

January 15, 2021

Sent by e-mail

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**Subject: Region of Peel Planning and Growth Management Committee**

I am writing to advise that Regional Council approved the following resolution at its meeting held January 14, 2021:

That a Region of Peel Planning and Growth Management Committee (the Committee) be established;

And further, that Sections 1.2.3 and 9.3.4 of the Region of Peel Procedure By-law 56-2019, as amended, be waived to permit the appointment of the Chair and Vice-Chair of the Planning and Growth Section of Regional Council as the Chair and Vice-Chair of the Committee, respectively;

And further, that the Terms of Reference of the Committee, attached as Appendix I to the report of the Interim Commissioner of Corporate Services and Interim Commissioner of Public Works, titled "Establishing a Region of Peel Planning and Growth Management Committee", be approved;

And further, that the 2021 Planning and Growth Management Committee meeting dates, as set out in the subject report, be approved.

Regional Council approved the membership composition of up to 10 members. The Committee will receive input from local planning and development related committees regarding Peel's community vision and planning matters. The approved membership is comprised of:

- Regional Chair Iannicca (ex-officio member)
- Chair of the Planning and Growth Management section of Regional Council (Councillor Parrish, incumbent)
- Vice-Chair of the Planning and Growth Management section of Regional Council (Mayor Thompson, incumbent)
- Up to three members from each local municipality (ideally a Councillor who holds the position of Chair or Vice-Chair of the local municipal Planning Committee)
  - Brampton, three representatives
  - Mississauga, two representatives
  - Caledon, two representatives

In accordance with Regional Council's direction, the Councils of the local municipalities are requested to pass resolutions endorsing the appointments of the Regional and/or Local Councillors to the Committee. A copy of the resolution shall be sent to the Regional Clerk for placement on the next appropriate Regional Council agenda.

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**REPORT TITLE:**     **Establishing a Region of Peel Planning and Growth Management Committee**

**FROM:**                Kathryn Lockyer, Interim Commissioner of Corporate Services  
                              Andrea Warren, Interim Commissioner of Public Works

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## **RECOMMENDATION**

**That a Region of Peel Planning and Growth Management Committee (the Committee) be established;**

**And further, that Sections 1.2.3 and 9.3.4 of the Region of Peel Procedure By-law 56-2019, as amended, be waived to permit the appointment of the Chair and Vice-Chair of the Planning and Growth Section of Regional Council as the Chair and Vice-Chair of the Committee, respectively;**

**And further, that the Terms of Reference of the Committee, attached as Appendix I to the report of the Interim Commissioner of Corporate Services and Interim Commissioner of Public Works, titled “Establishing a Region of Peel Planning and Growth Management Committee”, be approved;**

**And further, that the 2021 Planning and Growth Management Committee meeting dates, as set out in the subject report, be approved.**

## **REPORT HIGHLIGHTS**

- On December 10, 2020, Regional Council supported, in principle, a Standing Committee of Planning (Resolution 2020-1093).
  - Staff was requested to report back to Regional Council at its meeting on January 14, 2021 on the composition and Terms of Reference for the proposed committee.
  - It is recommended that a Region of Peel Planning and Growth Management Committee (the Committee) be established to provide an opportunity for in depth consideration of land use planning and growth management matters.
  - The proposed Terms of Reference outlining the mandate, membership composition and schedule of items to be addressed by the Committee is attached as Appendix I.
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## **DISCUSSION**

### **1. Background**

At its meeting held on December 10, 2020, Regional Council approved a motion that supported, in principle, a Standing Committee of Planning in the Region of Peel.

## **Establishing a Region of Peel Planning and Growth Management Committee**

Through this report, staff is seeking approval of the proposed membership composition and Terms of Reference for Region of Peel Planning and Growth Management Committee (the Committee).

### **2. Findings**

#### **a) Committee Name**

It is recommended that the proposed Committee be called “Region of Peel Planning and Growth Management Committee” to provide an opportunity for in depth consideration of land use planning and related growth management matters.

