

## **Schedule '27' - The Planning Advisory Committee**

### **1. Name of Board or Advisory Committee**

The Planning Advisory Committee

### **2. Concise Statement of the Purpose of the Board or Advisory Committee**

The purpose of the City's Planning Advisory Committee is to meet as required under Section 8 of the Planning Act, R.S.O. 1990, Chapter P.13.

### **3. Mandate of Board or Advisory Committee**

The mandate of the Planning Advisory Committee is to give advice and guidance on land use planning matters to the Council of the City with respect to:

- a) The development of a new Official Plan and Zoning By-law including any related comprehensive reviews of said documents as well as any City initiated technical amendments to the Official Plan and Zoning By-law.

### **4. Composition of Board or Advisory Committee**

Total of seven members, consisting of 1 member of Council, plus 6 other members, all appointed by Council to represent the following interest groups:

- (a) one member of Council;
- (b) 5 members appointed from the public, selected from persons in various segments of the community such as industry, commerce and labour;
- (c) one nominee of the Brantford-Brant Chamber of Commerce.

### **5. Lengths of Terms of Members of Board or Advisory Committee**

Four years, with appointments to be staggered so that approximately half of the positions terminate and are eligible for new appointments on a biennial basis. Despite the foregoing, the members of Council shall have a one year term.

### **6. Reporting structure through which the Board or Advisory Committee will report to Council**

The City's Planning Advisory Committee, shall report to Council through staff of the People, Legislated Services and Planning Department who shall ensure that its advice and comments are included, without amendment, in applicable staff reports.

### **7. Department of the City which shall provide administrative and/or budgetary support to the Board or Advisory Committee**

- (a) Administrative Support and Minutes  
Administrative support for the Planning Advisory Committee shall be provided by staff from the City Clerk's Department.
- (b) Staff and Budgetary Support  
Staff and budgetary support for the Planning Advisory Committee shall be provided by the Planning Department.

### **8. Special Provisions**

Sections 26.2.8 (a) (b), 26.2.9 and 26.2.10 of Chapter 26 of the City of Brantford Municipal Code (pertaining to the ability to create sub-committees and the ability to receive delegations) shall not apply to that portion of the meeting. Any person wishing to appear as a delegation to speak to the matter, should be directed to the statutory public meeting which will occur at the Committee of the Whole – Planning and Administration meeting.

All advice provided to Council by the Planning Advisory Committee shall be submitted in writing in the form of a memorandum which reflects the discussion at the meeting and where members of the Committee have formally voted on the content of the memorandum as a body. The memorandum

containing the advice is to be provided to the Director of Planning (or designate) following the meeting who will ensure that it is included in the staff report to be presented to the Committee.