City of Kingston
Report to Council
Report Number 17-153

To: Mayor and Members of Council
From: Lanie Hurdle, Commissioner, Community Services
Resource Staff: Paige Agnew, Director, Planning, Building & Licensing Services
Date of Meeting: October 3, 2017
Subject: Establishment of a Planning Advisory Working Group

Executive Summary:

On March 5, 2015, the Province introduced Bill 73, the Smart Growth for Our Communities Act, 2015 to amend the Planning Act and the Development Charges Act. Bill 73 received Royal Assent on December 3, 2015. The amendments to the Planning Act and the Development Charges Act are now in full force and effect.

As a result of the legislative changes, the establishment of a Planning Advisory Committee, which had previously been optional for municipalities, is now mandatory for upper-tier municipalities and single-tier municipalities in southern Ontario. Changes through the Smart Growth for Our Communities Act, 2015 also require that the Planning Advisory Committee include at least one resident of the municipality that is neither a member of Council nor an employee of the municipality. The Ministry of Municipal Affairs has stated that the onus rests with each Council to determine the mandate of the Committee as the Act only requires that a Planning Advisory Committee be established. Kingston is a single-tier municipality and is therefore required to establish a Planning Advisory Committee.

The purpose of this report is to request approval from Council for the creation of a new Planning Advisory Working Group to fulfill the requirements of the Planning Act. The intended outcome of the Planning Advisory Working Group is to facilitate greater collaboration and the exchange of ideas between Council (through the Planning Committee) and the public. This would be achieved through the provision of advice to the Planning Committee with respect to major City-led land use planning projects, City-initiated amendments to the Official Plan and the zoning by-law(s) which have a broad application, land use policy changes or legislation introduced by the Province, and other similar broad land use planning matters affecting the City. The proposed Terms of Reference for the Planning Advisory Working Group are included as Exhibit A to Report Number 17-153. In addition, it is recommended that the selection of the Planning...
Advisory Working Group members be facilitated through the City’s nominations process, which includes public notice, the review of applications by the Nominations Advisory Committee and final approval made by City Council.

Recommendation:

That a Planning Advisory Working Group be established in accordance with the Terms of Reference outlined in Exhibit A of Report Number 17-153; and

That a by-law be presented to Council to amend By-Law Number 2010-205, ‘A By-Law To Define The Mandate And Meeting Procedures For Committees Established By The Corporation Of The City Of Kingston’, as amended, as per Exhibit B to Report Number 17-153, in order to insert a new Schedule F-7 for the Terms of Reference for the Planning Advisory Working Group; and

That the amending by-law be presented to Council for all three readings; and

That the City Clerk be directed to invite the public to submit applications to participate on the Planning Advisory Working Group; and

That the applications be forwarded to the Nominations Advisory Committee for consideration and recommendation to Council for final approval.
Authorizing Signatures:

**ORIGINAL SIGNED BY COMMISSIONER**

Lanie Hurdle, Commissioner, Community Services

**ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER**

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Desirée Kennedy, Chief Financial Officer & City Treasurer Not required

Denis Leger, Commissioner, Corporate & Emergency Services ✔

Mark Van Buren, Acting Commissioner, Transportation & Infrastructure Services Not required
Options/Discussion:

The Planning Act provides the legislative framework for land use planning in Ontario. The passage of the Smart Growth for Our Communities Act, 2015 (Bill 73) has recently resulted in several changes to the Planning Act as well as the Development Charges Act. The changes are intended to:

- Help municipalities fund growth;
- Give residents a greater, more meaningful say in how their communities grow;
- Protect and promote green spaces;
- Make the development charges system more predictable, transparent and accountable;
- Make the planning and appeals process more predictable; and
- Give municipalities more independence and make it easier to resolve disputes.

