

Clause 7 in Report No. 16 of Committee of the Whole was adopted by the Council of The Regional Municipality of York at its meeting held on November 16, 2017, as follows:

It was moved by Mayor Scarpitti, seconded by Regional Councillor Hogg that the following be appointed to the York Region Planning Advisory Committee:

<u>Resident Members</u>	<u>Municipality</u>
Eric Chan	City of Vaughan
Sandra Fitzpatrick	City of Vaughan
Steve Foglia	Town of Newmarket
Carolyn Kellington	Township of King
Norma McClinton	Town of Aurora
Peter Miasek	City of Markham
Laura Witherow	Town of Newmarket
Thomas Dysart	Town of East Gwillimbury

Identification of the following alternate members for staff to appoint in the event that a selected member does not accept the appointment or cannot fulfill his/her obligation:

<u>Alternate Members</u>	<u>Municipality</u>
Amy Cross Mattei	City of Vaughan
Hamid Mazaheri	Town of Richmond Hill
Joel Swagerman	Town of Richmond Hill

Council Members

Regional Chair Emmerson
Mayor Barrow
Mayor Dawe

Carried

Appointments to the York Region Planning Advisory Committee

Committee of the Whole recommends referral of the following recommendations contained in the report dated October 27, 2017 from the Commissioner of Corporate Services and Chief Planner to Council on November 16, 2017:

1. Council appoint seven to eleven resident members from Private Attachment 1 as part of the York Region Planning Advisory Committee.
2. Council appoint one to three members of Regional Council, plus the Regional Chairman and CEO as an ex-officio member.
3. The first meeting of the Planning Advisory Committee take place in Q1 of 2018.

Report dated October 27, 2017 from the Commissioner of Corporate Services and Chief Planner now follows:

1. Recommendations

It is recommended that:

1. Council appoint seven to eleven resident members from Private Attachment 1 as part of the York Region Planning Advisory Committee.
2. Council appoint one to three members of Regional Council, plus the Regional Chairman and CEO as an ex-officio member.
3. The first meeting of the Planning Advisory Committee take place in Q1 of 2018.

2. Purpose

This report seeks Council appointment of resident and Council members to York Region's Planning Advisory Committee. A list of recommended individuals for appointment as resident members is provided in Private Attachment 1.

Appointments to the York Region Planning Advisory Committee

The candidates listed in Private Attachment 1 of this report are private pursuant to section 239(2)(b) of the Municipal Act, 2001, as the subject matter involves the personal matters about identifiable individuals.

3. Background and Previous Council Direction

Council endorsed the establishment of a Planning Advisory Committee in February, 2017

As of July 1, 2016, amendments to the *Planning Act* (introduced through Bill 73) require York Region to establish a Planning Advisory Committee. The purpose of the committee is to increase resident involvement in the planning process and promote improved collaboration and exchange of ideas between Council and the public.

On [February 16, 2017](#), Council endorsed the establishment of a new dedicated Planning Advisory Committee. The committee will provide residents with an opportunity to provide advice to Council on key regional planning matters affecting the Region's long-term community vision. The Planning Advisory committee will report through the Planning and Economic Development section of Committee of the Whole.

The new Planning Advisory Committee will include eight to twelve members

In accordance with the terms of reference (Attachment 1), also endorsed by Council on February 16, 2017, the Planning Advisory Committee shall be composed of a minimum of eight to a maximum of twelve Council and resident members as follows:

1. Seven to eleven resident members. Resident members must reside in York Region and not be Regional employees or members of a municipal council. Resident member appointments shall be made with the objective of representation from the Region's urban, urbanizing, and rural areas.
2. One to three members of Regional Council, plus the Regional Chairman and CEO as an ex-officio member.

4. Analysis and Implications

Fifty-one residents responded to the call for representation on the Planning Advisory Committee

A recruitment campaign took place between March and May 2017. A call for public committee members was done through print and electronic media. A total of 51 applications were received.

The applicant pool was initially screened to confirm eligibility including no direct affiliation with the development industry or other interest groups. Résumé details and written responses to application questions were used to further screen applicants and narrow the pool of candidates selected for an interview.

In finalizing the list of candidates to be interviewed, preference was given to persons with general knowledge of land use planning matters, including planning legislation, concepts or processes.

Twenty candidates were interviewed

An interview panel including the Chief Planner, the Director of Long Range Planning and the Regional Clerk, or their delegates, interviewed 20 short-listed candidates. Interviews were used to evaluate candidate knowledge of planning matters and assess the level of interest and commitment they would bring to the York Region Planning Advisory Committee.

Recommended resident members represent the interests of the broader community

Depending on the number of Council members appointed to the committee, seven to eleven resident members will be required. Based on the selection process and the Terms of Reference, thirteen of the twenty resident candidates interviewed are recommended for potential appointment to the York Region Planning Advisory Committee, as noted in Private Attachment 1. The recommended candidates represent York Region's urban, urbanizing and rural areas.

