



**MUNICIPALITY OF THE DISTRICT OF WEST HANTS**  
*Hantsport Area Advisory Committee Terms of Reference*

**1. Official Name**

The official name of this committee will be the Hantsport Area Advisory Committee. This committee may be referenced as HAAC.

**2. Members/Composition**

The Committee consists of a minimum of four and maximum of eight members.

- One (1) Municipal Councillor normally, whose district includes the community of Hantsport.
- Up to seven (7) members of the public who reside in Hantsport.

All members of the Committee are appointed by Council resolution. Each member appointed by Council serves the Committee for a designated term. Members are eligible for reappointment.

The selection process of the members of the public (1-7) is determined on the basis of an evaluation process, and a recommendation of the Planning Advisory Committee (PAC) to Council.

All positions, whether or not an existing member has re-offered, will be reviewed through the evaluation process when the designated term is over.

In the case of any unexpected vacancy, Council can choose to undertake the identified selection process to fill the position, with that new person appointed to serve the remainder of the term of the person replaced.

The Chair and the Vice-Chair are elected by a majority of the members. Those persons elected hold office for a one-year term.

The Chair of the Committee acts as the liaison in providing recommendations to PAC, as required from time to time.

Committee members, who fail to attend three (3) consecutive meetings, without good reason accepted by the Committee Chair, may be recommended to Council to be dismissed from the Committee. Committee members can only be dismissed by Council, on recommendation of PAC, if it is considered that they failed to fulfill adequately the identified responsibilities/mandate of the Committee.



**3. Mandate**

The Committee advises PAC on matters pertaining to the Hantsport Municipal Planning Strategy (MPS), Land Use Bylaw (LUB), and Subdivision By-law and any successor legislation enacted by the Municipality of West Hants.

**4. Responsibilities**

Committee duties in meeting its mandate are as follows:

Development of the MPS/LUB

1. The Committee works with staff to develop draft land use policy and regulations for the Hantsport Plan Area, for recommendation to PAC.

Interpretation

2. The Committee makes recommendation to PAC concerning any rezoning applications, MPS, LUB, and Subdivision By-law amendments specific to the Hantsport Plan Area.

General

3. The Committee may advise staff and PAC regarding any public participation program respecting planning matters in the Hantsport Plan Area.

4. The Committee may advise PAC with respect to other planning issues affecting the Hantsport Plan Area, as deemed necessary.

5. Committee members may generally serve to act as a communications conduit to residents of the Hantsport Plan Area, in raising public awareness on planning matters.

6. HAAC may jointly meet with PAC once a year, to discuss any local planning issues or related concerns.

**5. Jurisdiction**

HAAC is an area advisory committee under Section 201-204 of the Municipal Government Act (MGA) and was formed pursuant to the Municipal Council Policy establishing Hantsport Area Advisory Committee dated August 11, 2015.

The Committee's duration is indefinite, based on:

- Council's continued support of the above policy.
- The existence of a MPS, LUB, and Subdivision By-laws for the former Town of Hantsport Plan Area.



**6. Resources/Budget**

On appointment, new Committee members are provided an introductory workshop: to be organized by staff, to assist them in their duties.

HAAC members of the public are remunerated in accordance with the Councillor Remuneration Policy.

Municipal planning staff provides ongoing support to the Committee. In particular:

- Arranges meeting times and venues and takes Committee minutes.
- Circulates meeting agendas and minutes.
- Provides reports or status updates on identified projects/ applications.
- Makes public presentations, on behalf of the Committee, as may be required from time to time.

**7. Governance**

HAAC meetings take place on an as-needed basis, or as directed by Council. Members are informed of all meetings, and supplied with an agenda by planning staff, prior to the scheduled meeting date.

A quorum shall be constituted as being:

- A majority of the number of appointed members at the time of the meeting.

Orders and rules of conduct for debate for HAAC meetings shall be the same as those for Municipal Council.

Recommendations of the Committee will reflect the best interests of both the Municipality of the District of West Hants and the Hantsport Plan Area, as interpreted in the Hantsport MPS and LUB.

**8. Communications**

Approved minutes of HAAC meetings are available to the public.

All HAAC meetings are open to the public, except where it may be defined in the MGA, Section 203.

Public notice of meetings is in accordance with Section 203(2) of the MGA. HAAC agendas may follow, at their discretion, PAC agenda standards which allows committees of the Municipality to set aside a period of time during the meeting for public comment or presentation.



TERMS OF REFERENCE

ADPL-001.04

**9. Related Policies, Procedures and Legislation**

- Municipal Government Act
- Hantsport Municipal Planning Strategy
- Hantsport Land Use By-Law
- Hantsport Subdivision By-Law
- Policy Establishing Hantsport Area Advisory Committee

Approved by: \_\_\_\_\_  
Cathie Osborne CPA, CGA  
Chief Administrative Officer

Adoption	
Notice to Council:	Not Applicable
Approval:	December 1, 2016
Description: Initial approval of the Hantsport Area Advisory Terms of Reference.	