



Planning Advisory Committee

Terms of Reference

Date: February 10, 2026

Adopted: March 10, 2026

1. Mandate

The mandate of the Planning Advisory Committee (the “Committee”) is to provide information, perspective and recommendations to County Council on broad planning matters that may have impact or effect on the planning functions of the County.

2. Membership

The Committee shall be comprised of five to seven (5-7) members consisting of:

- the Warden;
- three (3) County Councillors; and
- one to three (1-3) citizen appointees.

A person is qualified to be appointed as a member of the Committee who is a member of County Council or a person who:

- is not an employee of the County of Middlesex or a municipality in Middlesex County;
- does not hold elected status with a municipality in Middlesex County;
- understands general land use planning concepts and processes;
- is familiar with Planning legislation;
- has knowledge of County Planning operations;
- has experience operating in a political environment; and
- is a resident of Middlesex County.

3. Term

Members will be appointed by County Council for the term of Council or until their successors are appointed.

4. Chair

The Chair of the Committee shall be elected at the first meeting of the Committee for the term of Council.

5. County Staff

The following County staff will provide support to the Planning Advisory Committee, but are not members of the Planning Advisory Committee:

- Director of Planning and Development or designate;
- County Clerk and/or delegate(s) as set out in writing

- Other staff as approved by the Committee.

The Legislative Services Department will provide administrative support, including the distribution of agendas and the general administrative co-ordination of meetings. The Planning Department will provide support in the form of advice, updates on planning issues that may affect the County and assistance in the implementation of recommendations as directed by Council.

6. General Responsibilities

The Committee shall be responsible for providing information, perspective and recommendations to Council on broad planning matters that may have an effect on the County, as required from time to time. Specifically, the Committee will:

- Review the provisions of the County Official Plan and related policy, and recommend to Council general amendments thereto which would be in the best interests of the County of Middlesex; and
- Advise Council on general land use planning issues of County significance.

Committee Members shall comply with the County's Code of Conduct, the *Municipal Conflict of Interest Act*, the *Municipal Freedom of Information and Protection of Privacy Act* and all other applicable County by-laws and policies.

7. Meetings

The first meeting of a new term shall be called by the Warden. Thereafter, meetings shall take place at the call of the Chair.

Meetings shall take place at the Middlesex County Administration Building or at such other location as directed by the Chair or County Clerk.

8. Authority, Decision-Making and Reporting Relationship

The Planning Advisory Committee is an Advisory Committee of Council.

The Committee shall report to County Council through the Director of Planning and Development or designate. The presentation of Committee activities shall be in the form of written reports or presentations containing items considered and the recommendations of the Committee.

9. Procedure

The Committee shall follow the County's Rules of Procedure By-law #7264, as amended. The provisions of these Terms of Reference prevail to the extent of any conflict.

The Committee does not have the authority to specifically direct the activities of County staff.

10. Confidentiality

Members of the Committee may be permitted to access confidential information. All Members are required to hold in strict confidence all confidential information concerning matters dealt with by the Committee.

11. Compensation

Members shall be compensated for attendance at Committee meetings in accordance with the applicable County Policies.

12. Resignation and Dismissal

If any Committee member is absent from three consecutive meetings, without justification, the Chair of the Committee, in consultation with the staff liaison, will ask the member whether or not they wish to attend meetings and remain on the Committee or resign.

Committee members wishing to resign their appointment shall submit a letter of resignation which shall be forwarded as soon as possible to the County Clerk. Upon acceptance of the resignation, the County Clerk in consultation with the County Staff Liaison will initiate the aforementioned appointment process to fill the vacancy.