

## **TERMS OF REFERENCE**

### **REGION OF PEEL PLANNING ADVISORY COMMITTEE**

#### **Mandate**

The mandate of the Planning Advisory Committee is to:

- Provide ongoing input on the Region's long-term community vision and initiatives, and key land use planning matters,
- Champion land use planning literacy, education, and outreach in the Region of Peel, and
- Promote input from members of the public on planning matters in the Region of Peel.

The intention of the Region of Peel Planning Advisory Committee (Advisory Committee) is to provide greater opportunity for public members to participate in Regional planning and enhance public consultation opportunities. The Advisory Committee is responsible for advising Regional Council on Peel's high-level planning matters. The Advisory Committee is not responsible in any way for local municipal and site-specific planning matters and/or development-related applications.

#### **Membership Composition**

The Advisory Committee is comprised of up to nine (9) members of the public, minimum of one (1) to a maximum of three (3) public members from each local municipality.

Regional Council approves the appointment of members of the public in the Planning Advisory Committee.

#### **Eligibility Requirements:**

These members shall be residents of the Region of Peel, shall not be an employee of the Region of Peel or any municipality in the Region of Peel, shall not be a current Regional Council member, and shall not be directly affiliated with the development industry or other specific interest groups related to the planning and development industry. The members shall represent the interests of the broader community.

#### **Membership Selection:**

An application form, based on the approved community member eligibility criteria will be posted, as a minimum, on the Region of Peel website for a minimum of two weeks.

Staff will prepare a skills matrix to measure applicant skills and experience with respect to the approved eligibility requirements.

Staff will review applications for minimum eligibility requirements and provide scoring on the skills matrix.

The Interview Panel shall be comprised of the Chief Planner and Director of Regional Planning and Growth Management and the Growth Management Strategist.

The interview panel will choose applicants to be interviewed.

Staff will schedule interviews in cooperation with the interview panel for candidates meeting the eligibility requirements and scoring highest on the skills matrix

The Chief Planner and Director of Regional Planning and Growth Management or designate (with assistance from Human Resources Staff) will prepare interview questions based on the approved eligibility requirements

The interview panel will select the top candidates based on results of the skills matrix and interview questions.

After the interview is complete, the Chief Planner and Director of Regional Planning and Growth Management shall forward a report to the Regional Council with a recommendation regarding the suitability of the prospective candidates including a summary of all eligible candidates and their rankings.

Information from all eligible applications will be made available to Council for review.

Regional Council shall appoint non-elected members to the Committee by resolution.

All appointed members of the Committee must be willing to sign and adhere to the Peel Regional Council Code of Conduct.

### **Roles and Responsibilities of Members**

Members of the Advisory Committee responsible for:

- Preparing for meetings by reading agendas, engaging in discussion, and providing advice to Regional Council through the Planning and Growth Management section of Regional Council.
- Informing the Regional Planning and Growth Management Division in advance if they cannot attend a meeting.
- Occasionally participating in orientation, education, and training sessions if the Planning Advisory Committee has determined a need for these types of educational support for it to continue to be a consultative and advisory body.

### **Election of the Chair and Vice-Chair**

The Advisory Committee will elect from among its members a Chair and Vice-Chair, and this election shall be held at its first meeting.

The Advisory Committee shall appoint a Vice-Chair who may act in the capacity of chair and exercise all the rights, powers and authorities of the Chair when the Chair is absent through illness or otherwise, or is absent from the office in course of his or her duties, or on vacation or on an approved leave.

### **Quorum**

Quorum will consist of the majority of the total number of members on the Committee.

### **Reporting Structure**

The Advisory Committee will report to Regional Council through the Planning and Growth Management section of Regional Council. It will take direction from and report to Regional Council as a consultative and advisory body on planning and community visioning matters. It will also report on its annual work plan to Regional Council.

The Chair of the Planning Advisory Committee would report on the Committee's behalf to Regional Council through the Planning and Growth Management section of Regional Council.

### **Term of Appointment**

Members will serve for a term of up to two years.

Reappointment is possible, however public members may only serve for a maximum of two consecutive terms, subject to Regional Council approval.

### **Frequency of Meetings**

The Advisory Committee will be established to meet a minimum of three (3) times per year. The first meeting of every year is intended to set an annual work plan, establish the meeting schedule, and establish the meeting location. Meetings may also be held at the call of the Chair.

Other orientation, education, and training sessions may be provided as suggested by staff or upon request of the Advisory Committee to support the annual work plan.

### **Staff Resources**

The Regional Planning and Growth Management Division will support the Planning Advisory Committee as it maintains and implements the annual work plan. Staff will also be responsible for developing meeting agenda items, preparing presentation materials, scheduling meeting rooms and recording meeting minutes.

The Regional Planning and Growth Management Division will seek assistance from other divisions within the Region as required from time to time to support the Advisory Committee in implementing the annual work plan.

The Regional Planning and Growth Management Division will also lead the public membership selection process and hold candidate interviews.

### **Reimbursement of Expenses**

Non-elected members of the Advisory Committee (those other than Regional Councillors) shall be eligible for reimbursement of expenses incurred which are deemed necessary for full participation in the Advisory Committee, and in accordance with Regional policy. These can include transportation, sign language interpretation services, Braille translation services, and support care services.

### **Resignation of Members**

Resignation of a member during the term must be made in writing to the Office of the Regional Clerk. Regional Council may choose not to fill a vacancy, except where a resignation will leave the Committee without public membership representation.

Members may be required to resign if they have been absent for more than two consecutive meetings without good cause and advance notice.

### **Conflict of Interest**

Members shall disclose any conflicts of interest to the Advisory Committee and remove themselves from meetings for the duration of the discussion and voting (if any) with respect to that matter.

### **Amendments to the Terms of Reference**

The Advisory Committee's Terms of Reference will be reviewed and amended in the fourth year of every Council term.

Regional Council will have authority to make changes to the Advisory Committee's Terms of Reference, as required.