

# **Planning Advisory Committee**

## **Planning Advisory Committee of Guelph City Council Terms of Reference**

### **Purpose**

The purpose of the City of Guelph's Planning Advisory Committee (PAC) is to facilitate greater collaboration and exchange of ideas between Council and the public with respect to land use planning. The PAC allows for input and perspectives on planning matters from members of the public with interest in urban planning.

### **Legislative Framework**

The Planning Act requires that the City establish a Planning Advisory Committee (Section 8 of the Planning Act).

### **Mandate**

The mandate of the PAC is to provide City Council with advice and assistance on major policy planning initiatives within the City of Guelph, specifically provincial plan and policy conformity, Official Plan reviews/updates, community plans and studies, and City-initiated Official Plan amendments and Zoning By-law amendments with city-wide impacts. The PAC's role is advisory and consultative.

### **Reporting**

The PAC reports to City Council through Policy Planning and Urban Design within Infrastructure, Development and Enterprise Services. PAC agendas and minutes are posted on the City of Guelph website and reported to City Council.

### **Committee Composition**

The PAC shall consist of nine members appointed by Guelph City Council as per the Citizen Appointment Policy. Members may not be employees of the City of Guelph or members of City Council. All members must be residents of the City of Guelph.

The membership shall include:

- six resident members;
- One member that is a registered professional planner in Ontario;
- One member that is either a practicing architect and member of the Ontario Association of Architects or a practicing landscape architect and member of the Ontario Association of Landscape Architects;
- One member that is a practicing professional in the development industry.

All members will act as individuals and not represent the interests of any other group or organization.

Efforts will be made to select resident members from various geographic areas of the city to ensure broad representation; such as northwest, northeast, southcentral and south Guelph, the older built up area, the downtown and newer neighbourhoods.

Committee members will be appointed pursuant to the City's Public Appointment Policy or any successor thereof.

Members should demonstrate informed interest in urban planning including provincial policy and legislation, land use concepts and processes and community planning.

### **Terms of Office**

Appointments to the PAC shall be consistent with the Public Appointment Policy. The Committee will elect a Chair and Vice-Chair for a term consistent with the City's Procedural By-law or any successor thereof.

### **Conduct**

The conduct of the members of the Planning Advisory Committee shall be in keeping with the City's Procedural By-law.

### **Meetings**

The PAC shall meet a minimum of two and a maximum of six times a year. The meeting schedule will be set at the beginning of the year. Additional meetings may be called at the discretion of the Manager of Policy Planning and Urban Design. Notice of any changes to meeting dates/times will be provided in advance. Length of meetings shall not exceed two hours unless agreed upon by a majority of members present through a motion and vote.

Meeting schedule and agendas will be set by the staff liaison in consultation with the Chair.

PAC meetings shall not conflict with Council or Committee of the Whole meetings.

### **Delegations**

Notwithstanding the City of Guelph Procedural By-law, delegations are not permitted at PAC meetings.

### **Staff Resources**

The City's Manager of Policy Planning and Urban Design, or any successor thereof, is the staff liaison to the Committee and administrative support will be provided by the City.

### **Remuneration**

PAC members are volunteer appointments and receive no remuneration.

**Governance of Order and Procedure**

The City of Guelph's Procedural By-law (which provides rules for governing the order and procedures of the Council of the City of Guelph), the Advisory Committee Meeting Procedures, the Public Appointment Policy, and the Planning Act (as amended) shall all be followed for all matters not specifically addressed within this document.

These Terms of Reference are established by Council and can only be altered by Council approval.