

Lac La Ronge Planning Area

Advisory Northern Planning Commission (ANPC)

Terms of Reference

Purpose of the ANPC

1. The purpose of the Lac La Ronge Planning Area is set out within the January 31, 2006 Minister's Order. The Minister's Order states "*the purpose and objectives of the Lac La Ronge Planning Area are:*
 - (a) *To manage the use of land of the Lac La Ronge Planning Area in an integrated and environmentally sound manner to ensure ecological, economic and social benefits for present and future generations.*
 - (b) *To develop clear land use guidelines that allow for controlled, orderly development.*
 - (c) *To promote the integration of planning processes between the existing jurisdictions in and adjacent to the planning area.*
 - (d) *To work toward resolving conflicts among users.*
 - (e) *To provide a mechanism for local public involvement in land use management.*"

2. Subsection 111(4) of *The Planning and Development Act, 2007* sets out the responsibilities of the ANPC as:

"...advising and assisting the minister with respect to community planning matters in the planning area and any other matters involving the development of the planning area."

Membership

1. The Minister's Order establishes the membership of the ANPC:

"(1) The Planning Commission shall consist of the following members:
 - (a) *One member as nominated by the Council of the Town of La Ronge;*
 - (b) *One member as nominated by the Council of the Northern Village of Air Ronge;*

- (c) Two members as nominated by the Council of the Lac La Ronge Indian Band;*
- (d) One member as appointed by the Minister of Government Relations as a representative to Ward I, (Rabbit Creek, Potato Lake and Napatak);*
- (e) One member as appointed by the Minister of Government Relations as a representative to Ward II, (Eagle Point, Lamp Lake and Nemeiben);*
- (f) Three members at large, representing the Lac La Ronge Planning Area as appointed by the Minister of Government Relations.”*

2. The ANPC may recommend the minister remove an ANPC member from the ANPC who is absent from three consecutive meetings; unless any of those absences have been authorized by a resolution of the ANPC.
3. The ANPC may request a community (Town of La Ronge, Village of Air Ronge, or Lac La Ronge Indian Band) appoint new representation where either the regular member or alternate member are absent from two consecutive meetings; unless either of those absences have been authorized by a resolution of the ANPC.

Correspondence

1. Where the Development Officer receives an email in which not all ANPC members are included, any response or further correspondence will either remove the select ANPC members or include all members of the ANPC.
2. The Development Officer will report correspondence relevant to the ANPC at the beginning of each ANPC meeting.
3. Alternate members will receive all agendas, minutes and notes of meetings and will be included in all ANPC correspondence.
4. Where an ANPC member has declared a conflict of interest, they will not be included in any correspondence pertaining to that matter.

Development Officer

1. The Lac La Ronge Planning Area Zoning Bylaw establishes authorities of the Development Officer responsible for the administration of the Bylaw. Clause 2.1(1) states that *“the Northern District Planner...shall be the Development Officer...”* and that *“the Northern District Planner may appoint a Development Officer...”* Inquiries can be emailed to dee.johns@gov.sk.ca or erik.trenouth@gov.sk.ca.

Quorum

1. *The Northern Municipalities Act, 2010* establishes quorum in subsection 112(1) as *“...the majority of the members...”* To allow proceedings of the ANPC to continue, five voting members must be present.
2. *The Northern Municipalities Act, 2010*, section 164 provides that *“if the number of [ANPC members declaring a conflict of interest] results in a loss of quorum at a meeting with respect to the question or matter, the remaining number of members is deemed to be a quorum for that question or matter, unless that number is less than two”*.
3. The vote of the alternate member does not apply if the regular member is also voting. In the case of conflict of interest, if the regular member declares conflict of interest, the vote of the alternate member applies.

Decision Making

Decisions of the ANPC will be:

1. Based on discussion that allows for involvement of all members. ANPC members will offer opinion and information where relevant and collaborate with the group as a

whole. ANPC members will be respectful of each other, the process, delegates and guests.

2. Informed and responsible. ANPC members will consult with technical experts, professionals and other sources of information as necessary.
3. Cognizant of current legislation and policies. ANPC members will observe statutory requirements and process and procedure of policy and bylaw.
4. Enacted through a motion made by an ANPC member, seconded by another, and then voted on.
5. Recorded as carried or defeated.