Report Number PC-15-067 was provided to the Planning Committee on May 21, 2015 summarizing the proposed changes outlined in Bill 73, including comments that were provided to the Ministry of Municipal Affairs/Ministry of Housing. At that time Bill 73 had received first reading before the Legislative Assembly. Since that time, the Bill has been enacted. Some amendments to the Planning Act came into force on the date Bill 73 received Royal Assent on December 3, 2015, and the remainder came into effect on July 1, 2016 by proclamation of the Lieutenant Governor. A number of new or revised Planning Act regulations also came into effect on July 1, 2016. The amendments to the Development Charges Act and a related regulation came into force on January 1, 2016.

Report Number 16-331 was presented to Council on September 27, 2016 summarizing the key changes to the Planning Act stemming from the Smart Growth for Our Communities Act, 2015 and provided comments with respect to how the changes have been or are proposed to be implemented in the City.

Mandatory Planning Advisory Committee

Optional Planning Advisory Committees have been authorized under the Planning Act since 1983, and therefore exist in some Ontario municipalities. Through changes made to the Planning Act under the Smart Growth for Our Communities Act, 2015, the establishment of a Planning Advisory Committee is now mandatory for upper-tier municipalities and single-tier municipalities in southern Ontario. Kingston is a single-tier municipality and is therefore required to establish a Planning Advisory Committee. Changes made to Section 8 of the Planning Act also require that the Planning Advisory Committee include at least one resident of the municipality that is neither a member of Council nor an employee of the municipality. The Planning Act requires that the Planning Advisory Committee be appointed by Council; however, it does not contain any specific requirements with respect to the mandate and the overall composition of the Committee.

According to the Ministry of Municipal Affairs, the intended outcomes of a Planning Advisory Committee are to:
Help facilitate greater collaboration and exchange of ideas between Council and the public;
Increase the use of Planning Advisory Committees and ensure citizen representation; and
Ensure that land use advice provided to Council includes citizen perspectives.

The Ministry has also indicated that municipalities have flexibility and discretion to determine how Planning Advisory Committees are most effective within their communities: Councils determine which planning matters Planning Advisory Committees can review and provide input on; municipalities can potentially utilize existing advisory committees to meet the requirement for Planning Advisory Committees; and Planning Advisory Committee recommendations are not binding but are advisory.

Review of Other Ontario Municipalities
Staff have consulted directly with several municipalities in Ontario and also conducted research on how other municipalities are meeting the requirement to establish a Planning Advisory Committee including: Barrie, Brantford, Chatham-Kent, County of Frontenac, District of Muskoka, Elgin County, Guelph, Hamilton, Kawartha Lakes, London, Mississauga, Niagara Region, Ottawa, Peterborough County, Region of Waterloo, Toronto, Windsor and York Region. Generally, municipalities are fulfilling the requirement in one of the following ways:

- Utilizing an existing committee that already deals with land use planning matters; i.e. City of Hamilton (Agricultural and Rural Affairs Committee, Municipal Heritage Committee) and the Region of Waterloo (Ecological and Environmental Advisory Committee, Active Transportation Advisory Committee and Heritage Planning Advisory Committee);
- Establishing a new committee; i.e. Peterborough County (Planning Advisory Committee) and County of Frontenac (Planning Advisory Committee); and
- Expanding the mandate of an existing committee/advisory group; i.e. Kawartha Lakes (Planning Advisory Committee), County of Elgin (Rural Initiatives/Planning Advisory Committee), City of Brantford (Economic Development Advisory Committee) and Toronto (Toronto Planning Review Panel – proposed).

A summary of the review is included as Exhibit C, including the name of the committee and its composition, and the mandate as it relates to planning matters.

Citizen Representation and Public Consultation on Planning Matters in Kingston
As noted previously, the intended outcome of Planning Advisory Committees is to facilitate greater collaboration and the exchange of ideas between Council and the public. Some of the ways that the City of Kingston currently incorporates citizen representation and public consultation on planning matters include:

- Working groups have been established in the past for City-initiated planning studies to ensure inclusive community consultation and engagement. An example is the North
King’s Town Secondary Plan Community Working Group which has made valuable contributions to the first phase of the project.

- Non-statutory open houses and stakeholder sessions are held from time to time to gather input on City-led planning studies and initiatives (i.e. five-year Official Plan review, new City-wide Zoning By-Law, Tree By-Law review, etc.).