#### **b) Mandate**

The Committee’s mandate is to recommend strategic guidance for the development of official plan policy and the management of growth. This is to be done in consideration of the need for infrastructure based on the Region’s distribution of population and jobs, while ensuring the Region’s long-term financial sustainability. The Committee will review and make recommendations on the Region’s long-term community vision and initiatives, key land use planning matters, growth management issues, planning and servicing policies, and consider population and employment distribution in the Region.

#### **c) Roles and Responsibilities of the Committee**

The Committee would receive reports, presentations and other submissions on key planning policy and growth management matters. Currently, a key priority is to share background information, draft policies and mapping for review and comments on Peel 2041+; the Region’s Official Plan Review to plan for Regional growth to 2051. Other planning matters that would be considered by the Committee would include Regional Official Plan Amendments which could be privately or publicly initiated, the Region’s review of local municipal Official Plan updates which are currently underway, growth management related topics and Regional input on relevant Provincial initiatives.

The Committee would also receive advice through circulation of the minutes from the Region of Peel Planning Advisory Committee (the Planning Advisory Committee). As approved by Council on November 26, 2020, the Planning Advisory Committee will be made up of up to nine (9) members of the public to provide opportunity for greater public participation in regional planning and enhance public consultation opportunities. The *Planning Act* requires upper-tier municipalities to have a planning advisory committee that includes at least one resident of the municipality that is neither a member of municipal council or an employee of the municipality.

It is recommended that statutory public meetings continue to be held on dates that Regional Council is scheduled to meet as there are more Council dates available which is important to meet Provincially legislated timelines; and, all of Regional Council may be in attendance to hear any public concerns.

It is proposed that at its first meeting, the Committee consider the Peel 2041+ Regional Official Plan Review and Municipal Comprehensive Review Update which was referred back to staff at the December 10, 2020 Regional Council meeting. In order to provide more details and respond to Council’s previous comments, further explanatory material and presentations on the topics related to the Peel 2041+ report would also be provided

## **Establishing a Region of Peel Planning and Growth Management Committee**

at the meeting. The topics could include a draft population and employment allocation and land needs assessment to 2051, draft policies and mapping on major transit station areas, transportation matters and background information and, rationale for the draft conceptual settlement area boundary expansion.

The second Committee meeting agenda could include additional information through reports and presentations on other Peel 2041+ topics such as environment related focus areas including the greenlands system, climate change, water resources and agriculture focus areas. The results of the financial analysis associated with the Municipal Comprehensive Review would also be brought forward to the Committee.

Subsequent Committee agendas would provide details on the draft Regional Official Plan Amendment for Peel 2041+ and recommendations regarding moving through the steps in approval process and other matters that may arise.

### **d) Membership**

The Committee would be available to receive input from local planning and development related committees regarding Peel's community vision and planning matters. It is recommended that the Committee membership include three members from each local municipality, ideally a Councillor who holds the position of Chair or Vice-Chair of the local municipal Planning Committee. In the event the Chair or Vice-Chair is a local Councillor, the local municipal Council could pass a resolution requesting that the local Councillor be appointed to the Region of Peel Planning and Growth Management Committee.

It is proposed that the Committee be comprised of up to 10 members including the:

- Regional Chair as ex-officio member
- Chair and Vice-Chair of the Planning and Growth Management section of Regional Council
- Three members from each local municipality (to include the Chair and Vice-Chair of the local Planning Committees)

### **e) Committee Chair and Vice-Chair**

The proposed Terms of Reference include that the Chair and Vice-Chair of the Planning and Growth Management Section of Regional Council shall serve as the Chair and Vice-Chair of the Region of Peel Planning and Growth Management Committee. A two-thirds majority vote of Council is required to waive Sections 1.2.3 and 9.3.4 of the Region of Peel Procedure By-law 56-2019, as amended, which state that the Chair and Vice-Chair of any committee shall be elected by the members of the committee.

### **f) Meeting Schedule**

Section 4.2.2 (c) to (e) of Procedure By-law 56-2019, as amended, provides that:

- no Council or committee meetings be held during the one week designated by the Peel School Boards for the March break or during the week before or after Christmas or the week after New Year's or during the month of October in the year of a regular election;

## **Establishing a Region of Peel Planning and Growth Management Committee**

- during July, there shall be only one meeting which shall be held on the first or second Thursday of the month in order to accommodate the Canada Day Statutory Holiday, which shall be a meeting of Council; and,
- no Council or committee meeting will be held during August, unless called by the Regional Chair.

