



## **Township of Puslinch Council Planning & Development Advisory Committee Terms of Reference**

TERM: 2022-2026  
ADOPTED: December 7, 2022  
REVISED:

### **1. ENABLING LEGISLATION**

The Township's procedural by-law provides that Council may at any time, as is deemed necessary establish a Committee for matters within its jurisdiction.

The Planning & Development Advisory Committee (PDAC) was established through the adoption of By-law No. 2015-09.

### **2. ROLE**

To serve in an advisory capacity to Township of Puslinch Council on matters, issues and policies that relate to land use planning within the Township of Puslinch.

### **3. MANDATE**

The PDAC advises Council in respect Zoning By-law Amendment Applications and Community Improvement Plan (CIP) applications to assist Council on decisions relating to these planning and development applications. The PDAC provides formal Township comments on all consent applications to the County of Wellington Land Division Committee. The PDAC membership serves as alternate Line Fence Viewers on behalf of the Township in accordance with the Line Fences Act, 1990.

In addition, the PDAC is responsible to provide a forum for the exchange of information and engagement with the community in respect to its mandate.



#### **4. PURPOSE**

The Committee will accomplish its mandate by:

1. Advising Council where applicable;
2. Reviewing practices and policies identified by staff and Council and making recommendations to improve the delivery of services to the public;
3. Reviewing and commenting on County of Wellington Land Division applications;
4. Reviewing and commenting on Zoning By-law Amendment applications;
5. Participating in the Community Improvement Plan (CIP) process;
6. Evaluating and making recommendations to Council on site alteration applications where applicable;
7. Providing advice and recommendations to Council with respect to any special project or issue as requested by Council.

#### **5. TYPE OF COMMITTEE**

Council Advisory Committee

#### **6. MEMBERSHIP AND ROLES AND RESPONSIBILITIES**

##### **a. Composition**

- i. The PDAC is composed of the following Members:
- ii. One (1) Council Member as appointed for the term by Council; four (4) members of the public as appointed by Council; and one (1) Township staff member being the Development and Legislative Coordinator (non-voting member).
- iii. A Member's term on the committee shall be concurrent with the Term of Council or until a successor is appointed.



## **b. Roles and Responsibilities**

- i. The Chair shall be the Councillor appointed to the PDAC and shall be appointed at the first meeting of the Committee and shall serve in this capacity for 4 (four) years being the term of Council.
- ii. When the Chair is absent from a meeting, the Acting Chair may exercise all the rights, powers and authorities of the Chair. The Acting Chair will be identified based on a schedule prepared for the full 4 (four) year term.
- iii. The Chair's main role is to facilitate meetings.

## **c. Subcommittees**

- i. Subcommittees may be formed to complete specific tasks related to the PDAC mandate and purpose but must report through the PDAC. The maximum membership on any subcommittee is no more than two (2).

## **d. Qualifications**

### **a. Citizen Appointee with the following qualifications:**

- i. Demonstrated commitment and interest in the municipality;
- ii. General knowledge of the Planning Act and the committee of adjustment process is considered an asset in addition to the following:
  1. Planning
  2. Real Estate
  3. Agriculture
  4. Building/Construction
  5. Legal
  6. Architecture
- iii. Flexibility to attend evening meetings is required including Special meetings with notice given in accordance with the Township Procedural By-law;
- iv. Resident of the Township of Puslinch for the duration of the term;
- v. At least 18 years of age;



- vi. Shall apply and be appointed by Council at the commencement of each new term

**7. MEETING SCHEDULE**

The Committee meets monthly on the second Tuesday of each month at 7:00 p.m., or another time mutually agreed upon by the Committee, and as many additional times as the Committee deems necessary.

During a municipal election year, meetings shall be cancelled where possible in the last quarter.

**8. PROCEDURES AND PROTOCOLS**

The Township Planning and Development Advisory Committee shall adhere to the Township's Procedural By-law.