

# **KINGSTON AREA ADVISORY COMMITTEE**

## **TERMS OF REFERENCE**

**April 6, 2010**

**Purpose** To assist the Kings County Planning Advisory Committee (PAC) in preparing planning recommendations to Municipal Council on matters affecting the Growth Centre of Kingston. In carrying out these general duties, the Area Advisory Committee (AAC) shall have due regard for planning policies in the Municipal Planning Strategy and that its recommendations reflect the best interests of both Kingston and the Municipality of Kings generally.

**Duties** To review and provide recommendations to the Planning Advisory Committee with respect to all rezoning and development agreement applications within the Growth Centre of Kingston.

To advise the Planning Advisory Committee concerning periodic policy changes to the Municipal Planning Strategy.

Where specifically requested, to actively seek the opinions of the residents of Kingston regarding planning issues and policies.

**Structure** The Kingston Area Advisory Committee shall consist of a maximum of eight (eight) members, made up of three (3) members from Village Commission of Kingston including the chair, three (3) members appointed at large who shall be residents of the Kingston, and the District Councillors for Districts 5 and 6.

The Village Commission shall make recommendation to PAC concerning the appointment of members from both Commission as well as members at-large to the Kingston AAC.

In accordance with Section 201 (4) of the Municipal Government Act, the PAC shall make recommendations concerning appointment of the members for the approval of Municipal Council.

The term of appointment to the Kingston AAC shall be two years for the members at-large and one year for representatives from the Village Commission.

The Chairperson shall be appointed by the Area Advisory Committee at its first meeting and annually thereafter.

Quorum for all meetings shall be established at 50% plus one of eligible committee participants.

The Committee shall meet as required.

No remuneration shall be paid to members.

All meetings shall be open to the public with the exception of personnel matters or legal opinions discussed, or development agreements before formal application is made.

The Committee may hold public meetings at such times and in such manner as it or Council decides.

Staff support services and project priorities to the Kingston Area Advisory Committee shall be at the sole discretion of the Planning Advisory Committee and the Director of Planning after considering recommendations of the Area Advisory Committee.