



Municipality of the County of Kings

Request for Decision

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| TO | Committee of the Whole |
| PREPARED BY | Laura Mosher, MCIP LPP, Manager of Planning and Development Services |
| MEETING DATE | March 11, 2020 |
| SUBJECT | New Minas Secondary Planning Strategy Advisory Group |

ORIGIN

- Planning Advisory Committee motion of January 22, 2018:

That the Planning Advisory Committee direct staff to identify the area of the Village of New Minas south of Highway 101 as part of the Growth Centre of New Minas and apply a holding zone to this area, and that background studies begin now to inform the development of a Community Plan in consultation with the Village of New Minas.

RECOMMENDATION

That Committee of the Whole recommend Municipal Council:

- Approve the composition and method of appointing members to the New Minas Secondary Planning Strategy Advisory Group as detailed in the March 11, 2020 Request for Decision;
- Appoint two Municipal Councillors to serve on the Advisory Group; and
- Pursuant to 48(1) *Municipal Government Act*, serve seven days' notice to amend Policy PLAN-09-002: Area Advisory Committee by removing references to New Minas.

INTENT

To provide Council with an update on the progress of the New Minas Secondary Planning Strategy and to prepare for the next phase of the project by establishing the membership on the Advisory Group.

DISCUSSION

The Municipality (MOK) and the Village of New Minas (VNM) are collaborating to prepare a Secondary Planning Strategy for the expanded Growth Centre of New Minas in recognition of its unique planning character within the Municipality. The VNM has retained SNC Lavalin to prepare engineering studies and drawings related to sanitary sewer services, water services, and stormwater management services. Upland Planning and Design has also been retained to assist in the consultation for, and preparation of, the Secondary Planning Strategy. Upland will further be providing project management services related to additional technical studies that are to inform the development of the Secondary Planning Strategy and resource the work of the Advisory Group.

As a result of the recent repeal of the New Minas Land Use By-law (By-law 57), Planning Policy PLAN-09-002 no longer applies to New Minas. Therefore, the Policy should be amended and the New Minas Area Advisory Committee disbanded until the completion of the Secondary Planning Strategy.

It is expected that a new Area Planning Advisory Committee for New Minas will be established following the completion of the Secondary Planning Strategy, the composition of which will be reviewed with the Advisory Group. Until that time, all planning applications will only be reviewed by the Planning Advisory Committee prior to being submitted to Council. Staff will continue to consult with the VNM on pertinent aspects of planning applications within the Growth Centre of New Minas.

MOK has found it useful in the past to have an Advisory Group of Municipal Councillor(s), Commissioners, and citizen members. Staff at both MOK and VNM are recommending that this approach be maintained. The suggested composition and method of appointment are as follows:



Municipality of the County of Kings

Request for Decision

- Two MOK Councillors, one of whom is the Councillor for the area (appointed by Municipal Council);
- Three VNM Commissioners (appointed by the VNM); and
- Four Citizen Members (nominated by the VNM and appointed by Municipal Council).

It is expected that the Advisory Group will meet on an ad hoc basis. The Advisory Group will assist in identifying key issues and stakeholders for consultation, review major deliverables, and provide feedback on reports and work-in-progress. Consensus-based decision-making will be utilized by the Advisory Group whenever possible.

FINANCIAL IMPLICATIONS

- Additional travel expenses

STRATEGIC PLAN ALIGNMENT

| Check Applicable | Strategic Priority | Description |
|------------------|-------------------------------------|--------------------------|
| | Good Governance | |
| | Environmental Stewardship | |
| | Economic Development | |
| ✓ | Strong Communities | New Minas Community Plan |
| | Financial Sustainability | |
| | Supports a Strategic Project | |
| | Supports a Core Program Enhancement | |
| | Not Applicable | |

ALTERNATIVES

- None

IMPLEMENTATION

- Council appoints two of its members to serve on the Advisory Group.
- VNM Commission appoints three Commissioners and nominates four citizen members.
- Council appoints the four citizen members.

COMMUNITY ENGAGEMENT

- No community engagement informed this recommendation. Community engagement will be a central element of the Advisory Group's work.

APPENDICES

- Appendix A: Policy PLAN-09-002: Area Advisory Committee

APPROVALS

Patricia Javorek, Director, Planning and Inspections March 5, 2020

Scott Conrod, Chief Administrative Officer March 9, 2020



MUNICIPALITY OF THE COUNTY OF KINGS

Area Advisory Committee Policy

Creation Date: August 28, 2012
Approval Date: October 26, 2012
Revision Date: April 1, 2014
 November 1, 2016
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

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| 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 |

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| 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 |

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| 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 |

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| 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.