The 2021 Regional Budget meetings have been scheduled for the months of January and February 2021 and the 2022 Budget review is scheduled to take place in December.

The annual municipal conferences scheduled for 2021 were also considered in selecting the proposed Committee meeting schedule.

The scheduling of a Committee meeting in June aligns with the need to report to the July 8, 2021 Regional Council meeting seeking direction to hold statutory public consultation on the Peel 2041+ Official Plan Review Municipal Comprehensive Review. Taking into consideration the Federation of Canadian Municipalities annual conference in June, staff recommends an earlier meeting be scheduled that month; however, an alternate Committee date on June 17, 2021 would still meet the timing of the Peel 2041+ work plan to meet Provincial conformity by July 1, 2022.

The proposed meetings for April, September and October will be reserved for oral presentations and other updates, without the requirement for formal reports. On occasion, Council may request, or it may be deemed valuable, to hold workshops for Council members on particular matters. These are conducted on an as needed basis and, as such, cannot be scheduled in advance.

The proposed meetings for February, June and November are key milestone dates that align with the timelines of Peel 2041+ where staff intends to present formal recommendations and reports to the Committee. All members of Council will be invited to attend key meeting dates.

The proposed 2021 Planning and Growth Management Committee meeting dates are as follows:

- Thursday, February 18, 3:00 pm to 5:00 pm
- Thursday, April 29, 9:30 am to 11:30 am
- Thursday, June 3, 9:30 am to 11:30 am (alternate date of June 17, 3:00 pm to 5:00 pm)
- Thursday, September 2, 9:30 am to 11:30 am
- Thursday, October 21, 1:00 pm to 3:00 pm
- Thursday, November 4, 11:00 am to 1:00 pm.

Subject to Council's approval, a similar schedule will be established in 2022.

### **g) Legislated Authority**

The proposed Committee is not required by legislation but may be established and appointed at the discretion of Regional Council. Regional Council may establish or disband any committee that it considers necessary to achieve its strategic priorities.

## Establishing a Region of Peel Planning and Growth Management Committee

### h) Other Regional Planning Committees

A review of other upper-tier municipalities in the Greater Toronto Area revealed a variety of approaches with respect to planning committees that are unique to the municipality's goals, priorities, and needs. The approaches range from transitioning existing committees with similar mandates to fulfill the requirements (Standing Committees or Committee of the Whole) to developing new committees to advise on broad community planning matters (Ad Hoc or Advisory Committees).

The Procedure By-laws and/or Terms of Reference of the various standing or advisory committees of the Regions of Durham, York, Halton, Waterloo and Niagara were considered in the preparation of the proposed Terms of Reference for the Region of Peel Planning and Growth Management Committee. A summary of the structures of Planning Committees in other regional municipalities is attached as Appendix II.

## CONCLUSION

On December 10, 2020, Regional Council unanimously supported, in principle, a Standing Committee of Planning. This report provides information regarding the establishment of a committee to provide strategic guidance for managing growth, including intensification in the Region of Peel. The proposed Terms of Reference is included as Appendix I.

## APPENDICES

Appendix I – Proposed Terms of Reference of the Region of Peel Planning and Growth Management Committee

Appendix II – Summary of Other Regions' Planning Committee Structure

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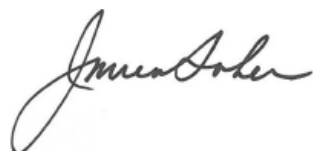
*For further information regarding this report, please contact Aretha Adams, Deputy Regional Clerk and Acting Director of Clerk's, extension 4095, [aretha.adams@peelregion.ca](mailto:aretha.adams@peelregion.ca) and Adrian Smith, Interim Chief Planner and Director of Regional Planning and Growth Management, extension 4047, [adrian.smith@peelregion.ca](mailto:adrian.smith@peelregion.ca).*

*Authored By: Stephanie Jurrius, Legislative Specialist, Clerk's  
Tara Buonpensiero, Acting Manager, Regional Planning and Growth Management*

### ***Reviewed and/or approved in workflow by:***

Department Commissioners and Division Directors.

