

THE CORPORATION OF THE VILLAGE OF MERRICKVILLE-WOLFORD

BY-LAW 16-2020

BEING A BY-LAW TO ESTABLISH A PLANNING ADVISORY COMMITTEE

WHEREAS Section 5(3) of the *Municipal Act, 2001*, states that municipal power, including a municipality's capacity, rights, powers and privileges, shall be exercised by by-law, unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 8 (2) of the *Planning Act*, R.S.O. 1990 c. P. 13, as amended, provides that the council of a lower-tier municipality may appoint a planning advisory committee;

AND WHEREAS the Council of the Corporation of the Village of Merrickville-Wolford deems it expedient to appoint a planning advisory committee;

NOW THEREFORE the Council of the Corporation of the Village of Merrickville-Wolford hereby enacts as follows:

1. A Planning Advisory Committee is hereby established as per the Terms of Reference as attached and which forms part of this by-law as Schedule "A".
2. Any by-laws that do not conform with this by-law are hereby repealed.
3. This by-law shall come into force and take effect immediately upon the final passing thereof.

Read a first, second and third time and passed on the 9th day of March, 2020.



J. Douglas Struthers, Mayor



Doug Robertson, CAO/Clerk



MERRICKVILLE-WOLFORD
Jewel of the Rideau

**Terms of Reference
Planning Advisory Committee
Schedule "A" to By-law 16-2020**

Definition:

"Planning Advisory Committee" will mean the same as referred to in the *Planning Act*, R.S.O. 1990, c. P. 13, Section 8.

Mission:

The mission of the Planning Advisory Committee (PAC) is to provide Council with recommendations and guidance in areas related to land use planning.

Objectives/Powers of Committee:

- To review, as necessary, the provisions of the Official Plan and Zoning By-law and related municipal policies and to recommend to Council amendments which would be in the best interests of the Village.
- To review and provide Council with recommendations on applications for Official Plan Amendments and Zoning By-law Amendments.
- To review and provide Council with recommendations on applications for approval of Draft Plans of Subdivision.
- To review and provide recommendations to Council on any other planning matters as requested by Council.

Composition:

As per Section 8 (4) of the *Planning Act*, the members of a planning advisory committee shall be chosen by Council and shall include at least one resident of the municipality who is neither a member of a municipal council nor an employee of the municipality. Council shall appoint at large, by resolution or by by-law, not fewer than five (5) persons from the municipality to the Planning Advisory Committee for a term of office concurrent with the term of Council. The following will apply to the Planning Advisory Committee:

- a. The selection of the members shall be through a public application process.
- b. The members will be regarded as private citizens and do not represent their employers or any advocacy group in their capacity as a member.
- c. A minimum of five (5) residents shall be appointed by Council.
- d. One (1) Council Liaison shall be appointed by Council as non-voting member.
- e. The Head of Council (Mayor) is "ex officio".
- f. The Council shall forthwith fill any vacancy.
- g. The Committee shall appoint a Secretary to the Committee, who may be either a member of the Committee or a Village Staff Member.

Quorum:

A majority of the members constitutes a quorum for transacting the Committee's business. No meeting shall proceed without a quorum.

Motions:

Decisions made during Planning Advisory Committee meetings will follow the process of making a motion, having it seconded and then having it voted on by the Committee.

Meetings:

Meetings of the Committee shall be governed by the Village's Procedural By-law 30-17, any applicable legislation, and Robert's Rules of Order.

The Committee shall hold regular, monthly meetings insofar as practicable or meet at the call of the Secretary.

All meetings are open to the public and subject to the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990, c. M 56, as amended.

Chair and Deputy Chair:

The Committee shall, at the first meeting of a new term, elect a chair and a deputy chair from amongst themselves.

Role of Members:

The roles of the members of the Planning Advisory Committee include, but are not limited to:

- Attending meetings as scheduled and additional meetings as necessary;
- Participating actively in discussions and planning and sharing the workload of the Committee;
- Providing timely regrets to the chair if unable to attend a meeting; and
- Declaring any conflict of interest in accordance with the Municipal Conflict of Interest Act R.S.O. 1990, c.M50, as amended, and excluding themselves from any discussion and/or voting where such a conflict exists or may exist.

Conflicts of Interest:

Members shall abide by the rules outlined within the Municipal Conflict of Interest Act R.S.O. c.M50 and shall disclose the pecuniary interest to the chair in the public agenda and excuse himself or herself from meetings for the duration of the discussion and voting (if any) with respect to that matter.

Budget:

All monies required for any reason pertaining to the Committee carrying out its duties must be approved by Council. The Committee shall, by September 15th of the preceding year, provide the Village Treasurer with a draft budget for Council's consideration during the budgeting process.

All approved budget items shall be administered by the Village, through the direction of Council.