

PLANNING AND DEVELOPMENT COMMITTEE
Terms of Reference
December 2022

PURPOSE

The purpose of the Planning and Development Committee is to act as an advisory body and to make recommendations to Council relative to Land Use Planning and Development in the Town including:

- 1) Official Plan
- 2) Zoning and Subdivision Control (Development) Bylaw
- 3) Applicable Subdivisions, Permits and Variances

AUTHORITY

The Planning Committee is an advisory committee to Council and does not have delegated authority other than contained in these Terms of Reference.

COMMITTEE COMPOSITION

The Committee shall consist of three (3) members of Council, appointed by the Mayor, one of whom shall be appointed Chair, and one who shall be Deputy Chair as determined by the Committee. Two (2) committee members present for a meeting is quorum.

The Committee may establish Special-Committees pursuant to Procedural Bylaw #2019-01 and subject to Council approval for the better transaction of the business of the Committee.

MEMBERS DECEMBER 2022

Chairperson, Deputy Mayor Jill MacIsaac; Councillor Steven Campbell; Councillor Corey Frizzell.

STAFF ASSIGNMENT

Manager of Planning and Development or Designate.

The Committee shall not direct Town staff except through the Chief Administrative Officer, other than staff assigned to the Committee and such direction shall only be for the proper administration of the Committee.

MEETINGS

The first meeting of the Committee shall be determined by the Chair. The Committee shall further meet as determined by the Committee, at the Committee's first meeting, and determined by majority vote.

All meetings of the Committee are open to the public, but the Committee may, by resolution of the Committee, conduct all or a portion of any meeting *in camera* in accordance with section 9 of the Town of Cornwall *Procedural Bylaw* 2019-01.

A schedule of meetings shall be established by the Committee at the Committee's first meeting, and a minimum of four scheduled meetings shall be held per calendar year. Additional meetings may be called by the Chair as may be necessary.

Minutes shall be approved at the next Committee meeting and shall be signed by the Chair when approved.

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Minutes of all meetings, and any other documentation that may be necessary, for Council's proper consideration of any matter that is subject of a recommendation of the Committee, shall be distributed to all members of Council through the monthly Committee of Council meeting package.

RESPONSIBILITIES

The Committee will act in an advisory capacity and work in conjunction with Town staff to provide advice and present recommendations to Council on the matters below.

- 1) Review, from time to time, the provisions of the Official Plan and Development Bylaw and related policies and recommend to Council any amendments which are in the best interests of the Town.
- 2) Review and provide recommendations on applications for Official Plan amendments.
- 3) Review and provide recommendations on applications for Development Bylaw amendments,
- 4) Review and provide recommendations Subdivision, permit and variance applications where applicable.
- 5) Recommendations regarding street names, either new or altered.
- 6) Any other matters that may be referred to the Committee by Council from time to time.
- 7) Responsible for the following Bylaws and Plans:
 - a) Official Plan
 - b) Zoning and Development Bylaw #422
 - c) Street Naming and Numbering Bylaw #701
 - d) Property Maintenance Bylaw #221
 - e) Main Street Master Plan

FUNCTIONS

- 1) Promote development and redevelopment consistent with the Town's Official Plan and Development Bylaw.
- 2) Facilitate the public consultation process pertaining to Official Plan and Development Bylaw amendments.
- 3) Promote future growth in a logical and orderly manner with consideration to maintaining an appropriate balance between the protection of existing residents and new development.
- 4) Consult and liaise with residents and interest groups in matters relating to land use and development.

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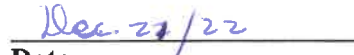
REPORTING:

Decisions of the Committee must be presented in the form of a recommendation to be referred to the Committee of Council for consideration and furtherance to Council for decision; recommendations will be noted in the Committee minutes.

The Committee may, by resolution, pass further Committee rules compliant with the Town of Cornwall Procedural Bylaw #2019-01 for the conduct of its meetings and business




Mayor



Date



CAO



Date