Chairperson

1. The ANPC recognizes and supports a rotating Chairperson. The Chairperson must be a member of the ANPC. The Chairperson rotates through in the following order:
 - (a) Representative from the Town of La Ronge
 - (b) Representative from the Village of Air Ronge
 - (c) Representative from the Lac La Ronge Indian Band
 - (d) Representative from the Lac La Ronge Indian Band
 - (e) Representative from Ward I
 - (f) Representative from Ward II
 - (g) Member at large (term expires in one year)
 - (h) Member at large (term expires in two years)
 - (i) Member at large (term expires in three years)
2. Prior to a meeting that an ANPC member is to Chair, the perspective Chair will review the agenda to ensure that the meeting does not contain discussion that may indicate a conflict of interest. If there is a potential for conflict, the member will declare the

conflict, and the next ANPC member will be the Chair for that meeting. If for any reason an ANPC member does not wish to be Chairperson, the next member in the rotation becomes Chair for that meeting. An alternate member can be Chair if the regular member is unable to Chair the meeting for whatever reason.

Chairperson's Responsibilities

1. Provide leadership to the group.
2. Ensure meetings are:
 - (a) planned effectively,
 - (b) conducted according to the applicable statutes, bylaws and policies, and
 - (c) orderly.
3. Encourage full participation.
4. Follow the agenda and keep the meeting focused on agenda items.
5. Retain the power to stop what's happening and change the format.
6. Summarize key decisions and actions.
7. Recognize speakers.
8. Close the meeting on time.
9. The Chair maintains all rights and privileges of as an ANPC member.

Amending the Official Community Plan and Zoning Bylaw

1. Proposed amendments to the OCP or Zoning Bylaw will be reviewed at a public meeting prior to the ANPC's recommendation to the Clerk of the District.
2. Section 114 of the PDA requires that the proposed amendment be advertised in the Northern Pride newspaper at least four weeks prior to final approval by the minister.

The advertisement should also be at least two weeks prior to the public meeting date.

(a) The advertisement will:

- a. State the purpose of the amendment.
- b. Describe the affected area.
- c. Indicate the places where and hours during which the amendment may be inspected.
- d. Set out the date, time and place at which a public meeting will be held.
- e. State the date by which a written submission is to be received and where written submissions may be sent.

(b) At least 10 days prior to the public meeting, the Development Officer will send the public notification to:

- a. The registered owner of the land that is subject to the amendment.
- b. The Homeowners or Cabin Owners Associations in the planning area.

3. After the public meeting, either at that ANPC meeting or a future one, the ANPC will make a recommendation to the Clerk of District for decision.

Discretionary Uses

1. Subsection 2.6 of the Zoning Bylaw sets out requirements for Discretionary Use Applications:

(a) A notification will be published in the Northern Pride for two consecutive weeks, with the last publication at least three days, and not more than 10 days before the date set for the ANPC meeting to consider the application.

(b) The notification will:

- a. Describe the use applied for;
- b. Describe the location of the use; and

- c. Specify the date, time, and location of the ANPC meeting at which the application will be considered.
 - (c) A copy of the notification will be mailed or delivered at least 15 days prior to the date the ANPC will consider the application, to the assessed owner of each property within:
 - d. 75 metres of the subject property if the subject property is located in a Residential District; and
 - e. 500 metres of the subject property if the subject property is located in any other Zoning District.
 - (d) At least 10 days prior to the public meeting, the Development Officer will send the public notification to the Homeowners or Cabin Owners Association in the community the proposed development is located.
 - (e) An on-site notification poster will be placed on the subject property at least 15 days prior to the date the ANPC will consider the application.
- 2. The ANPC may open the floor to comments from the public at the ANPC meeting which was advertised.
- 3. At the ANPC meeting which was advertised, the ANPC will provide a recommendation to the Clerk of the District for decision.

Sale or Exchange of Dedicated Lands Bylaws

- 1. Sale or exchange of dedicated lands bylaws will be reviewed at a public hearing prior to the ANPC's recommendation to the Clerk of District.
- 2. A notification will be published in the Northern Pride for two consecutive weeks, with the first publication at least 15 days before the date set for the public hearing.
 - (a) The notification will:

- a. State the purpose of the bylaw;
 - b. Describe the affected area;
 - c. Indicate the places where and hours during which the bylaw may be inspected;
 - d. Set out the date, time and place at which a public hearing will be held; and
 - e. State the date by which a written submission is to be received and where written submissions may be sent.
- (b) At least 10 days prior to the public hearing, the Development Officer will send the public notification to:
 - a. The registered owner of any land that may be affected by the road closure; and
 - b. The Homeowners or Cabin Owners Associations for the community the proposed bylaw is located within.
3. After the public hearing, either at that ANPC meeting or a future one, the ANPC will make a recommendation to the Clerk of District for decision.

