

## **TERMS OF REFERENCE FOR THE PLANNING ADVISORY COMMITTEE**

### **1. MISSION**

As a provincially-mandated committee appointed by the Council of Middlesex County, the Planning Advisory Committee will 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. MANDATE**

To act as a Planning Advisory Committee by 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,

- To 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
- To advise Council on general land use planning issues of County significance

### **3. OBJECTIVES**

The Committee shall provide assistance, guidance and recommendations to County Council in circumstances where the Committee's involvement can benefit Council deliberations and decisions with respect to policy issues directly related to land use planning.

### **4. COMPOSITION**

The Committee shall be comprised of at least four members consisting of at least three County Councillors and one citizen appointee. In addition, the Warden shall be an ex-officio member.

The citizen appointee shall meet the following requirements:

- 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

- Is a resident of Middlesex County

A majority of members appointed are required to constitute a quorum.

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

## **5. COMPENSATION**

Members shall be compensated in accordance with the existing policies of the County of Middlesex.

## **6. REPORTING**

The County of Middlesex Planning Advisory Committee shall report to County Council through the County Clerk. The presentation of Committee activities shall be in the form of Report containing a record of those present at the meeting, the items considered and the recommendations of the Committee. The Committee shall report to County Council following each Committee meeting.

## **7. RESOURCES**

The County Clerk's Department will provide administrative support, including the preparation of reports to the Committee of the Whole, distribution of agendas and the general administrative co-ordination of the 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.

## **8. MEETINGS**

The Committee shall hold meetings as directed by the Warden.

## **9. PROCEDURE**

All meetings will be conducted in accordance with the County of Middlesex Procedural By-law and practices.

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

## **10. CHAIR OF THE COMMITTEE**

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

## **11. CONFLICTS OF INTEREST**

Members shall disclose the pecuniary interest to the Committee and remove themselves from meetings for the duration of discussion with respect to that matter.

## **12. LOCATION OF MEETINGS**

The location of meetings will be set by the Committee but usually take place at the Middlesex County Administration Building at 399 Ridout Street, London, Ontario.

Approved by Middlesex County Council on Tuesday, October 22, 2019