




**Planning Advisory Committee Meeting
Friday, September 16, 2016 – 12:30 p.m.
Frontenac Room,
2069 Battersea Road, Glenburnie, ON**

AGENDA

Page

- 1. Call to Order**
- 2. Election of Officers**
 - a) Election of Vice Chair

- 3. Closed meeting**
 - a) **Resolved That** the Planning Advisory Committee resolve itself into closed session as authorized under Section 239 of The Municipal Act, to consider:
 1. personal matters about an identifiable, including municipal or local board employees as it relates to conducting interviews for appointments to the Planning Advisory Committee.**Resolved That** the Planning Committee rise from closed session with report to be provided under Reports to the Planning Advisory Committee clause a)
- 4. Adoption of the Agenda**
 - a) **That** the agenda for the September 16, 2016 meeting of the Planning Advisory Committee be adopted.
- 5. Disclosure of Pecuniary Interest and General Nature Thereof**
- 6. Adoption of Minutes**
 - a) Minutes of Meeting held July 20, 2016
That the minutes of the Planning Advisory Committee meeting held July 20, 2016 be adopted.
- 7. Deputations and/or Presentations**

3 - 6

8. Reports to the Planning Advisory Committee

a) **Consideration of applications submitted for appointments to the Planning Advisory Committee:**

[Applications distributed separately from the agenda.]

THAT be appointed to the Planning Advisory Committee whose term shall expire November 30, 2018;

And Further That By-law 2013-0020, Schedule B-4 be amended accordingly.

b) **2016-099
Planning and Economic Development
Finalization and Approval of the Planning Advisory Committee
Mandate**

That the Council of the County of Frontenac adopt the Planning Advisory Committee (PAC) Terms of Reference attached to this report as Appendix A;

And Further That Procedural By-law 2013-0020, as amended, be further amended by deleting Schedule B-4 in its entirety and replacing with Appendix A to this report as amended.

9. Communications

10. Other Business

11. Next Meeting

12. Adjournment

7 - 11



**Minutes of the Planning Advisory Committee Meeting
July 20, 2016**

A meeting of the Planning Advisory Committee was held in the Bud Clayton Memorial Room, County Administrative Office, 2069 Battersea Road, Glenburnie on Wednesday, July 20, 2016 at 1:50 PM

Present:

Warden Smith
Deputy Warden Vandewal
Councillor Higgins
Councillor Doyle

Staff Present:

Jannette Amini, Manager of Legislative Services/Clerk (Recording Secretary)
Joe Gallivan, Director of Planning and Economic Development
Kelly Pender, Chief Administrative Officer

1. Call to Order

Ms. Amini called the meeting to order at 1:50 p.m.

2. Election of Officers

a) Election of Chair

Moved By: Warden Smith
Seconded By: Deputy Warden Vandewal

THAT Councillor Ron Higgins be elected Chair of the Planning Advisory Committee for 2016.

CARRIED

Moved By: Warden Smith
Seconded By: Deputy Warden Vandewal

THAT nominations for Chair be closed.

CARRIED

There being no further nominations, Councillor Higgins was elected Chair of the Planning Advisory Committee for 2016.

7. Reports to the Planning Advisory Committee

**a) 2016-092
Planning and Economic Development
Review of Planning Advisory Committee Mandate**

Moved By: Councillor Doyle
Seconded By: Deputy Warden Vandewal

That the Council of the County of Frontenac adopt the Planning Advisory Committee (PAC) Terms of Reference appended to this report as Appendix A. as revised by the Planning Advisory Committee

CARRIED

Mr. Pender provided an overview of the report, adding that, as noted in the recent Bill 73 Training sessions provided by the Ministry of Municipal Affairs and Housing which staff attended, the purpose of the requirement for certain municipalities to now have a Planning Advisory Committee is to improve transparency and citizen engagement.

Mr. Gallivan provided an overview of his rationale for drafting the terms of reference as presented in the report, specifically noting that many municipalities have a Standing Committee for Planning which the County does not. This will take the pressure off of staff as it provides staff with an opportunity to vet issues through a Committee prior to being considered by Council. This will also provide County Council, who are the approval authority regarding Plans of Subdivision and Plans of Condominium, an opportunity to hear public comments. This now brings all decision making processes to the local level as opposed to the provincial level.