Final approval is by the Chief Administrative Officer.



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J. Baker, Chief Administrative Officer

## **TERMS OF REFERENCE REGION OF PEEL PLANNING AND GROWTH MANAGEMENT COMMITTEE**

### **Mandate:**

The mandate of the Region of Peel Planning and Growth Management Committee (the Committee) is to provide strategic guidance for official plan policy and managing growth. This is to be done in consideration of the need for infrastructure based on the Region's distribution of population and jobs, while ensuring the Region's long-term financial sustainability. The Committee will review and make recommendations to Regional Council on the Region's long-term community vision and initiatives, key land use planning matters, growth management issues, planning and servicing policies, and consider population and employment distribution in the Region.

### **Membership:**

The Committee will be comprised of up to ten members of including the:

- Regional Chair as an ex-officio member
- Chair and Vice-Chair of the Planning and Growth Management section of Regional Council
- Three members from each local municipality (to include the Chair and Vice-Chair of the Planning Committees).

It is recommended that the Committee membership include at least one member from each local municipality; ideally, a Councillor who holds the position of Chair or Vice-Chair of the local municipal Planning Committee. In the event the Chair or Vice-Chair is a local Councillor, the local municipal Council could pass a resolution requesting that the local Councillor be appointed to the Region of Peel Planning and Growth Management Committee.

### **Roles and Responsibilities of Members:**

The Committee is tasked with reviewing key Regional planning policy, development and growth management matters to help inform and provide recommendations on Council's decisions on such matters. This review will include:

- Background information, draft policies and mapping on the Region's Official Plan Review and Municipal Comprehensive Review to plan for growth,
- Privately or publicly initiated Regional Official Plan Amendments,
- Regional review of local municipal Official Plan Amendments,
- Growth management related matters, and
- Regional input on Provincial planning and growth management matters.

The Committee will receive advice and input from the Region of Peel Planning Advisory Committee.

### **Committee Chair and Vice-Chair:**

The Chair and Vice-Chair of the Planning and Growth Management Section of Regional Council shall serve as the Chair and Vice-Chair of the Region of Peel Planning and Growth Committee.

## Appendix I

### Establishing a Region of Peel Planning and Growth Management Committee

The Vice-Chair may act in the capacity of Chair and exercise all the rights, powers and authorities of the Chair when the Chair is absent through illness or otherwise, or is absent from the office in course of his or her duties, or on vacation or on an approved leave.

#### **Quorum:**

Quorum will consist of the majority of the total number of members on the Committee.

#### **Reporting Structure:**

The Committee will report to Regional Council through the Planning and Growth Management section. The minutes of each Committee meeting will be placed on the next available Regional Council Agenda for approval.

#### **Term of Appointment:**

Chairs and Vice-Chairs of sections of Regional Council are appointed for 24-month terms; members of the Committee will be appointed in conjunction with the election of Chairs and Vice-Chairs of sections of Regional Council.

#### **Frequency of Meetings:**

The Committee will meet four to six times per year, as required. Meetings may also be held at the call of the Committee Chair.

By notifying the Regional Clerk (either orally or in writing) before the commencement of a meeting, a Council member of a committee may designate another Council member to attend such a committee meeting in his or her absence and the member so designated shall be deemed to be a member of such committee for the designated meeting and may vote at the meeting provided that the member making the designation remains absent from the meeting.

Only members appointed to a committee and members designated by absent Council or committee members are entitled to vote on motions under consideration by that committee, unless otherwise provided for in the Committee's Terms of Reference.

#### **In-Camera**

The Committee reserves the right to go In Camera for matters that meet the requirements as outlined in the Procedure By-law.

#### **Staff Resources:**

The Committee will be supported by staff from the Office of the Regional Clerk and the Public Works' Regional Planning and Growth Management Division.