The initial resident members appointed to the York Region Planning Advisory Committee may continue into the next term of Council

In accordance with the Terms of Reference, members appointed to the York Region Planning Advisory Committee may serve for a maximum of two terms, (a total of eight years). Each term is four years, coinciding with the term of Regional Council. As an exception, residents appointed for 2018 may serve on the

Appointments to the York Region Planning Advisory Committee

committee during the 2019 - 2022 and 2023 – 2027 terms of Council. The current appointment to 2022 will be considered one term for the purposes of determining maximum appointment eligibility.

The initial meeting of the Planning Advisory Committee will take place in Q1 of 2018. This meeting will be scheduled by staff in consultation with committee members. At this meeting, the annual schedule of meetings for 2018 shall be established by the committee.

5. Financial Considerations

Cost to administer the Planning Advisory Committee will be reviewed as part of the budget cycle

The 2018 York Region Planning Advisory Committee will be administered with existing Planning and Economic Development resources. It is anticipated there may be additional staff resources required to administer the committee over the long term, which would be addressed through the budget process. Other costs associated with the committee include advertising to recruit resident members, print materials for meetings, and staff resources to deliver the meetings outside of regular working hours to accommodate resident participation.

Consistent with the practice of the Region's other advisory committees (York Region Accessibility Advisory Committee and York Region Agricultural Liaison Advisory Committee), resident members will not be remunerated.

6. Local Municipal Impact

Many local municipalities have various advisory committees to inform planning processes. York Region's Planning Advisory Committee will have a Regional focus and, through citizen representation, will provide an opportunity for resident perspectives on planning matters. Staff has endeavoured to ensure balanced geographic representation across the Region among potential resident candidates.

7. Conclusion

As a result of changes to the *Planning Act* (introduced through Bill 73), Council endorsed the establishment of a Planning Advisory Committee. Staff responded to Council direction by initiating a recruitment campaign. Fifty-one applicants responded to the call for representation. The candidate pool was narrowed through a selection and interview process.

Appointments to the York Region Planning Advisory Committee

The Planning Advisory Committee will have a Regional focus and through resident representation, will provide further opportunity for local perspective on key planning matters.

It is recommended that Council appoint seven to eleven resident members and one to three Council members to the York Region Planning Advisory Committee.

For more information on this report, please contact Paul Freeman, Director, Long Range Planning at 1-877-464-9675 ext. 71534

The Senior Management Group has reviewed this report.

October 27, 2017

Attachment (1)

Private Attachment (1)

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Accessible formats or communication supports are available upon request

York Region Planning Advisory Committee

Terms of Reference

Description

The York Region Planning Advisory Committee is a committee appointed by Regional Council pursuant to the *Planning Act*. Members of the Planning Advisory Committee are bound by these Terms of Reference and are responsible to Regional Council. The Planning Advisory Committee will report to Regional Council through the Planning and Economic Development section of Committee of the Whole.

Mandate

The mandate of the Planning Advisory Committee is to provide Regional Council and staff with advice regarding key land use planning matters in York Region. Members will provide input on issues that impact the long-term community vision for the Region.

This mandate will be fulfilled by considering and providing input on matters such as:

1. Proposed new or revised plans, legislation and initiatives from Provincial ministries, Federal departments and other agencies that affect planning issues in York Region.
2. Updates and amendments to the Regional Official Plan.
3. Other studies warranting additional consideration, as referred by Regional Council or staff.

Membership

1. Composition

The Planning Advisory Committee will consist of a minimum of eight to a maximum of twelve members. The membership shall be composed of:

1. Seven to eleven resident members. Resident members must be residents of York Region who are not Regional employees or members of a municipal council. Resident member appointments shall be made with the objective of representation from the Region's urban, urbanizing and rural areas.
2. One to three members of Regional Council, plus the Regional Chairman and CEO as an ex-officio member.

Regional Council has final approval of the representatives. Resident members will be required to sign a Planning Advisory Committee Membership Responsibility Agreement (Appendix 1).

2. Qualifications

To support delivery of the Planning Advisory Committee's mandate, preference will be given to persons with general knowledge of land use planning matters, including planning legislation, concepts or processes.

Resident members shall represent the interests of the broader community and shall not be directly affiliated with the development industry or other specific interest group related to the planning and development industry.

3. Terms of Office

Members appointed to the Planning Advisory Committee will serve for a term of up to four years to coincide with the term of Regional Council. Resident members remain eligible for reappointment but must reapply for consideration after each municipal election.

Resident members may serve for a maximum of two consecutive Council terms, subject to Council approval. Resident members who have served for the maximum term will not be eligible for re-appointment for the next four years.

4. Recruitment

The call for resident representation will be publicly advertised through print and electronic media, including posting on York.ca. Applicants will submit their application to the Office of the Regional Clerk. Qualified applicants will be interviewed by a panel of Regional staff.

5. Appointment of Chair and Vice-Chair

The Planning Advisory Committee Chair and Vice-Chair shall be elected by the advisory committee members. If necessary, the committee may select an Acting Chair for a portion of, or an entire meeting.