Road Closure

1. Road closure bylaws will be reviewed at a public meeting prior to the ANPC's recommendation to the Clerk of District.
2. A notification will be published in the Northern Pride for one week at least seven days prior to the meeting.
 - (a) The notification will:
 - a. State the purpose of the bylaw;
 - b. Describe the affected area;

- c. Indicate the places where and hours during which the bylaw may be inspected;
 - d. Set out the date, time and place at which a public meeting will be held; and
 - e. State the date by which a written submission is to be received and where written submissions may be sent.
- (b) At least 7 days prior to the public meeting, the Development Officer will send the public notification to:
- c. The registered owner of any land that may be affected by the road closure; and
 - d. The Homeowners or Cabin Owners Associations for the community the proposed bylaw is located within.
3. After the public meeting, either at that ANPC meeting or a future one, the ANPC will make a recommendation to the Clerk of District for decision.

Advertising for Other Bylaws

1. Bylaws not specially listed above will follow legislated requirements for public notice, and will follow the *Public Notice Policy for the Northern Saskatchewan Administration District* where applicable.

Public Meetings / Public Hearings

1. ANPC members will formally receive all communications and written reports submitted to it on the subject matter prior to the meeting.
2. The Chairperson will declare the meeting / hearing on the matter open.

3. The Development Officer or Chairperson will read the proposed bylaw or application under consideration including any recommendations from any technical or
4. professional expert.
5. Any person or group of persons or spokesperson acting on behalf of another person or group, at a public hearing, will be given an opportunity to make representations on the matter under consideration.
6. At a public meeting, the Chairperson may open the floor to comments from the public.
7. Once all affected person have had an opportunity to be heard, the Chairperson will declare the meeting closed.

Note:

***Public meetings** present information to the public and obtain informal input from community residents. Held throughout the planning process, they are tailored to specific issues or community groups and are either informal or formal. Public meetings have been used for many years to disseminate information, provide a setting for public discussion, and get feedback from the community.*

*A **public hearing** is a more formal event than a public meeting. Held prior to a decision point, a public hearing gathers community comments and positions from all interested parties for public record and input into decisions.*

Outside observers

1. With the exceptions listed in the “meetings closed to the public” section, ANPC meetings will be open to the public.
2. Delegations wishing to make presentations must formally request time on the agenda through the Development Officer at least 24 hours prior to the meeting, or at the discretion of the Chairperson.
3. Delegates will be given 15 minutes for presentation; however, ANPC members may allow additional time at their discretion for questions and discussion.

Meetings closed to public

1. Meetings are open to the public, except as provided in section 138 of *The Northern Municipalities Act, 2010* where:
 - a) Discussions are focused on long range or strategic planning.
 - b) Information being discussed was obtained in confidence from another government or government agency.
 - c) Discussions involving a draft bylaw.
 - d) Information being discussed is considered a trade secret, is proprietary information, or is part of a private contract or other agreement.
2. Where the ANPC resolves to close a portion of a meeting to the public, all attendees shall be excluded from the meeting except:
 - a) Members of ANPC.
 - b) Administration and/or technical resources, at the discretion of a majority of ANPC members.
 - c) Members of the public who are relevant to the discussion, at the discretion of a majority of ANPC members.
3. Minutes of closed meetings will only include:
 - a) Times the closed meeting portion started and ended.
 - b) Names of the parties present.
 - c) Reason the meeting is closed to the public.
4. Closed meetings will be limited to discussion; any motion resulting from the discussion will be made after the meeting is open to the public.

Meeting Logistics

Frequency: approximately 3-4 per year, or as necessary.

Location: dependent on availability of facilities.

Time: as determined meeting to meeting based on agenda by recommendations of ANPC by Chairperson/Development Officer. Duration is to be included on meeting agenda.

Notice: ANPC members will be advised of future general meeting dates at least two weeks prior to the meeting. Special meetings may be called with minimal notice.

Procedure: Where items are not explicit within this policy Roberts Rules of Order will apply.

Media

1. Media inquiries are to be directed to the Development Officer of the ANPC. All media inquiries will follow Government Relations communications protocols. The Development Officer will ensure that the following principles are adhered to:

- (a) Every effort will be taken to ensure a positive reflection of the ANPC and the individuals involved.
- (b) Media communication will focus on public education.
- (c) Privacy of individual members will be respected.
- (d) All formal press releases and external communications will be brought to the table for review.

Honorariums

1. Each member of the ANPC, with the exception of Government of Saskatchewan employees, is eligible for an honorarium and reimbursement of expenses at the following rates:

- (a) \$155.00 per meeting to each Commission member in attendance, either by conference call or in person for more than 90% of the meeting time.
- (b) Any reasonable expenses paid at the rates established for the public service on the date those expenses are incurred.