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| MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL | | POLICY 112 |
| PLANNING AND DEVELOPMENT | Area Advisory Planning Committee | |

1. GENERAL

This policy is referred to as the “**Area Advisory Committee Policy**”.

2. AUTHORITY FOR POLICY

Section 201 of the *Municipal Government Act* states that

- (1) A municipality may establish, by policy, one or more area planning advisory committees to advise the planning advisory committee or joint planning advisory committee on planning matters affecting a specific area.
- (2) An area planning advisory committee shall include members of the public.
- (3) An area planning advisory committee, with jurisdiction over an area that includes all or part of a village, shall include at least one member appointed by the village commission.
- (4) The council shall appoint members of an area planning advisory committee by resolution.

3. DEFINITIONS

Terms used in this policy shall have the same meaning as in the *Municipal Government Act*, or as their context applies according to a dictionary of the Canadian language.

4. TERMS AND CONDITIONS

Persons shall be appointed to Committee when a plan review is undertaken. The appointments shall end upon submission of the draft plan to Annapolis County Planning Advisory Committee.

Council may, through a recommendation from the Nominating Committee, appoint replacement members should a member resign or become no longer eligible for appointment during the term of their appointment.

Except as otherwise determined by statute, bylaw or policy, every person shall be qualified to be appointed as a citizen member who meets the qualifications of the *Citizen Appointments to Committees Policy*.

Except to the extent that the chairperson is otherwise determined by statute, bylaw or policy, municipal council may appoint a person to serve as chairperson of the committee, upon recommendation of the Nominating Committee.

If municipal council does not appoint a chairperson, the committee shall elect a chairperson from one of its members.

Persons appointed to the Committee serve at the pleasure of Council.

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5. QUORUM

A quorum for the committee shall consist of a majority of the members appointed to the committee by municipal council at the time of each meeting.

6. MEETINGS

The committee shall meet at such time and place as directed by the chairperson, or committee at a preceding meeting, by providing notice of all such meetings to all committee members and the public at least five (5) business days in advance of the meeting. This five-day notice provision does not apply to re-scheduled meetings due to weather, lack of a quorum at a meeting, or another deemed emergency need for a meeting by the chairperson.

All approved meeting minutes, and records of the committee shall be open to the public except as expressly prohibited by law, or not yet approved by the committee.

7. MEMBERSHIP

Membership on each area advisory committee shall consist of not more than four (4) members of council and not more than five (5) members of the public.

Public committee members should live or own property within their respective area advisory committees' geographic boundaries and represent a mix of residential and commercial interests.

If, during the course of a public members appointment, that person no longer resides within or owns land within the area advisory committees' geographic boundaries, that person shall cease to be qualified to be a member of the Committee upon the appointment of their replacement.

8. PURPOSE AND ROLE

Area Advisory Committees shall carry out the following functions and no others unless specifically requested by municipal council to do so:

- a. Provide input into reviews of secondary planning strategies and land use bylaws within their specific geographic area.
- b. Participate in public information meetings related to the review of specific secondary planning strategies and land use bylaws.
- c. During a review of the secondary planning strategy and land use bylaw, hold regular meetings of their area advisory committee to review community planning issues, new or changes to current developments, demographic or statistical reviews, and general plan updates.

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- d. Acts in the best interest of the municipality, its communities and residents, and does not advocate for any changes, amendments, or adoption of documents, plans, or strategies that are personally beneficial where such changes are not in the best interest of the wider community.
- e. Area Advisory Committees are sub-committees of the Planning Advisory Committee (PAC) and shall submit all feedback and recommendations to PAC only.

9. RECOMMENDATIONS

In the event the Planning Advisory Committee fails to provide a report or recommendation to municipal council within any set deadline established by council; municipal council may proceed with a decision regarding a matter within the Committee’s mandate without awaiting the committee report or recommendation.

10. AREA ADVISORY COMMITTEES DESIGNATED

The following area advisory committees are hereby established with their respective boundaries contained within their specific area planning strategies and land use bylaws:

- East End
- Bridgetown Area
- Habitation
- Upper Clements
- Cornwallis Park

11. REPEAL

AM-1.3.6.6 Bridgetown Area Advisory Committee Policy, AM-1.3.6.7 Cornwallis Park Area Advisory Committee Policy, AM-1.3.6.8 East End Area Advisory Committee Policy, AM-1.3.6.10 Habitation Community Area Advisory Committee Policy, and AM-1.3.6.16 Upper Clements Area Advisory Committee Policy, adopted by Municipal Council of the County of Annapolis on April 20, 2021, are hereby repealed.

Municipal Clerk’s Annotation for Official Policy Book

I certify that this policy was adopted by Municipal Council as indicated below:

*Seven (7) Day Notice **November 12, 2024***

*Council Approval **November 19, 2024***

Chris McNeill **November 20, 2024**

Chief Administrative Officer Date

At Annapolis Royal Nova Scotia