The Committee reviewed the proposed mandate and decided to re-visit the number of public member appointments at the September meeting once all applications and interviews were complete. The Committee also made the following amendments:

Mandate/Terms of Reference:

1. Add the words, “the Planning Act implications of” in the first sentence of the first paragraph after the words, “development, planning and” and by deleting at the end of the sentence the words, “Directions for Our Future sustainability plan, and the Frontenac County Economic Development Charter”
2. Under Specific Responsibilities, Planning, No. 1 delete “City’s” and replace with “County’s”
3. Under Specific Responsibilities, Planning No. 5 delete the first 2 words “When applicable”.
4. Under Specific Responsibilities, delete in its entirety Housing and its bullets 6 through 8
5. Under Specific Responsibilities, delete Economic Development, and delete No.’s 9, 10, 12 and 14.

Mr. Pender and Mr. Gallivan will prepare a list of questions for the interviews and any members who have questions to be included are to send them to either Mr. Pender or Mr. Gallivan prior to the September meeting.

8. Communications

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**9. Other Business**

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10. Next Meeting

Friday, September 16, 2016 at 12:30 pm

11. Adjournment

Moved By: Councillor Doyle

Seconded By: Warden Smith

That the meeting hereby adjourn at 2:48 pm

CARRIED



Report 2016-099

Committee Recommend Report

To: Chair and Members of the Planning Advisory Committee
From: Kelly J. Pender, Chief Administrative Officer
Prepared by: Jannette Amini, Manager of Legislative Services/Clerk
Date of meeting: September 16, 2016
Re: **Planning Advisory Committee – Finalization and Approval of the Planning Advisory Committee Mandate**

Recommendation

That the Council of the County of Frontenac adopt the Planning Advisory Committee (PAC) Terms of Reference attached to this report as Appendix A;

And Further That Procedural By-law 2013-0020, as amended, be further amended by deleting Schedule B-4 in its entirety and replacing with Appendix A to this report as amended.

Background

At the June 15, 2016 Council meeting, Council tasked the Planning Advisory Committee with reviewing its current Terms of Reference/Mandate and to make recommendations to Council on any proposed changes. The Planning Advisory Committee met on July 20th, 2016 to review the Terms of Reference/Mandate and made changes to all but the citizen composition which was dependant on the outcome of applications received from members of the public.

Comment

At the July 20, 2016 Planning Advisory Committee meeting, the Committee reviewed the Mandate and Terms of Reference of the Planning Advisory Committee as presented by staff with a number of amendments. Specifically, those amendments were:

Mandate/Terms of Reference:

1. Add the words, “the Planning Act implications of” in the first sentence of the first paragraph after the words, “development, planning and” and by deleting at the end of

the sentence the words, “Directions for Our Future sustainability plan, and the Frontenac County Economic Development Charter”

2. Under Specific Responsibilities, Planning, No. 1 delete “City’s” and replace with “County’s”
3. Under Specific Responsibilities, Planning No. 5 delete the first 2 words “When applicable”.
4. Under Specific Responsibilities, delete in its entirety Housing and its bullets 6 through 8
5. Under Specific Responsibilities, delete Economic Development, and delete No.’s 9, 10, 12 and 14.

The Planning Advisory Committee (PAC) Terms of Reference appended to this report as Appendix A reflects the above amendments.

At that same meeting, the PAC deferred a decision on the number of citizen appointees to its September 16th meeting, noting that such a decision would be based on the outcome of the applications received and the interviews that were to follow. The Committee will still need to review the citizen composition and make recommendations at this meeting. Through previous staff reports, staff have recommend that the Planning Advisory Committee be comprised of seven members: four Mayors and three County residents. This makeup ensures that a member from each Township sits on the Committee and that the majority of votes would be from elected officials. The *Planning Act* only requires that the Planning Advisory Committee have one resident of the municipality to sit on the Committee; however having three citizens allows for a greater opportunity for Frontenac County residents to be involved.

Sustainability Implications

As stated in *Directions for Our Future*, Government decision-making processes are clear, transparent, forward thinking and focused on the longer term. The public is interested, informed, and meaningfully involved in local governance.

Financial Implications

As per By-law 2015-0042, non-council appointees to statutory boards and committees shall receive, for attendance at meetings, a per diem of \$75 per meeting. Mileage is also paid to all committee members at the current rate of \$0.55 per kilometer.

