

**Town of Antigonish
Planning Advisory Committee Policy**

1 In this Policy:

- .1 Committee means the Planning Advisory Committee established under Section 2.
- .2 Council means the Council of the Town of Antigonish.
- .3 Clerk means the Clerk of the Town of Antigonish.
- .4 Planner means the Director of Planning for the Town of Antigonish.

2 Committee Established

There is hereby established a Committee to be known as the Town of Antigonish Planning Advisory Committee which shall advise Council on matters pertaining to planning and development as they relate to the Town of Antigonish. It is the intention of Council to consult the Committee on all matters affecting planning and development with which Council has involvement or potential involvement.

3 Committee Structure

- .1 The Committee shall be composed of not fewer than five members nor more than nine members. With consideration of the Committee's recommendations, members shall be appointed by Council as follows:
 - i. A minimum of two members of Council;
 - ii. Remaining members who are residents of the Town of Antigonish;
 - iii. Notwithstanding clause "ii" herein, Council may appoint as many as two, non-resident, taxpayers;
 - iv. Mayor of the Town of Antigonish, ex-officio.
- .2 The Chair of this Committee shall be a member of Council, or Mayor, and shall be chosen by Council.

4 Appointment

- .1 Members of the Committee shall be appointed for a term of not less than two (2) years. In accordance with the Municipal Government Act, Section 202, no remuneration shall be paid to members of the Committee.
- .2 Upon a member of the Committee, who is not a member of Council, vacating his or her membership, an advertisement shall be placed in the local paper seeking a replacement for same.

5 Meetings

Regular meetings of the Committee shall be held monthly, but may be changed by the Committee from time to time as said Committee may deem advisable. Further:

- .1 A minute book shall be kept and minutes of all regular and special meetings shall be recorded by the secretary. Copies of all minutes shall be filed with the Clerk.
- .2 A majority of the members shall constitute a quorum.
- .3 Special meetings may be called on twenty-four hours notice by the Chairperson or by the Secretary at the request of three members of the Committee.

6 Duties & Operation

- .1 The Committee shall be directly responsible to Council and shall report to Council at its regular monthly meetings through the Chairperson.
- .2 The Committee shall advise Council on planning related issues, developments and new, or amended, policy.
- .3 The Committee may hear and consider representation by any individual, organization or delegation of citizens with respect to Planning.
- .4 Neither the Committee, or any member thereof shall have power to pledge the credit of the Town in connection with any matter whatsoever, nor shall the Committee nor any member thereof have any power to authorize expenditure to be charged against the Town.
- .5 No Committee member shall instruct or give direction to, either publicly or privately, an employee of the municipality.