

2 OPERATION

2.1 DEVELOPMENT OFFICER

- 2.1.1 The Council shall appoint a Development Officer who shall administer this by-law, and the Council may name a designate or designates to the Development Officer.
- 2.1.2 Notwithstanding the foregoing, the Development Officer shall have the authority to approve or deny a Permit or a Subdivision application in accordance with this by-law, except for those applications that require Planning Board, Design Review Board and/or Council to be involved in the process as specified in this by-law.

2.2 PLANNING BOARD

- 2.2.1 There is hereby established a board for the City to be called the Planning Board.
- 2.2.2 The duties of the Planning Board are to:
 - a. Make recommendations to Council for the adoption of planning policies, the adoption of the *Official Plan*, proposed amendments to the *Official Plan*, by-laws in respect to the *Official Plan*; and
 - b. Perform such other duties of a planning nature as may be requested by Council.
- 2.2.3 The Planning Board shall comprise of up to fourteen (14) members appointed as follows:
 - a. The Planning Committee, selected by the mayor from time to time for such term of office as the mayor may determine. One member of the Planning Committee, selected by the mayor, shall serve as chair of the Planning Board.
 - b. At least four (4) resident members appointed by Council on the recommendation of the mayor for such term of office as determined by Council, but not to exceed the term of the Council at the time of the appointment; and
 - c. Such other *ex officio* resource people from the City or other government departments who are requested by the chair or the Development Officer from time to time. *Ex officio* resource persons shall not have a vote.
- 2.2.4 If any member resigns, or can no longer perform their duties, the mayor may appoint a new member for the remainder of the former member's term.
- 2.2.5 All members shall be eligible for reappointment by the Council.
- 2.2.6 The quorum at any meeting shall be one-half of the Planning Board plus one member, including at least two members of the Planning Committee.
- 2.2.7 The Development Officer may request that the Planning Board conduct a vote by telephone or email, in circumstances where the Planning Board has already been briefed on the matter and there is no new information to be presented or discussed.