Organizations, Departments and Individuals Consulted and/or Affected

Marian VanBruinessen, Director of Corporate Services/Treasurer

SCHEDULE B-4 – ADVISORY COMMITTEE TO COUNTY COUNCIL

COMMITTEE NAME: Planning Advisory Committee

ESTABLISHMENT OF THE COMMITTEE

- (i) The County of Frontenac Planning Advisory Committee shall be comprised of xxx (x) members appointed by County Council as follows:
 - three (3) member of the public; and
 - four (4) members of County Council, those being the Mayors of each Township.
- (ii) The members of the County of Frontenac Planning Advisory Committee shall hold office from the date of their appointment, at the pleasure of Council, up to the end of the term of Council;
- (iii) The County of Frontenac Planning Advisory Committee shall adhere to the County's Procedural By-law No. 2013-0020 and any amendments thereto, specifically *Section 26 – Committees* for the conduct of all Meetings.

TERMS OF REFERENCE

- (i) Goal/Vision

The vision of the County of Frontenac stated in *Directions for Our Future* is *Fresh with Opportunity Growing Vibrant, Innovative, Natural, Sustainable Places*. Within the context of the Values and Principles detailed, the Community Development Advisory Committee will be guided by the Vision Statement:

Fifty years into the future, the County of Frontenac is one of the most progressive municipalities in terms of community based sustainability planning because priorities and beliefs are determined through community consultation and County-wide considerations are well thought through and incorporate the four pillars of sustainability. The vision, developed to ensure the ongoing appreciation and continued improvements to our social, cultural, economic and environmental systems, strongly defines the region.

MANDATE/TERMS OF REFERENCE: The Planning Advisory Committee is responsible for overseeing all regional development, planning, and the planning act implications of economic development within the County of Frontenac in accordance with the County's Official Plan document.

The Planning Advisory Committee shall:

- 1. Be responsible directly to Council for those items emanating from the Planning & Economic Development Department.

2. Ensure co-ordination and consultation with other County Advisory Committees and departments where responsibilities overlap on planning matters and on issues relevant to the mandate of more than one Committee.
3. Subsequent to the approval of the budget, consider budget proposals and business plans for the Planning & Economic Development Department pertaining to items within the Advisory Committee mandate.
4. Consult with the City of Kingston Rural Affairs Advisory Committee on issues of joint interest and/or impact rural residents and businesses, or relating to items of interest for the agricultural and associated industries, and to issues with respect to rural affordable housing.
5. Receive reports from staff on items within the Committee's mandate.
6. Receive public delegations on matters affecting general land use planning and economic development in the County of Frontenac and hold public meetings, as required by the Planning Act, with respect to plans of subdivision and condominium. All such public meetings would be held in the Township where a development proposal was located.
7. Review and recommend to Council revisions to the Planning Committee Terms of Reference, as required.
8. Recommend to Council, the County of Frontenac's participation in federal or provincial cost-sharing programs for matters within the mandate of the Committee.
9. Monitor provincial and federal legislation that has an impact on planning matters.

Specific Responsibilities

The Planning Committee shall:

Planning

1. Provide direction to staff for the implementation of the planning and development goals and policies as outlined in the County's Official Plan document.
2. Make recommendations to Council with respect to County Official Plan matters.
3. Review and make recommendations to Council concerning other planning matters of the County, including regional studies affecting planning and/or economic development, special studies, sustainability issues, and planning policy matters.
4. Encourage and support the ongoing County sustainability plan, Directions for Our Future.
5. Review and consider reports on the following matters that fall within the mandate of the Committee:

1. Subdivision and condominium applications;
2. Extensions of draft plan approvals;
3. County and Township Official Plan amendments; and
4. County and Township Official Plan updates.

6. Make recommendations to Council on matters relating to Community Improvement Plans (CIPs) as a means to support and promote ~~economic~~ community development in the rural areas.

7. Receive advice from, and work with economic development stakeholders such as Community Development Advisory Committee, Community Futures Development Corporation, Land 'O Lakes Tourism, Kingston Economic Development Corporation (KEDCO), and Township Economic Development Committees.

COMPOSITION OF THE COMMITTEE

The Council of the County of Frontenac hereby appoints the following individuals to the County of Frontenac Planning Advisory Committee:

Three (3) Representatives from the Community:

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Four (4) members of County Council, those being the Mayors of each Township (or their designate):

- North Frontenac – Councillor Higgins
- Central Frontenac – Councillor Smith
- South Frontenac – Councillor Vandewal
- Frontenac Islands – Councillor Doyle