

# Planning Advisory Committee Terms of Reference

NAME:	Planning Advisory Committee
DIRECTION RECEIVED FROM COUNCIL	Section 8(1) of the Planning Act provides that the Council of the Town of Hanover may appoint a planning advisory committee composed of such person as the Council may determine
RECORDS:	Secretary-Treasurer Planning Advisory Committee
OTHER ITEMS OF REFERENCE:	A procedure has been passed by the Planning Advisory Committee governing the calling, place and proceedings of meetings.

## 1. BACKGROUND

The Planning Advisory Committee is appointed by Council under the authority granted by the Province of Ontario in the *Planning Act*, 1990 for the purposes of providing Council with recommendations specific to community planning matters, development and policies.

## 2. MANDATE

The Planning Advisory Committee shall provide advice and assistance in respect of such planning matters affecting the Town of Hanover. The Planning Advisory Committee shall prepare a plan suitable for adoption as the Official Plan of the Town plus the subsequent implementing Zoning By-law.

The functions and duties of the Planning Advisory Committee are hereby established as follows:

- a) General Planning
  - To review from time to time the provisions of the Official Plan and Zoning Bylaw and related municipal policy, and recommend to Council amendments thereto which would be in the best interests of the Corporation of the Town of Hanover and its ratepayers.
- b) Application Review
  - i.) To review and provide Council with recommendations on applications for Official Plan Amendment
  - ii.) To review and provide Council with recommendations on applications for Zoning Bylaw Amendment.
  - iii.) To review applications for development or redevelopment of uses of the following nature or zoning, if delegated by Council, and provide Council with recommendation:

Commercial	Open Space
Industrial	Multiple Residential
Institutional	Home Occupations and Home Industries
  - iv.) To review any Committee of Adjustment applications regarding minor variances and consents.
  - v.) Any other applications or duties which may be specifically referred by Council to the Planning Advisory Committee.
  - vi.) To review proposed site developments in accordance with Site Plan Control By-Law 1552-05-05-1986, as amended.

### **3. MEETINGS**

Planning Advisory Committee meetings are held once monthly, typically the third Tuesday of each month. All meetings of the Planning Advisory Committee shall be conducted in accordance with the Town Procedural Bylaw.

### **4. QUORUM**

A majority of the members of the Planning Advisory Committee constitutes a quorum as per Section 14.2(2) of the *Planning Act*.

### **5. COMMITTEE COMPOSITION**

The Planning Advisory Committee consists of six members who shall be appointed by Council from time to time. The Planning Advisory Committee shall consist of one member appointed annually from the members of Council and five members of the public being appointed for the term of the Council.

The members of the Planning Advisory Committee shall annually or at their discretion select a chair from amongst their members who, in addition to his/her duties as a member, shall act as chair of the Planning Advisory Committee.

Hanover Council will supply the Planning Advisory Committee with administrative and staff resources to perform its duties.

Remuneration for Planning Advisory Committee members may be established and amended by Council by resolution of Council or by bylaw from time to time at the discretion of Council. Any financial needs of the Planning Advisory Committee shall require the prior approval of Council.