- Opportunities to consider public input related to development issues exist via the processes established by the Planning Act. Depending on the type of Planning Act application, public meetings are held by the Planning Committee or the Committee of Adjustment. Through the public process, the appropriateness of the proposed development is analyzed and conditions are applied as necessary.

- The introduction of the Development and Services Hub (DASH) on the City’s website gives members of the public greater access to Planning Act applications submitted to the City. DASH can be used to review application materials including reports and plans submitted with the application as well as any associated notices. The contact information of the assigned planner is also included which allows members of the public to submit written correspondence directly to the planner.

- The City also has a number of advisory committees in place that include citizen representation. For example, Heritage Kingston includes nine members of the public (in addition to two members of Council) and advises Council on matters relating to the Ontario Heritage Act.

The City recently underwent consultation on a Public Engagement Framework, which is meant to guide the engagement process in a consistent manner across all departments of the City. The framework is intended to provide a structure that will establish consistency and an open process for public involvement and more informed decision making. While the Public Engagement Framework will apply to the Planning Division, the development approvals process has specific rules and regulations that must be complied with to meet Provincial requirements established in the Planning Act and associated regulations. In order to ensure that the specific requirements related to the planning process are met, the City has also conducted a separate review geared towards how the public participates in the planning approvals process. Recommendations regarding the City-wide Public Engagement Framework and public participation in the planning approvals process are being presented to Council in separate staff reports.

**Recommended “Made in Kingston” Approach**

The City of Kingston meets the description of a “single-tier municipality that is not in a territorial district” as set out in Section 8 of the Planning Act, and is therefore required to establish a Planning Advisory Committee. The requirement to establish a Planning Advisory Committee is now referenced in Section 9.12.5 of the updated Official Plan, adopted by Council on March 7, 2017, and approved by the Province on August 8, 2017.

As mentioned above, the City has a number of advisory committees in place that include citizen representation, including Heritage Kingston, the Kingston Environmental Advisory Forum.
(KEAF) and the Rural Advisory Committee. Each of these committees has a specialized focus (cultural heritage, environmental issues and rural area issues) and membership requirements. If the City opted to appoint one of these committees to serve as the Planning Advisory Committee, amendments to committee mandates will likely be required to add the consideration of broad land use planning matters.

Planning Division staff have also consulted with the Office of the City Clerk regarding the option of appointing non-voting community members to the City’s Planning Committee. The Planning Committee reports to Council on land use policy matters and applications submitted pursuant to the Planning Act. However, with the Planning Committee being a standing committee of Council, this option would likely present procedural challenges and is therefore not recommended. Out of all municipalities reviewed, only the City of Kawartha Lakes has taken the approach of adding citizen members to an existing standing committee of Council.

Because of the above-noted challenges associated with using the City’s existing committees as the Planning Advisory Committee, the establishment of a new advisory group (Planning Advisory Working Group) is recommended by staff as the preferred approach. This approach is also advantageous as it allows the Terms of Reference for the new advisory group to be tailored to specifically provide advice related to broad land use planning matters.

Kingston’s Strategic Plan 2015-2018 outlines Council’s priorities and related initiatives for Council’s term, and includes the priority to “foster open government”, which includes a commitment to creating a transparent and accountable City that empowers the community to participate in meaningful and innovative solutions. Given this commitment, it is recommended that the new Planning Advisory Working Group be comprised primarily of community members that include:

- One representative of the rural area;
- One representative of the Kingston West urban area;
- One representative of the Kingston Central urban area;
- One representative of the Kingston East urban area;
- One representative of the First Peoples;
- One representative of the institutional community;
- One representative of Kingston Economic Development; and
- One representative of the business community.

It is recommended that the Planning Advisory Working Group members not be employees of the City of Kingston, members of Council, or representatives of a local community group or neighbourhood association.

