



Town of Trenton

POLICY NO. COM-20210713-02

APPROVED: 2021-07-13

PLANNING ADVISORY COMMITTEE TERMS OF REFERENCE POLICY

Introduction

The Town of Trenton (hereafter “the Town”) has established the Planning Advisory Committee as a standing advisory committee to provide Council with advice and recommendations on matters related to land use planning and development.

1. Authority

1.1. Municipal Government Act

The Town of Trenton is authorized to establish committees of Council, as per Part I, Sections 24-27 of the Municipal Government Act, 1998, c. 18, s. 1.

1.2. Town Policies

All committee work will be carried out in accordance with the Town of Trenton’s Committee Procedural Policy (COM-20201013). Members are expected to operate in compliance with this policy and all policies, laws and regulations governing the Town.

2. Mandate

The purpose of the Planning Advisory Committee shall be to review and assess all available studies, reports, land use bylaws and strategies, community development initiatives, current and future potential community infrastructure and development proposals, and make recommendations regarding key land use planning matters and provide input on issues that impact the long-term community vision for Trenton.

3. Goals & Objectives

3.1. The Planning Advisory Committee is responsible to:

3.1.1. Assist and advise both the CAO and Council as to the best course of action on various projects;

3.1.2. Make recommendations to Council on matters assigned to the Committee;



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- 3.1.3. Engage in conversation with both internal and external parties for advice and recommendations per the matter of concern;
- 3.1.4. Support and advise the Council on matters of land use planning, zoning recommendations, subdivisions, business, and commerce;
- 3.1.5. From time-to-time, request individuals or groups to make presentations to the Committee or Council on the subject matter that is requested from Council;
- 3.1.6. Review current municipal land use planning strategy and bylaws to ensure future applicability;
- 3.1.7. Develop strategies to enhance community development initiatives in areas that include community facility infrastructure and usage, community development projects, and community engagement strategies in keeping with the culture and values of the Town;
- 3.1.8. Review of areas where growth can be enhanced through policy changes or community development;
- 3.1.9. Development of a community-wide plan for local stewardship;
- 3.1.10. Compile sector specific community development issues that impact or impede economic growth and recommend mitigation or development strategies to the Economic Development Committee;
- 3.1.11. Act as the Municipality's Planning Advisory Committee pursuant to Section 200 of the Municipal Government Act.

4. Guiding Principles

4.1. Values

The Committee Procedural Policy Section 7.1 (Conduct of Members) will guide Committee efforts, promoting the highest ethical standards and professionalism while ensuring that the best interests of the community are met.



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5. Number of Members

5.1. The Planning Advisory Committee will be composed of:

- Four (4) residents
- One (1) member of Council
- Town Planner

5.2. The Planning Advisory Committee shall be supported by:

- Town Council
- Chief Administrative Officer (CAO)
- Planning & Development Department Staff

5.3. A cross section of people shall be chosen to bring to the committee relevant technical and professional expertise as well as strong advocacy, communication, and organizational skills. Where possible, members of the public appointed to this committee should have strong community development, environmental impact understanding, community infrastructure knowledge, and/or sector specific backgrounds in areas such as economic growth, arts, and culture, etc. and be able to comprehend complex community, government, and regulatory processes.

		<u>CAO's Annotation for Official Policy Book</u>	
Policy Number:	COM-20210713-02	Date of Notice to Council Members of Intent to Consider (Minimum 7 Days):	<u>May 04, 2021</u>
Council Approval:	<u>2021/ 07/ 13</u> Y M D	Date of Passage of Current Policy:	<u>July 13, 2021</u>
Effective Date:	<u>2021/ 07/ 13</u> Y M D	I certify that this Policy was adopted by Council as indicated above.	
Supersedes Date:	<u> / /</u> Y M D	<i>Marilyn Fetherland</i> <u>July 13, 2021</u>	
<i>INTERIM</i>		Chief Administrative Officer	Date