

OFFICIAL PLAN REVIEW *the next wave*

Official Plan Review Community Liaison Committee TERMS OF REFERENCE

Background

The purpose of this Official Plan Review (OPR) process is to conduct a comprehensive review, assessment and update to the vision, goals and objectives, policies and schedules of the Town Official Plan (OP), and to identify the need for and an appropriate manner to address any settlement area expansion requirements. There have been a number of changes to County and Provincial planning policies since the approval of the current OP. The new OP policies resulting from this project must conform to the Simcoe County Official Plan and Provincial planning documents and be consistent with the Provincial Policy Statement, all the while addressing local municipal and community objectives. This OPR exercise will find a balance between ensuring that new growth and development is planned to contribute to and build upon the existing communities, while also supporting and protecting the thriving agricultural and rural areas.

The Official Plan Review is being undertaken within the context of broad-based community consultation to ensure the voices of New Tecumseth landowners, business owners, service providers/community organizations, home builders/developers and residents of all ages are heard throughout the Official Plan Review process. This will ensure that there is a variety of ways people can share their thoughts over the course of this project. This project is anticipated to be completed by May 2018.

The following sets out the Terms of Reference for the Community Liaison Committee (CLC).

Purpose

The CLC is intended to act as a 'sounding board' and provide input to the project team (Town staff and the consultant team). CLC members are encouraged to bring varied opinions and perspectives to the meeting. This group is not a decision making body where the goal is to reach consensus, rather it is an advisory body that is representative of the local community.

The CLC will work to:

- review the project team's work in progress at key milestones throughout the study
- provide feedback that reflects the needs and interests of the local community
- assist with communicating the study's progress to the larger community

Composition

The CLC is comprised of residents, business owners, representatives of stakeholder groups and Town Council Members. Town staff and consultant team members will attend these meetings to present material, answer questions and record input received.

Schedule of Meetings

CLC meetings will be two hours in length and held during weekday afternoons or early evenings. Four meetings are planned:

- Meeting #1: Late May 2017
- Meeting #2: Early October 2017
- Meeting #3: Mid-late February 2018
- Meeting #4: Mid May 2018

Members of the CLC will not be reimbursed for parking or travelling related expenses.

Roles and Responsibilities

Members of the CLC are expected to:

- familiarize themselves with the OPR material on the OPR webpage: TBD
- come prepared to meetings by reviewing any materials provided in advance
- participate equally in the meetings providing feedback to the information shared by Town staff and the consulting team
- respect the agendas for each meeting including the topics of discussion and the timing
- share information with members of your community
- attend each of the four CLC meetings (or provide regrets in advance of the meeting). Members that represent an organization may send a designate in the event that they cannot attend one of the meetings

The project team will:

- circulate the agendas, confirmation of the meeting location and background information at least one week in advance of each meeting
- chair and facilitate the meetings such that each meeting begins and ends on time
- prepare minutes of the meetings and circulate them to members of the CLC (final minutes may be posted publicly on the OPR webpage)

Code of Conduct

The Code of Conduct is built on individual integrity and respect of others' opinions. Participants at the CLC meetings must adhere to the following Code of Conduct:

- Participants should be courteous, listen to others and respect the opinions of others.
- Participants should not request that items outside of the mandate of the OPR be discussed at meetings.
- Participants should participate fully in discussions but not dominate the discussion.
- Participants should speak one at a time and not interrupt other participants while they are speaking.
- To ensure equal participation, participants wishing to make comments should do so through the facilitator.
- Participants should remain focused on the set agenda topics; participants wishing to hold private discussions shall move outside of the meeting room while the meeting is in progress.
- Participants shall not use foul language.
- Participants shall not make derogatory comments based on gender, race, ethnicity, religion, sexual orientation or disability.
- Personal insults toward other CLC members and/or to the project team will not be tolerated.

Confidentiality and Conflict of Interest

In order to maintain confidentiality and integrity of the process, CLC members shall not express an opinion on behalf of the CLC or discuss with the media any information discussed during CLC meetings. If confidential information is shared with the CLC, members may be required to sign and abide by a confidentiality agreement. Members should declare any conflict of interest associated with the OPR.

Freedom of Information and Protection of Privacy

Please note that all information will be used in accordance with the Freedom of Information and Protection of Privacy Act and the Access to information Act. With the exception of personal information, all information provided through the CLC process will form part of the public record including the names of CLC member and organizations.

COMMUNITY LIAISON COMMITTEE MEMBER’S AGREEMENT

I agree to these Terms of Reference and to take part as a member of the New Tecumseth Official Plan Review Community Liaison Committee.

Signature Date

Name

Organization (if applicable)

Email Phone No.

Questions about these Terms of Reference can be directed to planning@newtecumseth.ca