elections.
- Public members' terms shall be two years, and members may be re-appointed to the committee for a further two year term, but shall not exceed two consecutive terms.
- In January of every second year, an advertisement for the public member(s) whose term is set to expire that fiscal year shall be placed in the local newspaper. It is the intention to have members with a varied background; however, members with a planning, architecture, engineering, real estate or other similar background will have preference.
- Committee members terms may be adjusted and/or terminated based on decisions of Council due to re-organization of committees, elimination or amalgamation of committees. Members affected by these changes will be given a 30-day written notice of adjustment/reorganization.
- The Planning Advisory and Heritage Committee is an 7-member committee appointed by Richmond Council which has a number of roles with respect to current planning and developments:
 - Councillors (3)
 - Members-at-large (2)
 - EDPC Executive Director or designate
 - CAO (ex-officio)
- The Committee Chairperson will be selected by Municipal Council from among councillors.
- Committee members will be approved by Council, the EDPC representative will be selected (as situations warrant) by the Executive Director of EDPC and the CAO serves as an ex-officio member.

Specific Roles and Responsibilities

- To advise and guide Richmond Council regarding community development planning as it relates to permitting, land use and land use planning.
- To process, investigate, offer direction and recommend to Richmond County Council actions and approvals of matters relating to heritage properties and structures.
- To provide advice to Richmond Council on applications to approve and/or amend the Municipal Development Plan, the Zoning By-law, or Land use By-Law.

- To provide advice to Richmond Council with respect to subdivision proposals where new infrastructure (e.g. roads), public right-of-ways, easements or dedications for Land for Public Purposes are involved.
- To offer recommendations/approvals with respect to proposals for conditional uses, establishment of similar, compatible and temporary uses.

Committee Meetings

- Committee meetings are open to the public, unless deemed to fall within section 203 of the Municipal Government Act, and interested parties are provided with opportunities to present their views with respect to development proposals/applications being considered by the Committee.
- The Chairperson in consultation with the Executive Director of EDPC may change meeting times when appropriate.
- The Chairperson in consultation with the Executive Director of EDPC may convene additional meetings as deemed necessary.
- The Chairperson in consultation with the Executive Director of EDPC may cancel meetings when there are no agenda items.
- A quorum will consist of fifty percent plus one of the total number of members. Vacancies shall not be counted towards the total number of members.
- Agenda items must be forwarded to staff at least one week in advance of meetings.
- Agendas and staff reports shall be made available to the Committee one week prior to the scheduled meeting. Agendas and staff reports shall also be posted to the Municipality's website prior to the meeting.
- No additions will be permitted at the beginning of a meeting unless unanimously accepted.

Conflict of Interest

Committee Members shall declare possible conflicts of interest before agenda items are presented and leave the meeting or part of the meeting during which the matter is under consideration.

- A Committee member is in a conflict of interest when he or she exercises power, influence, duty or function that provides an opportunity to further his or her private interests or those of his or her relatives or friends or to improperly further another person's private interests.
- No Committee member shall make a decision or participate in making a decision related to the exercise of power, influence, duty or function if the Committee member knows or reasonably should know that, in the making of the decision, he or she would be in a conflict of interest.

- No Committee member shall use his or her position to seek to influence a decision of another person so as to further the committee member's private interests or those of the committee member's relatives or friends or to improperly further another person's private interests.
- No Committee member shall allow himself or herself to be influenced in the exercise of duty or function by plans for, or offers of monetary value or employment.
- No Committee member or member of his or her family shall accept any gift or other advantage that might reasonably be seen to have been given to influence the committee member in the exercise of duty or function.

Reporting

Committee Chair will report to Council on a quarterly basis unless circumstances arise whereby more frequent reports to Council are necessary.