A working group format is proposed as the informal arrangement of the meetings will provide an opportunity for residents to work directly with City staff on broad land use planning matters. This “made in Kingston” approach will also provide a greater opportunity for open-ended discussion, collaboration, and consensus building between residents and City staff.
Staff from the Planning Division will be available to assist the Planning Advisory Working Group with its proceedings. Staff will provide meeting materials to members and prepare agendas, meeting notes and reports, as necessary. Meetings will take place at the City’s offices located at 1211 John Counter Boulevard.

**Proposed Terms of Reference**

The proposed Terms of Reference for the new Planning Advisory Working Group are attached as Exhibit A. The Planning Advisory Working Group will provide advice to the Planning Committee through staff with respect to land use planning matters that include, but are not limited to:

- City-initiated amendments to the Official Plan and/or Zoning By-Law(s) with broad application to the City;
- Legislated updates to the Official Plan, together with any updates of the major studies that support Official Plan updates (i.e. Employment Land Review, Commercial Land Review);
- *Planning Act* reform, updates to the Provincial Policy Statement and/or other proposed land use policy changes/legislation or initiatives introduced by the Province that affect planning matters in the City; and
- Major City-initiated land use planning projects.

In addition, the Terms of Reference provide for similar broad land use planning matters to be referred to the Planning Advisory Working Group by Council, the Planning Committee or the Director of Planning, Building & Licensing Services.

The Terms of Reference also make it clear that the Planning Advisory Working Group will not be a decision making committee of Council. The Planning Advisory Working Group’s role is proposed to be consultative and advisory. Further, the Planning Advisory Working Group will not be responsible in any way for the review of development applications submitted pursuant to the *Planning Act*. This is to avoid duplication in the planning approvals process and to ensure that the statutory review timelines established for development applications under the *Planning Act* are not impacted.

The Planning Advisory Working Group would report to the Planning Committee and have a term that coincides with the term of the Council that appoints the Planning Advisory Working Group. It is proposed that the Planning Advisory Working Group meet quarterly, with no less than two meetings held per year, with additional meetings at the call of the Chair if needed.

Planning Advisory Working Group meetings will be open to the public. It is proposed that the Planning Advisory Working Group activity be reported to the Planning Committee through circulation of meeting notes and through content presented within staff reports.

A by-law amendment is required to amend By-Law Number 2010-205, ‘A By-Law To Define The Mandate And Meeting Procedures For Committees Established By The Corporation Of The City Of Kingston’, as amended, in order to insert a new Schedule F-7 for the Terms of Reference for the Planning Advisory Working Group (Exhibit B).
Nominations Process
It is recommended that the selection of Planning Advisory Working Group members be facilitated through the City’s nomination process, which includes public notice, the review of applications by the Nominations Advisory Committee and final approval made by City Council. As part of this process, advertisements will be placed in The Kingston Whig-Standard and on the City’s website seeking community volunteers to be part of the Planning Advisory Working Group. The Planning Division also maintains an email list of community members which will be used to reach out to the public and spread the word about the new Planning Advisory Working Group.

It is anticipated that the nominations process will be opened in the fall of 2017 for applications and the appointments will be based on the applicants’ experience and qualifications related to planning and development as identified in the Terms of Reference.

Existing Policy/By-Law:

Provincial
Planning Act

Section 8(1) of the Planning Act outlines the requirement to establish a Planning Advisory Committee and is provided below:

“Planning Advisory Committee
Mandatory for certain municipalities
8. (1) The council of every upper-tier municipality and the council of every single-tier municipality that is not in a territorial district, except the council of the Township of Pelee, shall appoint a Planning Advisory Committee in accordance with this section. 2015, c. 26, s. 16.

Optional for other municipalities
(2) The council of a lower-tier municipality, the council of a single-tier municipality that is in a territorial district or the council of the Township of Pelee may appoint a Planning Advisory Committee in accordance with this section. 2015, c. 26, s. 16.

Joint planning by agreement
(3) The councils of two or more municipalities described in subsection (2) may enter into an agreement to provide for the joint undertaking of such matters of a planning nature as may be agreed upon and may appoint a joint Planning Advisory Committee in accordance with this section. 2015, c. 26, s. 16.

