



MUNICIPALITY OF THE COUNTY OF KINGS

Area Advisory Committee Policy

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XXX X, 2020

Policy Category: Planning
Next Review Date: As needed
Replaces: All Area Advisory Committee
Terms of Reference

1. Objective:

The purpose of this Policy is to establish the roles and responsibilities for the Area Advisory Committees for different areas of the Municipality.

2. Applicability:

The Policy applies to:

- The Centreville Area Advisory Committee
- The Kingston Area Advisory Committee
- ~~The New Minas Area Advisory Committee~~
- The Port Williams Area Advisory Committee

3. Definitions:

- 3.1 *Applicable Area* means the lands of concern for an Area Advisory Committee.
- 3.2 *Responsible Organization* means a Village or community group responsible for maintaining the Area Advisory Committee, as set out in this Policy.
- 3.3 *Area Advisory Committee* means a committee established by Municipal Council, as enabled by Section 201 of the Municipal Government Act (MGA).
- 3.4 *Planning Services* means the Municipal service area responsible for reviewing all land use planning matters.

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MUNICIPALITY OF THE COUNTY OF KINGS

Area Advisory Committee Policy

4. Area Advisory Committees

4.1 Centreville Area Advisory Committee	
Responsible Organization	Centreville District Community Development Association (CDCDA)
Applicable Area	Growth Centre of Centreville
Membership	<ul style="list-style-type: none"> • Two (2) members of CDCDA • Two (2) citizen members • The Councillors for Districts 2 and 3

4.2 Kingston Area Advisory Committee	
Responsible Organization	Village of Kingston
Applicable Area	Village of Kingston
Membership	<ul style="list-style-type: none"> • Three (3) members of the Kingston Village Commission • Three (3) citizen members • The Councillor for District 4

4.3 New Minas Area Advisory Committee	
Responsible Organization	Village of New Minas
Applicable Area	All lands located within the Village of New Minas, plus all lands located within the Growth Centre of New Minas and the New Minas Wellfield Zones that are not located within the Village.
Membership	<ul style="list-style-type: none"> • Three (3) members of the New Minas Village Commission • Four (4) citizen members • The Councillor for District 8

4.4 4.3 Port Williams Area Advisory Committee	
Responsible Organization	Village of Port Williams
Applicable Area	Village of Port Williams
Membership	<ul style="list-style-type: none"> • Three (3) members of the Port Williams Village Commission • Three (3) citizen members • The Councillor for District 1

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MUNICIPALITY OF THE COUNTY OF KINGS

Area Advisory Committee Policy

5. Membership

- 5.1 Duration of Terms
 - a. Responsible Organization Members – One (1) year terms
 - b. Citizen Members – Two (2) year terms
 - c. Council Members – No term limits

- 5.2 There are no limits to the number of times that a Responsible Organization member or citizen member may be re-appointed to an Area Advisory Committee

- 5.3 Vacant positions shall be filled as soon as reasonably possible for the remainder of the unexpired term. An exception may be made when a position becomes vacant less than six (6) months from the scheduled end of the members term.

6. Responsibilities:

- 6.1 **Council** will:
 - a. Appoint members of the Area Advisory Committees by resolution.

- 6.2 **Planning Advisory Committee** will
 - a. Receive and consider all Area Advisory Committee recommendations

- 6.2 The **Area Advisory Committees** will:
 - a. Review and provide recommendations to the Planning Advisory Committee with respect to all Land Use Bylaw map and text amendment, development agreement and amending development agreement applications located within the Committee's Applicable Area.
 - b. Advise the Planning Advisory Committee concerning periodic changes to the Municipal Planning Strategy ~~or New Minas Sector Plan~~ and any other matters of planning concern.
 - c. Where specifically requested, seek the opinions of the residents within the Committee's Applicable Area regarding planning issues.
 - d. Follow the policies and procedures contained in Council's Planning Process Policy, PLAN-09-001

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MUNICIPALITY OF THE COUNTY OF KINGS

Area Advisory Committee Policy

- e. Take minutes at each of its Area Advisory Committee meetings. These minutes shall be made available to the Municipality and public.
 - f. Provide meeting space for each of its Area Advisory Committee meetings.
 - g. Meet as required.
- 6.3 The **Responsible Organizations** will
- a. Recruit and recommend its citizen and Responsible Organization members to the Planning Advisory Committee.
- 6.4 **Planning Services** will:
- a. Schedule Area Advisory Committee meetings, as required.
 - b. Present planning reports to the Area Advisory Committees, as required.
 - c. Provide support for service and project priorities as directed by Council or at the discretion of the Manager of Planning Services

7. Procedures

- 7.1 The Chair and Vice Chair shall be appointed by the Area Advisory Committee at its first meeting and annually thereafter.
- 7.2 Quorum for all meetings shall be established as the number of members needed to have greater than 50% of eligible Committee participants. (if 7 members than 4 are needed; if 5 than 3 are needed; if 8 than 5 are needed etc.)
- 7.3 No remuneration shall be paid to members.
- 7.4 As set out in Section 203 of the Municipal Government Act (MGA), all meetings shall be open to the public with the exception of personnel matters or legal opinions discussed, or development proposals before formal application is made.

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