Appendix II  
Establishing a Region of Peel Planning and Growth Management Committee

SUMMARY OF OTHER REGIONS’ PLANNING COMMITTEE STRUCTURE

	DURHAM	HALTON	NIAGARA	WATERLOO	YORK
Committee Type / Name	Committee of the Whole and Standing Committees / Planning and Economic Development Committee  When there is a matter that affects more than one Standing Committee, the Committee of the Whole will meet. The Committee of the Whole is one committee that includes all Durham Regional Council members and the Regional Chair.	Regional Council / Planning and Economic Development Section	Committee of the Whole and Standing Committee / Planning and Economic Development Committee	Standing Committee / Planning and Works Committee	Committee of the Whole / Planning and Economic Development Section
Mandate	Not specified in the Procedure By-law.	All planning matters and all Council business goes directly to Council.	The Planning and Economic Development standing committee oversees: <ul style="list-style-type: none"><li>• Development applications and analysis</li><li>• Land use planning</li><li>• Infrastructure and development engineering</li><li>• <i>Economic Development</i></li><li>• Business development and expedited services</li><li>• Trade and investment</li><li>• Economic development to support to local area municipalities</li></ul>	<p>The Planning and Works Committee is responsible for reviewing and reporting on all matters relating to planning issues and public works operated by the Region and other functions related to the Region's facilities, including:</p> <ul style="list-style-type: none"><li>• The Region of Waterloo International Airport</li><li>• Roads, transit and traffic, rapid transit</li><li>• Water supply, wastewater treatment</li><li>• Residential waste management, industrial waste management</li><li>• Planning issues such as the Regional Official Plan, transportation planning, planning and development matters and recommends approval of municipal official plans</li></ul> <p>Council may consider any matter without referring it to a Standing Committee or may refer it to one or more Committees or refer it to the Committee of the Whole Council and may withdraw a matter from a Committee whether or not the Committee has entered into consideration.</p>	<p>The Committee of the Whole review specific matters with a mandate set by Council and the agendas are divided based on subject matter, which includes:</p> <ul style="list-style-type: none"><li>• Transportation Services</li><li>• Environmental Services</li><li>• Community and Health Services</li><li>• Planning and Economic Development</li><li>• Finance and Administration</li></ul> <p>The Committee of the Whole shall make its recommendations to Council with regard to each report that it considers.</p>

Appendix II  
Establishing a Region of Peel Planning and Growth Management Committee

SUMMARY OF OTHER REGIONS' PLANNING COMMITTEE STRUCTURE

	DURHAM	HALTON	NIAGARA	WATERLOO	YORK
Terms of Reference	Procedure By-law 44-2018, as amended	Procedure By-law-90-19, as amended	Procedure By-law 120-2010, as amended	Procedure By-law 00-031	Procedure By-law 2018-59, as amended
Term of Appointment	Two-year term	Term of Council	Term of Council	Term of Council	Committee of the Whole (Term of Council or for the term set out in such appointment, and, until their successors are appointed, unless otherwise provided by law.)
Presiding Officer	Committee Chair or in his/her absence the Committee Vice-Chair	Regional Chair	Regional Chair	Committee Chair	The Regional Chair shall open each meeting and preside over presentations, deputations and any closed session portion of the meeting.  Each section of the Committee of the Whole shall be chaired by the Chair of the section.  The Vice Chair shall chair the pertinent Committee of the Whole section in the absence of the Chair of the section.  The Regional Chair is not eligible to be Chair or Vice Chair of a section.
Chair and Vice-Chair Appointment	<ul style="list-style-type: none"><li>Committee Chairs – Appointed by Regional Council</li><li>Committee Vice-Chairs – Appointed by the members of the Committee.</li></ul>	Section Chair and Vice-Chair appointed by Regional Council	The Co-Chairs/Chair and Vice Chair of each Standing Committee shall be selected by its members.  The term of the Co-Chairs/Chair and Vice Chair shall be for two (2) years.	Each Committee at its first meeting in the new term of Council will elect a Committee Chair and Vice-Chair from amongst its members	Each section of the Committee of the Whole shall be chaired by the Member appointed by Council as the Chair of the section  The Vice Chair, appointed by Council, shall chair the pertinent Committee of the Whole section in the absence of the Chair of the section
Membership Composition	Each Standing Committee is made up of seven Regional Council members. The Regional Chair is an ex-officio member and shall be entitled to vote at such meetings	All Members of Council	All Members of Council (Appointments to Standing Committees and other committees/advisory groups/ boards at Inaugural meeting)	The number of members appointed to the Standing Committees of Council will be constituted by resolution	All members of Council.

