

# Terms of Reference

## City of Peterborough Planning Advisory Committee

### 1. Committee Name

The name of the Committee is the City of Peterborough Planning Advisory Committee.

### 2. Mandate

The mandate of the Planning Advisory Committee (PAC) shall be scoped to provide comment to Planning Staff and Council regarding matters as set out in the “Scope of the Committee”. The Committee is being established to reflect the direction provided by the **Smart Growth for Our Communities Act, 2015** (Bill 73).

The PAC function is to advise Council and Planning Division staff on planning matters, given their background and knowledge. PAC shall not approve staff reports, but may provide comment, endorsement, or recommend changes for consideration. The committee shall not receive submissions or permit delegations from the public.

### 3. Scope of the Committee

3.1 The PAC will consider the following Planning matters and provide comment to staff and Council sitting as General Committee on the following matters:

- Comprehensive updates or amendments to the City of Peterborough Official Plan;
- Compressive updates or amendments to the City of Peterborough Zoning By-law;
- City of Peterborough initiated amendments to the Official Plan and/or Zoning By-law;
- Any other planning matters as requested by the Manager of Planning, the Director of Planning and Development, or the CAO; and,
- Any other planning matters as requested by Council by resolution.

3.2 The Committee shall schedule four meetings per calendar year as needed.

3.3 Delegations will not be heard or received by the Committee.

- 3.4 The Committee shall not be empowered to establish task forces, subcommittees or ad hoc committees. The Committee shall not hold public information sessions, organize events or undertake to obtain public input on planning matters.
- 3.5 Committee members cannot be employed by the City of Peterborough, or related by blood or marriage to members of Council.
- 3.6 The PAC members must exercise a Duty of Loyalty and Duty of Care by identifying and/or avoiding potential conflicts of pecuniary interest in compliance with the **Municipal Act, 2001**; by taking responsible action in good faith and in the best interests of the Corporation; and otherwise acting in an ethical manner.
- 3.7 No member shall use offensive words or unparliamentary language in or against the PAC, any member of PAC, or Council.

#### **4. Term of Appointment**

PAC, in the present form, will operate as a pilot project for a term commencing upon their appointment and the Committee shall remain in place until November 30, 2019. A report on the Committee structure recommending any proposed changes shall be provided for Council consideration prior to November 30, 2019.

#### **5. Composition**

The Committee shall be composed of four (4) citizen members and one (1) council member. Citizen members shall have experience and expertise in areas such as transportation, business, natural heritage and land use planning. Members of the citizen PAC will be selected to ensure that a broad range of skills are represented. The citizen members shall be recruited by way of newspaper advertisements, interviewed and recommended by the Citizen Appointment Selection Committee and approved by Council. Committee members must be residents of, or owners of, property in the City of Peterborough.

#### **6. Committee Chair and Vice Chair**

The Chair and Vice Chair of the PAC shall be elected by the membership at the first meeting.

- 6.1 It is the duty of the Chair to call each meeting to order.
- 6.2 It shall be the duty of the Chair to enforce, on all occasions, the observance of order and decorum of members.

- 6.3 No member shall disobey the decision of the Chair on questions of order or practice and where a member persists in any disobedience, after having been called to order by the Chair, the Chair may order that such member leave their seat for the duration of the meeting.
- 6.4 Every member prior to speaking must address the Chair. The Chair shall recognize the members in the order they indicate their desire to speak.
- 6.5 The Chair shall ensure that the City's Procedure By-law is adhered to.

## **7. Role of City Staff**

- 7.1 The Manager of Planning, or their designate, shall coordinate staff and divisional interactions with the PAC.
- 7.2 The Manager of Planning shall determine the items on the agenda for the PAC's review and comment.
- 7.3 The Manager of Planning shall ensure that the position/comment of PAC, on the issues brought before them, is provided to Council for their consideration.

## **8. Support for the PAC**

Administrative support for the PAC will be provided by the City Clerk's Office and meetings shall be held at City Hall, during City Hall business hours. Planning staff will attend the meetings as staff support and the Manager of Planning shall be the key contact.

The members of the PAC shall serve in a volunteer capacity with no remuneration.

## **9. Meetings**

The PAC shall conduct its meetings in accordance with the open meeting provisions of the **Municipal Act, 2001**.

The rules and regulations of the City of Peterborough Procedure By-law shall govern all proceedings of the PAC.