



## Committee of the Whole

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**Meeting Date:** October 8, 2019  
**Submitted by:** Abby Heddle, Planner & Durk Vanderwerff, Director of Planning  
**SUBJECT:** ESTABLISHMENT OF A PLANNING ADVISORY COMMITTEE

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### **BACKGROUND:**

Subsection 8(1) of the Planning Act states that *"The council of every upper-tier municipality... shall appoint a planning advisory committee"*. While previously discretionary, establishing a Planning Advisory Committees (PACs) is now mandatory for the County.

The legislation also requires that at least one member of the PAC be a citizen appointee with the Province indicating that this is to ensure a greater degree of public involvement in planning matters. This report recommends that Council establish a PAC by endorsing the attached Terms of Reference.

### **ANALYSIS:**

The Planning Act requires that a PAC be established and requires that at least one member of the PAC be a citizen appointee. County Council is otherwise free to determine the composition and mandate of the PAC.

Based on a review of other jurisdictions, the common method of satisfying the Provincial requirement to establish a PAC is to add the responsibilities assigned to a PAC to those of an existing committee. There are no suitable existing County committees and it is therefore recommended that a new committee, consisting of at least three members of council and one member of the public, be established by County Council.

Because the Province allows Council to set the Terms of Reference for the PAC, staff have developed and attached a proposed Terms of Reference that aims to maintain the streamlined processing of Planning Act applications while also allowing Council to refer planning matters to the PAC if and when it is appropriate.

It is noted that the proposed Terms of Reference would not require that the PAC provide input on general planning applications. Staff believe that the existing planning processes at the County and local levels already benefit from significant public involvement without the need for additional review and potential delay by the PAC.

**RECOMMENDATION:**

That the Terms of Reference be endorsed to establish a Planning Advisory Committee in accordance with Section 8 of the Planning Act be approved as follows:

**Proposed Terms of Reference for the Planning Advisory Committee****1. MISSION**

As a provincially-mandated committee appointed by the Council of Middlesex County, the Planning Advisory Committee will provide information, perspective and recommendations to County Council on broad planning matters that may have impact or effect on the planning functions of the County.

**2. MANDATE**

To act as a Planning Advisory Committee by providing information, perspective and recommendations to Council on broad planning matters that may have an effect on the County, as required from time to time; specifically,

- To review the provisions of the County Official Plan and related policy, and recommend to Council general amendments thereto which would be in the best interests of the County of Middlesex
- To advise Council on general land use planning issues of County significance

**3. OBJECTIVES**

The Committee shall provide assistance, guidance and recommendations to County Council in circumstances where the Committee's involvement can benefit Council deliberations and decisions with respect to policy issues directly related to land use planning.

**4. COMPOSITION**

The Committee shall be comprised of at least four members consisting of at least three County Councillors and one citizen appointee. In addition, the Warden shall be an ex-officio member.

The citizen appointee shall meet the following requirements:

- Is not an employee of the County of Middlesex or a municipality in Middlesex County
- Does not hold elected status with a municipality in Middlesex County
- Understands general land use planning concepts and processes
- Is familiar with Planning legislation
- Has knowledge of County Planning operations

- Has experience operating in a political environment
- Is a resident of Middlesex County

A majority of members appointed are required to constitute a quorum.

Members will be appointed by County Council for the term of Council or until their successors are appointed. All appointments are at the pleasure of Council.

## **5. COMPENSATION**

Members shall be compensated in accordance with the existing policies of the County of Middlesex.

## **6. REPORTING**

The County of Middlesex Planning Advisory Committee shall report to County Council through the County Clerk. The presentation of Committee activities shall be in the form of Report containing a record of those present at the meeting, the items considered and the recommendations of the Committee. The Committee shall report to County Council following each Committee meeting.

## **7. RESOURCES**

The County Clerk's Department will provide administrative support, including the preparation of reports to the Committee of the Whole, distribution of agendas and the general administrative co-ordination of the meetings. The Planning Department will provide support in the form of advice, updates on planning issues that may affect the County and assistance in the implementation of recommendations as directed by Council.

## **8. MEETINGS**

The Committee shall hold meetings as directed by the Warden.

## **9. PROCEDURE**

All meetings will be conducted in accordance with the County of Middlesex Procedural By-law and practices.

The Committee does not have the authority to specifically direct the activities of County staff.

## **10. CHAIR OF THE COMMITTEE**

The Chair of the Committee shall be elected at the first meeting of the Committee for the term of council.

## **11. CONFLICTS OF INTEREST**

Members shall disclose the pecuniary interest to the Committee and remove themselves from meetings for the duration of discussion with respect to that matter.

**12. LOCATION OF MEETINGS**

The location of meetings will be set by the Committee but usually take place at the Middlesex County Administration Building at 399 Ridout Street, London, Ontario.