



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: _____