Membership
(4) The members of a Planning Advisory Committee shall be chosen by the council and shall include at least one resident of the municipality who is neither a member of a municipal council nor an employee of the municipality. 2015, c. 26, s. 16.

Same
(5) Subsection (4) applies with respect to a joint Planning Advisory Committee, with necessary modifications. 2015, c. 26, s. 16.
Remuneration
(6) Persons appointed to a committee under this section may be paid such remuneration and expenses as the council or councils may determine, and where a joint committee is appointed, the councils may by agreement provide for apportioning the costs of the payments to their respective municipalities. 2015, c. 26, s. 16."

Municipal
By-law Number 2010-205, “A By-Law To Define The Mandate And Meeting Procedures For Committees Established By The Corporation Of The City Of Kingston”

Notice Provisions:
Not applicable

Accessibility Considerations:
Not applicable

Financial Considerations:
Planning Advisory Working Group membership will be on a volunteer basis with no associated remuneration.

Contacts:
Paige Agnew, Director, Planning, Building & Licensing Services 613-546-4291 extension 3252
Greg Newman, Manager, Policy Planning 613-546-4291 extension 3289
Sukriti Agarwal, Project Manager, Planning Division 613-546-4291 extension 3217

Other City of Kingston Staff Consulted:
George Wallace, Project Manager
John Bolognone, City Clerk
Susan Nicholson, Director, Legal Services & City Solicitor

Exhibits Attached:
Exhibit A  Proposed Terms of Reference for the Planning Advisory Working Group
Exhibit B  Draft By-Law to Amend By-Law Number 2010-205
Exhibit C  Review of Planning Advisory Committees in Other Ontario Municipalities
Proposed Terms of Reference for Planning Advisory Working Group

Committee name: Planning Advisory Working Group
Reporting to: Planning Committee

Composition (As appointed by Council):

Eight (8) members of the public who are not employees of the City of Kingston, members of Council, or representatives of a local community group or neighbourhood association, and who represent the following areas or interests:

- One representative of the rural area;
- One representative of the Kingston West urban area;
- One representative of the Kingston Central urban area;
- One representative of the Kingston East urban area;
- One representative of the First Peoples;
- One representative of the institutional community;
- One representative of Kingston Economic Development; and
- One representative of the business community.

The Planning Advisory Working Group will provide an opportunity for resident perspectives on planning matters. Planning Advisory Working Group members should demonstrate an informed interest in planning and development, including but not limited to: planning legislation, land use planning, growth management, the conservation of natural or cultural heritage resources, transportation planning, brownfields remediation, open space planning, economic development, and/or the provision of public and social services.

Term of Appointment: The Term of Council

Meetings: Meetings to be scheduled quarterly, with no less than two meetings held per year. Additional meetings may be held if needed at the call of the Chair.

Mandate/Terms of Reference:

1. The Planning Advisory Working Group is established in accordance with the provisions of Section 8(1) of the Planning Act, R.S.O. 1990, c.P.13 and its members shall be appointed by City Council.
2. The Planning Advisory Working Group’s role is consultative and is to provide advice to Planning Committee through staff with respect to land use planning matters or projects which include, but are not limited to:

- City-initiated amendments to the Official Plan and/or Zoning By-Law(s) with broad application to the City;
- Legislated updates to the Official Plan together with any updates of the major studies that support Official Plan updates;
- *Planning Act* reform, updates to the Provincial Policy Statement and/or other proposed land use policy changes/legislation or initiatives introduced by the Province that affect planning matters in the City; and
- Major City-initiated land use planning projects.

3. The Planning Advisory Working Group may consider and provide advice on similar broad land use planning matters generally affecting the City as may be directed by City Council, the Planning Committee and/or the Director of Planning, Building and Licensing Services.

4. For clarity, the Planning Advisory Working Group is not a decision making committee of City Council and it is not responsible in any way for the review of development applications made pursuant to the *Planning Act*.

5. Planning Advisory Working Group activity will be reported to the Planning Committee through circulation of meeting notes and through content summarized within staff reports.