6. Membership Review

The membership will be reviewed and evaluated annually based on the ability of members to carry out advisory duties, attendance and participation. Council has the ability to remove resident members from the committee should they fail to fulfill the responsibilities of the Planning Advisory Committee Membership Responsibility Agreement.

7. Resignation of Members

Resignation of a member during the term must be given in writing to the Regional Clerk's Office. Regional Council may choose not to fill a vacancy, except where a resignation will leave the Planning Advisory Committee without resident representation.

In order to maintain a high level of commitment, members may be required to resign if they have been absent for more than two consecutive meetings without good cause.

8. Reimbursement of Expenses

Members of the Planning Advisory Committee serve without remuneration. Members will be compensated by the Region for any approved expenses related to carrying out their duties as committee members, in accordance with the Region's expense claims policy. Reimbursement of any approved expenses will be made annually.

Meetings

A majority of the membership shall constitute a quorum with at least one member of Council and one resident member present, unless the membership is comprised of an equal number, in which case the quorum is one-half of the membership.

Planning Advisory Committee meetings shall be scheduled on a quarterly basis, with no less than two meetings held per year. Additional meetings may be scheduled as required at the call of the Committee Chair. Meetings will generally be held at the York Region Administrative Centre, located at 17250 Yonge Street in Newmarket.

Meetings shall be open to the public and will be conducted in accordance with York Region's [Procedure Bylaw 2014-81](#), unless otherwise stated in these Terms of Reference.

The Planning Advisory Committee, by resolution or through its Chair, may invite any individual, interest group, agency or consultant to appear at a meeting as a delegation or to submit or present information which will assist the committee in carrying out its mandate.

Staff Support

Planning and Economic Development Branch staff will provide expertise and other assistance to the Planning Advisory Committee. The Regional Clerk's Office will coordinate and support the committee's meetings. Regional staff will co-ordinate involvement of other Regional Departments and agencies as necessary and prepare reports as required by the work of the committee.

Expenses for the normal ongoing work of the Planning Advisory Committee shall be provided as part of the Region's operating budget.

Conduct and Procedures

1. General

Where not otherwise specified in these Terms of Reference, conduct and procedures of the Planning Advisory Committee will be governed by the relevant sections of York Region's [Procedure Bylaw](#).

2. Conflict of Interest

Resident member Conflict of Interest matters will be addressed through the Planning Advisory Committee Membership Responsibility Agreement. The agreement must be signed by all resident members.

3. Reporting Structure

Planning Advisory Committee activity will be reported to Regional Council through the Planning and Economic Development section of Committee of the Whole through circulation of minutes of meetings.

4. Amendments to the Terms of Reference

These Terms of Reference will be reviewed and amended in the fourth year of every Council term.

Regional Council will have the authority to make changes to these Terms of Reference as required.

Membership Responsibility Agreement

I, _____ understand I have the following responsibilities as a member of the York Region Planning Advisory Committee.

My role is to provide Regional Council and staff with advice regarding key land use planning matters in York Region.

As a member of the York Region Planning Advisory Committee, I understand and agree to carry out the responsibilities set out in this Membership Responsibility Agreement and further detailed in the Terms of Reference.

I understand that if I fail to fulfill those responsibilities, I may be removed as a member of the York Region Planning Advisory Committee.

Responsibilities

- 1) It is considered a conflict of interest if I give advice, in the course of carrying out my duties, that directly benefits my personal, financial or business interests, or the personal, financial or business interest of my immediate family, being my parent, my spouse or my child.
- 2) I am ultimately responsible and accountable for using good judgment in the course of carrying out my duties.
- 3) If I am asked to speak publicly to an organization or professional association as a member of the York Region Planning Advisory Committee I must notify the Region.
- 4) If I choose to speak as a private citizen at a conference, meeting or other public forum and I am not speaking as a representative of the Region, I understand that I do not appear to represent the opinion or policy of the Region and may not present any information I have received or reviewed as a result of my membership on the York Region Planning Advisory Committee.
- 5) If I am approached by the media I will refer all inquiries to the Region's Planning and Economic Development branch.
- 6) I understand that the information discussed at York Region Planning Advisory Committee meetings becomes public record.
- 7) I will not use confidential information shared with the York Region Planning Advisory Committee for personal, financial or business use without written consent from the Region.

**York Region Planning Advisory Committee
Terms of Reference – Appendix 1
Membership Responsibility Agreement**

- 8) I will not use the York Region Planning Advisory Committee mail, phone or email communication list for personal or business purposes and understand that this information must only be used to conduct the business of the York Region Planning Advisory Committee.

- 9) I will not use my personal email, listserv, social media accounts, or other modes of communication to represent the opinions or policies of the Region.

I understand and agree that I will be a member of the York Region Planning Advisory Committee starting on [DATE] and ending on [DATE] unless my membership ends early for any of the reasons outlined in this Membership Responsibility Agreement or the Terms of Reference.

Acceptance of Appointment to York Region Planning Advisory Committee:

Signature: _____

Name: _____

Date: _____