



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

TERM: 2022-2026
ADOPTED: December 7, 2022
REVISED: December 18, 2024

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. Committee's are a Local Board as defined in the *Municipal Act, 2001, S.O. 2001, Chapter 25* and in accordance with the *Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50*.

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. The PDAC Committee may provide recommendations to for housekeeping amendments to the Township's Zoning By-law or application process improvements including Minor Variance Applications.

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 scheduled 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).
- ii. The Planning and Development Advisory Committee is allotted a maximum of two (2) goals/objectives at any given time. Training and development opportunities do not qualify as goals/objectives in addition, regular staff reports to Council do not qualify as goals/objectives.
- iii. Subcommittees are required to lead goals/objectives. Committee staff are in a support role assisting as needed.
- iv. At the request of the Planning and Development Advisory Committee, special consideration may be given by Council should a time sensitive initiative be brought forward while the Committee has two (2) ongoing goals/objectives.
- v. Priority will be given to goals/objectives that are referred to the Committee by Council.

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 policies and procedures including the rules of the Township's Procedural By-law and the Code of Conduct for Council Members & Members of Local Boards.

9. ABSENTEEISM

A Member that is to be absent for three or more consecutive meetings must provide written notice to the Mayor and Council prior to the commencement of the absence. A Member who is making a written request to Council to be excused for three or more consecutive meetings, must include in their request



the reason for the absence. The request will be considered by Council and the absence may be approved by Council by a majority vote. Members who miss three unauthorized consecutive meetings shall be deemed to have resigned from the committee and will be notified of this in writing by the committee chair.