

Terms of Reference
Planning Standing Committee

1. Purpose

1.1. The Planning Standing Committee (the “Committee”) of the Council of the United Counties of Prescott and Russell (the “UCPR”) is established to provide guidance and strategic input on planning and development matters in line with the UCPR’s Official Plan. The Committee’s objective is to ensure that all planning initiatives support the long-term community vision of UCPR. The Committee’s role is to offer informed guidance and recommendations while respecting the operational independence of corporation staff.

1.2. The Committee is also established by Council of the UCPR to act as the delegated approval authority for appeals in accordance with Section 2.6 Appeal of refusal of entrance of By-law 2023-21, as amended. The Committee is delegated the authority by UCPR Council to hold hearings in response to appeals submitted by applicants in accordance with By-law 2023-21, as amended. It serves as the final decision making-body responsible for reviewing appeals and providing applicants the opportunity to present their case before a final determination is made.

2. Mandate

2.1. The mandate of the Committee is to provide advice and recommendations to the Council of the UCPR on key planning-related matters, under the *Planning Act, R.S.O. 1990, c.P.13*. The Committee will focus on areas in which its involvement can benefit the Council’s deliberations and decisions.

2.2. The Committee’s mandate includes full authority to adjudicate appeals submitted under section 2.6 Appeal of refusal of entrance of By-law 2023-21, a By-law to regulate the use of municipal right of way, as amended, and renders decisions based on the information presented without further approval from UCPR Council.

3. Responsibilities

3.1. The Committee is responsible for reviewing matters and providing recommendations to the Council, including but not limited to the following areas:

- a) Address non-administrative matters arising from and related to general planning and development of the UCPR or of significance to the eight (8) local municipalities;
- b) Exercise delegated approval authority for plans of subdivision or plan of condominiums and local Official Plan and Amendments that are deemed or categorized as “disputed.” Disputed files have the following characteristics:

- i) A negative recommendation of the Planning and Forestry Department;
 - ii) A contrary recommendation from the locale municipality;
 - iii) Unresolved issues from the public, the developer or any agencies.
- c) Review and make recommendations to Council regarding non-administrative planning matters of the UCPR.
- d) Review appeals submitted under section 2.6 Appeal of refusal of entrance of By-law 2023-21, a By-law to regulate the use of municipal right of way, as amended, and hold hearings to allow applicants an opportunity to present their case. Evaluate all written submissions and verbal presentations from applicants and other stakeholders. Make informed and impartial decisions on the appropriate action to take regarding each appeal (i.e., approve, deny, or amend decisions).

4. Membership

4.1. The voting members are:

- a) The Warden of the UCPR Council;
- b) Three (3) Members of the UCPR Council;
- c) The Director of the Planning and Forestry Department;
- d) The manager of the Planning and Forestry Department.

4.2. The Planning and Forestry Department shall act as the main administrative resource for the Committee. An employee of the Planning and Forestry Department shall act as the Secretary.

5. Appointments

5.1. The appointment process for Council Members is prescribed by the Procedure By-law.

6. Remuneration

6.1. The remuneration of Council Members is prescribed by the Council Remuneration By-law.

7. Meetings and Procedures

7.1. Procedures surrounding the Committee Meetings shall be governed by the Procedure By-law, UCPR Council's Code of Conduct, and any other applicable provincial legislation or UCPR policies.

8. Frequency of Meetings

8.1. The Committee shall meet at 8:00 a.m. before Regular Council Meetings or as deemed necessary.

9. Documentation

9.1. A member of staff from the Planning and Forestry Department acting as Secretary for the Committee will develop agendas, provide meeting materials, and record minutes as prescribed in the Policy ADM-002 *Directive on the Drafting and Distribution of Official Documents Submitted to Council* and in the Procedure By-law.

10. Reporting

10.1. The Committee shall report to the UCPR Council. The minutes, including all recommendations, are to be submitted at the next Council Meeting, or as soon as possible, for consideration by Council.

11. Resources

11.1. The Planning and Forestry Department staff will provide support during meetings in the form of advice and liaison with the Committee.

11.2. The Public Works Department staff will provide support during meetings for all appeals submitted under section 2.6 Appeal of refusal of entrance of By-law 2023-21, a By-law to regulate the use of municipal right of way, as amended.