6. Planning Advisory Working Group meetings will be open to the public.
By-Law Number 2017-XX

A By-Law to Amend By-Law Number 2010-205, as amended, ‘A By-Law To Define The Mandate And Meeting Procedures For Committees Established By The Corporation Of The City Of Kingston’ as amended (New Schedule F-7 for the Terms of Reference for the Planning Advisory Working Group)

Passed: [Meeting Date]

Whereas the City of Kingston passed By-law 2010-205 on October 5, 2010 to establish the rules and procedures under which Council and Committees of Council are to operate; and

Whereas recent amendments to the Planning Act make it mandatory that the City of Kingston establishes a planning advisory committee; and

Whereas Council deems it appropriate to create a new Planning Advisory Working Group comprised primarily of members of the public;

Therefore be it resolved that the Council of The Corporation of the City of Kingston hereby enacts as follows:

1. By-Law Number 2010-205 of The Corporation of the City of Kingston, entitled “A By-Law To Define The Mandate And Meeting Procedures For Committees Established By The Corporation Of The City Of Kingston”, as amended, is hereby further amended as follows:

1.1. Add a new Schedule F-7 respecting the Planning Committee Working Group as follows:

“Schedule F-7 – Advisory Committees Reporting to A Committee

Committee name: Planning Advisory Working Group

Reporting to: Planning Committee

Composition (As appointed by Council):

Eight (8) members of the public who are not employees of the City of Kingston, members of Council, or representatives of a local community group or neighbourhood association, and who represent the following areas or interests:
• One representative of the rural area;
• One representative of the Kingston West urban area;
• One representative of the Kingston Central urban area;
• One representative of the Kingston East urban area;
• One representative of the First Peoples;
• One representative of the institutional community;
• One representative of Kingston Economic Development; and
• One representative of the business community.

The Planning Advisory Working Group will provide an opportunity for resident perspectives on planning matters. Planning Advisory Working Group members should demonstrate an informed interest in planning and development, including but not limited to: planning legislation, land use planning, growth management, the conservation of natural or cultural heritage resources, transportation planning, brownfields remediation, open space planning, economic development, and/or the provision of public and social services.

Term of Appointment: The Term of Council

Meetings: Meetings to be scheduled quarterly, with no less than two meetings held per year. Additional meetings may be held if needed at the call of the Chair.

Mandate/Terms of Reference:

1. The Planning Advisory Working Group is established in accordance with the provisions of Section 8(1) of the Planning Act, R.S.O. 1990, c.P.13 and its members shall be appointed by City Council.

2. The Planning Advisory Working Group’s role is consultative and is to provide advice to the Planning Committee through staff with respect to land use planning matters or projects which include, but are not limited to:

   • City-initiated amendments to the Official Plan and/or Zoning By-Law(s) with broad application to the City;
   • Legislated updates to the Official Plan together with any updates of the major studies that support Official Plan updates;
• Planning Act reform, updates to the Provincial Policy Statement and/or other proposed land use policy changes/legislation or initiatives introduced by the Province that affect planning matters in the City; and
• Major City-initiated land use planning projects.

3. The Planning Advisory Working Group may consider and provide advice on similar broad land use planning matters generally affecting the City as may be directed by City Council, the Planning Committee and/or the Director of Planning, Building and Licensing Services.

4. For clarity, the Planning Advisory Working Group is not a decision making committee of City Council and it is not responsible in any way for the review of development applications made pursuant to the Planning Act.

5. Planning Advisory Working Group activity will be reported to the Planning Committee through circulation of meeting notes and through content summarized within staff reports.

6. Planning Advisory Working Group meetings will be open to the public.”

2. Amend the By-law index with respect to the addition of Schedule F-7 Advisory Committee Report to A Committee – Planning Advisory Working Group.

