

November 8, 2010



City Council Committee Report

To: Mayor & Council

Fr: Tara Rickaby, Planning Administrator

Re: Terms of Reference – Kenora Planning Advisory Committee

Recommendation:

That the Council of the City of Kenora hereby approves the Terms of Reference for the City of Kenora Planning Advisory Committee; and
That By-law No. 86-2007 be repealed.

Background:

The Council of the Corporation of the City of Kenora established a Planning Advisory Committee under the authority of section 8(1) of the Planning Act, R.S.O. 1990, c.P.13, as amended, in June of 2001. The Committee makes decisions in accordance with the Planning Act, as amended.

The purpose of the Planning Advisory Committee (PAC) is to act as the committee of adjustment (Section 44 of the Planning Act, the land division committee (Section 54) of the Planning Act, to make recommendations to Council on applications to amend the Zoning By-law and Official Plan. The Committee also acts as the Property Standards Committee, per the requirements of the Ontario Building Code Act and hear appeals such as required pursuant to the City of Kenora Property Standards By-law. In carrying out their duties, members carry out inspections of subject properties as required/appropriate and may recommend policies and procedures regarding land development and land use to Council for possible implementation, and through the Chair, maintain close liaison with Council through the Planning and Property Committee of the City of Kenora.

The terms of reference has been amended by including generic wording such as "employee of the City of Kenora" rather than a specific job title such as City Planner or Planning Assistant, providing for a total of 5 to 7 members so that if a member resigns during the course of a term, there is no requirement to fill the position, and consolidation of the meeting into one meeting to hear all applications (under the requirements of the Planning Act) rather than holding special public hearings and making decisions later in the evening. The public meetings will be held and a decision made on each application right after the public meeting. **The section with respect to honorariums has been made more generic by removing the reference to the actual amount.** . The document also sets out terms for requests for refunds of application fees.

Budget: N/A –

Communication Plan/Notice By-law Requirements: Notice by agenda of Property and Planning Committee and Council, Planning Advisory Committee.