

Planning Advisory Committee **Terms of Reference**

Background

The Planning Advisory Committee is established under Section 200 of the Nova Scotia Municipal Government Act which provides that a municipality may, by policy, establish a Planning Advisory Committee.

The purpose of a planning advisory committee is to advise Council respecting the preparation or amendment of planning documents and respecting planning matters generally.

Committee Mandate

The responsibilities of the Planning Advisory Committee shall include:

- (a) Reviewing planning matters referred by Council and making recommendations to Council with respect to planning matters including Development Agreements and amendments to the Municipal Planning Strategy and Land-Use By-Law.

The Committee is expected to conduct an update of the Municipal Planning Strategy and Land-Use By-Law every 10 years and recommend amendments to Council as they arise.

The Planning Advisory Committee meets no more than monthly and only as required to discharge its responsibilities.

Committee Membership

The membership of the Planning Advisory Committee shall include:

- Three members of the Town Council;
- Planning staff (non-voting);
- A Town employee designated as Secretary by the CAO (non-voting);
and
- Up to four public members as appointed by Council.

Voting membership on the Planning Advisory Committee will be restricted to residents of the Town of Mahone Bay.