3. This by-law shall come into force and take effect on the date of its passing.

Given First and Second Readings [Meeting Date]

Given Third Reading and Passed [Meeting Date]

________________________________________
John Bolognone
City Clerk

________________________________________
Bryan Paterson
Mayor
### Planning Advisory Committees in other Ontario municipalities

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Committee name and Composition</th>
<th>Mandate (only planning-related items are included below; other items that the committee also reviews are not included in this table)</th>
</tr>
</thead>
</table>
| **City of Hamilton** | Hamilton Municipal Heritage Committee Composition: Three Councillors and 12 citizen members Agricultural and Rural Affairs Advisory Committee Composition: Four Councillors, four citizen members and 8 representatives of the agricultural industry | Hamilton Municipal Heritage Committee: To advise and assist City staff and Council on all matters relating to:  
• The designation of property  
• The review of Heritage Permit applications  
• The conservation of listed properties or areas of cultural heritage value or interest  
• Programs and activities to increase public awareness and knowledge of heritage conservation issues and other cultural heritage conservation measures  
Agricultural and Rural Affairs Advisory Committee:  
• To represent the interests of Hamilton’s agricultural industry, farm families and non-farm rural residents by reviewing and providing input to Council and City Departments on studies, plans, by-laws and proposed projects that have an impact on agricultural or natural resource businesses. |
| **Region of Waterloo** | Ecological and Environmental Advisory Committee Composition: At least one Regional Councillor, and 15 persons appointed by Regional Council Heritage Planning Advisory Committee Composition: One Regional Councillor, eleven members at large, one | Ecological and Environmental Advisory Committee:  
• To review planning applications deemed by the Commissioner of Planning, Housing and Community Services or his/her designate to have environmental implications of Regional significance (example review EIAs, advise on the application of environmental policies in the Regional Official Plan, advise on the environmental implications of a development proposal, etc.). |
<table>
<thead>
<tr>
<th>Municipality</th>
<th>Committee name and Composition</th>
<th>Mandate (only planning-related items are included below; other items that the committee also reviews are not included in this table)</th>
</tr>
</thead>
</table>
| Municipality        | representative of the Friends of the Waterloo Region Museum, one representative of Friends of Joseph Schneider Haus, and Regional Chair, ex-officio. | Heritage Planning Advisory Committee:  
- To advise on heritage matters that are in accordance with the Regional Official Plan  
- To review and comment on development applications, environmental assessments, and other processes that may impact heritage resources of Regional interest                                                                                                                                                                                                 |
| City of Windsor     | Planning, Heritage and Economic Development Standing Committee  
Composition: Five Councillors, three citizen members dealing with Planning Act matters, and four citizens dealing with heritage matters. | To study and report to Council on all matters relating to the following:  
- Development, maintenance and enforcement of the City of Windsor's Official Plan  
- Planning and infrastructure approvals  
- Development, maintenance and enforcement of the City of Windsor's Zoning By-law  
- Policy related to planning, environmental and infrastructure matters where applicable  
- Building inspection services  
- Community development initiatives (downtown neighbourhoods)  
- International exchanges with Sister Cities  
- Policy matters relating to economic development  
- Business Improvement Areas  
- Heritage matters                                                                                                                                                                                                                                                                                                |
| District of Muskoka | Muskoka Watershed Council (a volunteer-based non-profit organization)  
Composition: 30 members including citizens, members of Council and government/industry representatives | To provide input on:  
- The District of Muskoka’s Official Plan review  
- Major District policy initiatives as requested  
- Other planning and environmental matters as requested                                                                                                                                                                                                                                                                                  |
<p>| City of             | Proposing to designate                                                                          | The Toronto Planning Review Panel is a new                                                                                                                                                                                                                                                                                                                                                              |</p>
