

**Carleton Place Official Plan  
Stakeholder Ad Hoc Committee  
Terms of Reference**

*The Town is in the midst of undertaking the Comprehensive Official Plan Review. This is an important opportunity for Council and the public to examine the document and ensure that it establishes the parameters for the type of future development that reflects the character and values of the Town of Carleton Place.*

**1. Purpose**

While it is the legislative mandate of Council to make the final decision on all matters that affect the Town, the purpose of the Official Plan Stakeholder Ad Hoc Committee is to:

- a. Provide recommendations, advice and information to Council on the following policy areas of the current Official Plan:
  - i. Policies 3.1 and 3.2 Mississippi District;
  - ii. Policy 3.3 Highway District;
  - iii. Policy 3.5 Residential District;
  - iv. Policy 4.1 Green Infrastructure;
  - v. Policy 6.21.1 Affordable Housing;
- b. Participate in the public consultation process for the Official Plan Amendment;
- c. Assist in enhancing the quality of life of the community, in keeping with Council's Strategic Plan principles;
- d. Conduct themselves in keeping with the policies set by Council pertaining to Advisory Committees/Boards, and also in keeping with the Town's Procedural By-law.

**2. Roles and Responsibilities**

The Official Plan Stakeholder Ad Hoc Committee will report to and advise the Director of Development Services on the intent, focus and vision for certain policies of the Official Plan.

The Director will work with planning consultants to develop draft policy revisions which the Ad Hoc Committee will review and provide feedback on. The feedback will be considered by the Director, the Town's consultant, and Council.

**3. Meetings**

The Committee will meet a minimum of six (6) times during the development and review of the Official Plan. The intended meeting schedule is as follows:

Initial Kick-off and Visioning Meeting	July 2021
Policy Area #1	September 2021
Policy Area #2	October 2021
Policy Area #3	November 2021
Policy Area #4	December 2021
Policy Area #5	January 2022

Meetings will be conducted via Zoom and broadcast live through the Town's social media channels.

Additional meetings may be scheduled if the project timeline is extended.

**4. Reports To**

The Committee will provide recommendations and advice to Council through the Committee of the Whole.

**5. Composition**

Membership of the Ad Hoc Committee shall be comprised of up to fifteen (15) non-elected members and one (1) elected member of Council (non-voting).

**a) Qualifications**

To qualify for membership on an Advisory Committee or Board, applicants must be eligible to vote in the Town of Carleton Place.

Members will be chosen based on their representation from each of the following sectors:

<b>Sector Relevance</b>	<b>Number of Members</b>
Member of the Community	Up to 7
Member with expertise in sustainability/climate change	Up to 2
Member with expertise in affordable/equitable housing	Up to 2
Representative from the BIA	1
Representative from the Chamber of Commerce	1
Member of the building/development sector	Up to 3
Member of Council (non-voting)	1

**b) Absence**

Any citizen member who is absent from two (2) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary/Technical Advisor shall advise the Clerk.

**c) Resignation of Citizen Members**

Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

**d) Filling Vacancies**

Vacancies shall be advertised on the Town's website and applications shall be made through the Clerk.

**e) Staff and Support Services**

The Director of Development Services shall be responsible for all actions and financial undertakings of the Official Plan Stakeholder Ad Hoc Committee.

For the purpose of the Ad Hoc Committee, the Director shall function as the administrative chair in a facilitator/mediator role. The Director shall exercise non-partisan jurisdiction over the agenda and will not be a voting member of the Committee.

*Support Resources*

- i. Technical Advisor: The Director of Development Services and / or their designate shall be the principal staff resource of the Official Plan Stakeholder Ad Hoc Committee to ensure compliance with Town policy.
- ii. Recording Secretary: The Recording Secretary shall be a designated staff person assigned by the Director.

**6. Procedures**

- a. All applicable legislation and regulations shall be adhered to. This includes, but is not limited to, the Town of Carleton Place's:
  - i. Accountability and Transparency Policy
  - ii. Procedural By-law
  - iii. Procurement By-law
  - iv. Code of Conduct
- b. The Committee/Board may solicit, document and consider public input where appropriate upon approval of the Director and/or Council.
- c. Distribute the agenda per the Town's Procedural By-law and send the agenda, with any associated reports attached, to the Clerk, in accordance with timeframes outlined in the Town's Procedural By-law for posting on the Town's website.
- d. Distribute the minutes, once approved, to the Clerk, in a timely fashion for posting on the Town's website.
- e. Provide the approved minutes, signed by the Administrative Chair and Recording Secretary, to the Clerk for the Town's official records. With respect to the last meeting prior to an election, the minutes shall be approved per the Procedural By-law.

**7. Term**

The Ad Hoc Committee shall be disbanded at the conclusion of the project which shall be once Council has passed a by-law adopting an Official Plan Amendment.