



Planning and Development Advisory Committee – Terms of Reference

3.0 Authority

The Planning and Development Advisory Committee is appointed by Council as authorized by Section 8(2) of the Planning Act, for the purposes of providing Council with recommendations specific to community planning, development and policies matters.

In accordance with the Town's Procedural By-law, the Planning and Development Advisory Committee is an Advisory Committee authorized by the Municipal Council and has been established in accordance with these Terms of Reference. Committee members shall be guided by these Terms of Reference, in addition to the Ontario Planning Act, the Town of Cobourg Official Plan, Zoning By-law, Urban and Landscape Design Guidelines, County of Northumberland Official Plan, and other applicable planning policies, guidelines, standards and regulations.

4.0 Purpose, Mandate and Duties

The purpose of the Planning and Development Advisory Committee is to facilitate greater collaboration and exchange of ideas between Council and the public and to provide advice and recommendations to Council with respect to a wide range of matters related to land use, development and community planning.

The Planning and Development Advisory Committee shall provide advice and make recommendations to Council on the following:

- Amendments to the Official Plan and Zoning By-law, and related municipal policies and procedures, which would be in the best interest of the community;
- Applications for Official Plan Amendments, Zoning By-law Amendments and approval of Draft Plans of Subdivision;
- Matters relating to planning policy and legislative reviews by the Province, County or an adjacent Municipality;
- Matters relating to sustainable community planning and development within the Municipality, having particular regard to the environmental, economic, cultural and social well-being of the community and its stakeholders;
- Policy or regulatory matters regarding community planning and development in the Municipality not specifically referred to the Committee by Council; and
- Miscellaneous community planning and development matters as requested by Council, the Director of Planning and Development, or the CAO.

The Planning and Development Advisory Committee may also act as the Steering Committee for special planning projects as required,

including the Zoning By-law Update and the Sustainable Neighbourhood Master Plan for the Tannery District.

5.0 Composition and Term of Appointments

The Planning and Development Advisory Committee shall be comprised of up to six (6) and no less than four (4) citizen appointments and a minimum of one (1) Member of Council.

In order to contribute effectively to the accomplishment of the Committee's objectives, qualifications for members should include skills, knowledge, experience and interest in community planning and sustainable development, including:

- An ability to represent a broad range of perspectives that reflect the diversity of the community;
- An ability to set-aside personal interests for the benefit of the entire community;
- An ability to contribute to meeting discussions in a positive, fair and unbiased manner;
- Good knowledge and understanding of community planning and development policies, guidelines, standards and approaches;
- Good knowledge of the community and its social, economic, and environmental drivers;
- Current involvement, academic credentials or past experience in service provision or policy and/or program development in the fields of community planning, architecture, engineering, and/or landscape/urban design.

Each voting member of the Planning and Development Advisory Committee is an independent representative to the Committee and does not represent the concerns of only one sector or sphere of interest within the community. The members of the Committee shall work together to fulfill the mandate of this Advisory Committee.

Members of the Planning and Development Advisory Committee shall be appointed for a four (4) year term that corresponds with the term of Council, expiring on November 30 of the year in which a municipal election is held, unless provided otherwise by a resolution of Council.

A quorum consisting of a majority of the members of the Committee is required for a Committee meeting. Quorum will be based on the number of active members appointed to the Committee.

6.0 Reporting Structure

The Planning and Development Advisory Committee shall report to the Municipal Council. Decisions of the Committee are considered recommendations and are not final until approved by the Municipal Council.

All Committee Minutes, when approved, are to be sent to the Municipal Clerk for record keeping purposes and to be included in the next scheduled Regular Council meeting for information purposes.

7.0 Administration

All meetings shall be conducted in accordance with the Town of Cobourg Advisory Committees of Municipal Council Policies and Procedures and the Town of Cobourg's Procedural By-law.

Meetings shall be open to the public except if the subject matter being considered is within a category defined in Section 239(2), (3) or (3.1) of the Municipal Act, in which case the meeting may be closed.

8.0 Resources

Lead Department

The Planning Department will be the lead Department for the Planning and Development Advisory Committee.

Secretarial Support

The Planning Department will provide Secretarial support to the Committee and provide for the general administrative coordination of meetings, including the preparation and distribution of Agendas and Minutes.

Advisory Staff

Planning Department Staff shall provide technical advisory support services to the Committee, including background information, resources and advice when, in the opinion of the Director of Planning and Development, such requests can be reasonably accommodated within existing workloads and priorities, and do not place an unreasonable demand on available resources. Staff from other Departments may attend meetings as required to provide expertise or report on various matters.

The Planning and Development Advisory Committee may request through the Director the advice or participation of non-voting individuals, organizations or other Committees with a particular area of knowledge or expertise.