<table>
<thead>
<tr>
<th>Municipality</th>
<th>Committee name and Composition</th>
<th>Mandate (only planning-related items are included below; other items that the committee also reviews are not included in this table)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Toronto</td>
<td>the Toronto Planning Review Panel as the City’s Planning Advisory Committee</td>
<td>resident advisory group providing input to the Planning Division on the planning process. In early 2015, 28 randomly selected Torontonians were appointed to the Panel as volunteers for two years.</td>
</tr>
<tr>
<td></td>
<td>Established a new committee</td>
<td></td>
</tr>
<tr>
<td>Peterborough</td>
<td>Planning Advisory Committee</td>
<td>• To review from time to time the provisions of the Official Plan and related policy, and recommend to Council general amendments thereto which would be in the best interests of the County of Peterborough.</td>
</tr>
<tr>
<td>County</td>
<td>Composition: Two County Councillors and one appointed member of the public</td>
<td>• To advise County Council on general planning and development issues of County and/or local municipal significance.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• To report to County Council on proposed land use policy changes as introduced by the Province of Ontario.</td>
</tr>
<tr>
<td></td>
<td>For clarity, the PAC is not responsible in any way for the general review of development-related applications made under The Planning Act. However, in rare cases, Council, using explicit instruction, may direct the PAC to review and report on a specific aspect(s) of an application.</td>
<td></td>
</tr>
<tr>
<td>Frontenac</td>
<td>Planning Advisory Committee</td>
<td>• To review and develop planning policies that will affect the County.</td>
</tr>
<tr>
<td>County</td>
<td>Composition: Four Mayors and three County citizens</td>
<td>• To hold the formal Public Meetings as required by the <em>Planning Act</em> for subdivision and condominium applications.</td>
</tr>
<tr>
<td>Niagara Region</td>
<td>Planning Advisory Committee of Niagara</td>
<td>To consider and provide input on subject matters related to the Regional Official Plan.</td>
</tr>
<tr>
<td></td>
<td>Composition: Eight members from the community at large</td>
<td></td>
</tr>
<tr>
<td>City of Ottawa</td>
<td>Planning Advisory Committee (proposed)</td>
<td>To advise Ottawa City Council on planning matters, specifically with respect to the annual work plan of the Planning, Infrastructure and Economic Development Department and such other matters as Planning Committee,</td>
</tr>
<tr>
<td>(deferred by Ottawa City Council)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Municipality</td>
<td>Committee name and Composition</td>
<td>Mandate (only planning-related items are included below; other items that the committee also reviews are not included in this table)</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| County of Elgin | Rural Initiatives/Planning Advisory Committee  
Composition: Warden, two members of Council, and one member of the Elgin Federation of Agriculture as a non-voting member | To act as a Planning Advisory Committee (PAC) by providing information, perspective and recommendations to County Council on broad planning matters that may have an effect on the County and/or its local municipalities, as required from time to time; specifically,  
• To review from time to time the provisions of the Official Plan and related policy, and recommend to Council general amendments thereto which would be in the best interests of the County of Elgin (this would include 5 year reviews of the OP).  
• To advise County Council on general planning and development issues of County and/or local municipal significance.  
• To report to County Council on proposed land use policy changes as introduced by the Province of Ontario.  
• To review and report on a specific aspect(s) of a submitted application. |
| City of Brantford | Economic Development Advisory Committee  
Composition: One Councillor, one nominee of the County of Brant, one nominee of the Brantford-Brant Chamber of Commerce, 11 members appointed from the public | To provide advice to Council in regard to certain land use planning matters – to include matters only relating to a new Official Plan and Zoning By-law, including any related comprehensive reviews of said documents as well as any City initiated amendments to the Official Plan and/or Zoning By-law. |
<table>
<thead>
<tr>
<th>Municipality</th>
<th>Committee name and Composition</th>
<th>Mandate</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Kawartha Lakes</td>
<td>Renamed Planning Committee to Planning Advisory Committee and added two members of the public</td>
<td>Delegated authority to hear matters under the Planning Act on behalf of Council.</td>
</tr>
<tr>
<td></td>
<td>Composition: Head of Council, six members of Council, and two members of the public</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Thunder Bay</td>
<td>Not applicable</td>
<td>Not applicable. According to the City Clerk for Thunder Bay, the provision in Bill 73 for Planning Advisory Committees does not apply to Northern Ontario communities like Thunder Bay. Subsequently Thunder Bay has no plans to form a new committee or change their advisory committee structure.</td>
</tr>
<tr>
<td>City of Mississauga</td>
<td>Not applicable</td>
<td>Not applicable. Mississauga is a lower tier municipality.</td>
</tr>
</tbody>
</table>