



## **Planning Advisory Committee**

### **TERMS OF REFERENCE**

#### **1. Role**

The Planning Advisory Committee (hereafter referred to as the Committee) is an advisory Committee of Norfolk County Council. The purpose of the Committee is to facilitate the exchange of ideas between Council and the public with respect to land-use planning. The Committee will advise Council on matters, issues and policies pertaining to long range policy projects.

#### **2. Mandate**

The mandate of the Committee is to provide input and perspectives on high level land-use planning projects. The Committee's role is advisory, consultative and intended to enhance community engagement. The Committee will be updated as necessary by Planning staff on policy planning projects. During meetings, Planning staff will present policy project information to the Committee for information and comment. Committee comments will formulate a recommendation to Norfolk County Council.

Specifically, the Committee will provide feedback on the following types of projects:

- Comprehensive growth plans;
- Secondary and Neighbourhood plans;
- Provincial plan and policy conformity;
- Official Plan updates and reviews;
- Community plans and studies;
- Other long range projects that may lead to updates to the Official Plan

#### **3. Committee Composition**

The Committee shall have 7 voting members. The criteria for appointment shall include Members with an interest in urban planning, provincial policy and legislation, land use concepts, and knowledge of the County's diverse communities and landscape.

The voting membership of the Committee is 7 members, including:

- Mayor ex-officio;

- 1 Councillor;
- 1 Member appointed from each of the County's 6 Advisory Committees.

The Committee members shall have a four-year term of membership to coincide with Norfolk County Council.

Efforts will be made to select resident members from various geographic areas of the County to ensure broad representation from different wards, rural communities, and urban centers.

#### **4. Meetings**

##### Rules of Procedure/Order

Quorum will be considered to be a majority of the total number of members. In the event that a quorum is not present within fifteen (15) minutes after the appointed time of the meeting, the meeting will stand adjourned.

If quorum is not met, the meeting may be rescheduled, cancelled, or continue for information sharing only. Information shared in a meeting that does not have quorum cannot be used in future decision making.

In an instance where quorum is not met, but there are external guests present to provide a presentation, the presentation may be recorded and provided for the subsequent agenda.

In the absence of the Chair, the Vice-Chair shall conduct the meeting. If neither is present, the Committee shall appoint an Acting Chair from amongst those members present.

The Committee shall observe the Rules and Procedures and Rules of Conduct that govern Committees of Council as outlined in the County's Procedure By-law.

Motions shall require a Mover and a Seconder.

##### Schedule/Location of Meetings

The Committee will meet on an as needed basis. All meetings will be held within Norfolk County.

Meetings will occur as required and may occur on a quarterly basis. Where necessary, special meetings may be scheduled as required.

Committee Meetings are to be held at the County Administration Building, an approved County owned-facility or a combination of in-person and virtual.

Adequate provision for accessibility shall be made by the Chair of the Committee and relevant staff to ensure that meeting locations, agenda and minute formats, communications and conduct of meetings be accessible, to ensure maximum participation and quality customer service.

### Meeting Structure

Agendas and minutes for Committee meetings should include the following components:

1. Call to Order
2. Approval of the Agenda
3. Disclosure of Pecuniary Interest
4. Approval of Previous Minutes
5. Deputations
6. Presentations
7. Matters to be Considered
8. Other business
9. Next Meeting
10. Adjournment

In addition to the above, the date, time, location of the meeting and a list of members present shall be recorded.

### Additional Meeting Components

An orientation session will be held at the first meeting of the Committee each year.

Committee meeting minutes shall be made available to the public.

All meetings shall be open to the public except as allowed through section 239 of the *Municipal Act, 2001*.

The Committee may invite or hear deputations from individuals or organizations about any agenda item or matter under consideration at a Committee meeting.

If a member has any pecuniary interest, direct or indirect, the member shall disclose the pecuniary interest and shall not take part in the discussion of the matter, nor vote on the matter.

## 5. Roles and Responsibilities

At its inaugural meeting each year, the Committee will be responsible for electing a Chair and Vice-Chair from amongst the members of the Committee.

### Committee Members:

- Attend Meetings (provide notification of absences to Meeting Clerk)
- Send suggested agenda items to the Chair and Meeting Clerk for possible inclusion on future agendas
- Be prepared for meetings by reviewing material provided by the Meeting Clerk
- Participate in discussions
- Carry out tasks assigned to them by the Committee
- Provide suggestions and share resources from community members

### Chair and Vice-Chair of the Committee:

- Manage the meeting and follow meeting procedures as outlined in the County's Procedural By-law
- Moderate discussions but do not participate in debate until the end of discussion
- The Chair has the same voting rights as other members and votes like all other members
- Direct the discussion in a fair and efficient manner
- Keep the meeting on track and on schedule
- Meet with the Meeting Clerk and Staff Liaison prior to the meeting to plan the agenda
- Represent the Committee in official capacities such as speaking at Council

### Council Committee Members

- Advise members of the Committee on Council matters
- Bring Committee recommendations and motions to Council-in-Committee and Council
- Report back to the Committee on feedback from Council-in-Committee or Council.
- The Council Committee Member has a vote on Committee decisions

### Staff Liaison

As a resource person, the responsibilities of the Staff Liaison are to:

- Provide guidance and advice and remain impartial during discussions of committee matters with all members;
- Prepare any necessary reports for Council's consideration;

- Ensure that any recommendations proposed by the committee do not contradict the County's budget, by-laws, policies or procedures.

### Meeting Clerk

As a resource staff, the responsibilities of the recording clerk are to:

- Prepare the agenda for each meeting in consultation with the Committee Chair;
- Distribute the agenda to the committee members as outlined in County's Procedural By-law;
- Post agendas, minutes and meeting dates/times to the County's website as outlined in County's Procedural By-law;
- Record the minutes of the meeting including resolutions, decisions and other proceedings at the meeting, without note or comment;
- Submit the approved minutes of each committee meeting for inclusion on the Regular Council agenda for Council's consideration;
- Track meeting attendance and coordinator Committee appointments and resignations;
- Book the meeting venue;
- When necessary and in consultation with the Chair, cancel a meeting (due to inclement weather or provide knowledge of lack of quorum), if time permits, the members should be contacted to advise of the cancellation.

All changes to the Terms of Reference require Council approval.