



1. Purpose

- 1.1** The purpose of the Planning Advisory/Heritage Committee is 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.

2. Mandate

- 2.1** The mandate of the Planning Advisory/Heritage Committee is to:
- a) Advise Municipal Council respecting the preparation or amendment of Municipal Planning Strategies, Land Use Bylaws and the Subdivision Bylaw, Heritage Bylaw, as well as general land use planning matters.
 - b) Receive and consider recommendations from Municipal staff, interested groups, and/or organizations
 - c) Act as the Heritage Advisory Committee pursuant to the Heritage Properties Bylaw
 - d) Gather information on matters affecting planning and development;
 - e) Provide a forum to hear and consider representation from any individual, organization, or delegation with respect to planning;
 - f) Take other steps consistent with this document and reasonably deems necessary to carry out its mandate; and,
 - g) Take action on such matters as are lawfully delegated to it by statute or by Council.
- 2.2** The duties assigned to the Committee shall only be carried out by the Committee.

3. Roles and Responsibilities

- 3.1** To advise and guide Richmond Council regarding community development planning as it relates to permitting, land use and land use planning.

- 3.2** To process, investigate, offer direction, and recommend to Richmond County Council actions and approvals of matters relating to heritage properties and structures.
- 3.3** 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.
- 3.4** 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.
- 3.5** To offer recommendations to Richmond Council with respect to proposals for conditional uses, establishment of similar, compatible and temporary uses.

4. Composition and Terms of Appointment

- 4.1** Membership shall include all members of Council and two members-at-large.
- 4.2** Council appointments shall be from the beginning of their term for up to two years, and renewable for an additional two years following a committee review by Council.
- 4.3** Member at large appointment shall be for four years with the first year beginning one year after the municipal election cycle.
- 4.4** 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.
- 4.5** The Chairperson will be selected by Municipal Council from among the members of Council.

5. Meetings

- 5.1** The committee shall meet as needed to fulfill its duties.
- 5.2** Meeting procedures shall follow the Council Procedural Policy.
- 5.3** The Chairperson in consultation with the Executive Director of EDPC may change meeting times when appropriate and convene additional meetings as deemed necessary.

6. Authority and Accountability

- 6.1** The Planning Advisory/Heritage Committee is a committee formally approved by Council and is provided with the authority to make recommendations to Council. Final decisions related to the work of the Committee rests with Municipal Council.
- 6.2** At least quarterly, progress reports shall be presented to Council at Committee of the Whole meetings by a designated member (member of Council, staff, and/ or citizen appointee). The timing of the quarterly reports will be influenced as appropriate by the meeting frequency/activity of the ABCC. If a committee meets at least once, it shall be included in the next quarter reports.

7. Related Documentation

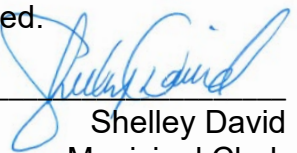
- [Committees Policy](#)
- [Council Procedural Policy](#)
- [Municipal Government Act](#)
- [Heritage By-Law, By-Law 49](#)
- [Criteria for Heritage Property](#)
- [Code of Conduct Policy for Elected Officials](#)
- [Strategic Communications Plan](#)

8. Version Log

Version Number	Amendment Description	Council Approval	Date
2	Formatting, and removal of items that are included in the Committees Policy and Council Procedural Policy.	Yes	September 9, 2024
1	New	Yes	2018

9. Certification

I, Shelley David, Municipal Clerk for the Municipality of the County of Richmond, hereby certify that these Terms of Reference were duly approved.


Shelley David
Municipal Clerk