Appendix II  
Establishing a Region of Peel Planning and Growth Management Committee

SUMMARY OF OTHER REGIONS' PLANNING COMMITTEE STRUCTURE

	DURHAM	HALTON	NIAGARA	WATERLOO	YORK
Frequency of Meetings	<ul style="list-style-type: none"><li>Each Standing Committee meets monthly.</li><li>Special Standing Committee meetings may be held at the call of the Committee Chair</li><li>No meetings held in the months of July or August or during the week of March Break</li></ul>	<ul style="list-style-type: none"><li>Regional Council meets on a monthly cycle. The meeting schedules for other committees vary depending on their individual requirements.</li></ul>	<p>Standing Committee's meet the week prior to the Regional Council meeting.</p> <p>Regional Council meetings meet monthly.</p>	<p>The Planning and Works Committee meets every second Tuesday of each month.</p>	<p>Committee of the Whole holds two meetings per month, except:</p> <ul style="list-style-type: none"><li>When otherwise directed by resolution of Council</li><li>At the call of the Regional Chair upon a minimum of 48 hours notice</li></ul>
Quorum	<p>Majority of the total members excluding the Regional Chair, however, the Regional Chair can be counted to form a quorum.</p>	<p>Council Meeting shall be a Majority of the Members of Council, together representing at least three (3) local municipalities. The Regional Chair is not included in the determination of local representation.</p>	<p>A majority of Members representing at least one-half of the Area Municipalities is necessary to form a quorum of Council and Committee of the Whole.</p>	<p>Majority of the voting members of the Committee as appointed by Regional Council and the Regional Chair, if present, is a member to be included in determining the quorum.</p>	<p>Eleven members, including the Regional Chair</p>
Staff Resources	<p>The Clerk or an employee of the Regional Corporation designated by the Clerk shall be the Recording Secretary of each committee.</p>	<p>Clerk of the Region or their designate</p>	<p>The Clerk and shall include a "Deputy Clerk" and any other employee of the Region to whom the Clerk has delegated any of the Clerk's powers and duties.</p>	<p>The Clerk of the Council or an employee of the Regional Corporation designated by the Clerk, will be the Secretary of the Committee</p>	<p>Clerk of the Region or their designate</p>
Planning related Advisory Committee(s):	<ul style="list-style-type: none"><li>Durham Active Transportation Committee</li><li>Durham Agricultural Advisory Committee</li><li>Durham Environmental Advisory Committee</li></ul>	<ul style="list-style-type: none"><li>Development Charges Advisory Committee</li><li>Halton Agricultural Advisory Committee</li><li>Halton Developers Liaison Committee</li></ul>	<p>Planning Advisory Committee</p>	<ul style="list-style-type: none"><li>Ecological and Environmental Advisory Committee</li><li>Heritage Planning Advisory Committee</li></ul>	<p>Planning Advisory Committee</p>

**Corporate  
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Please note that the first meeting of the Committee will be held virtually (WebEx) on **Thursday, February 18, 2021, 3:00 p.m. to 5:00 p.m.** Future Committee dates are as follows:

- Thursday, April 29, 9:30 am to 11:30 am
- Thursday, June 3, 9:30 am to 11:30 am (alternate date of June 17, 3:00 pm to 5:00 pm)
- Thursday, September 2, 9:30 am to 11:30 am
- Thursday, October 21, 1:00 pm to 3:00 pm
- Thursday, November 4, 11:00 am to 1:00 pm

Agendas will be distributed a week before the Region of Peel Planning and Growth Management Committee meeting.

A copy of the subject report, which includes the Committee Terms of Reference, is provided for your information.

Regards,

Aretha Adams  
Deputy Regional Clerk and  
Acting Director of Clerk's

Copy: Kathryn Lockyer, Interim, Commissioner of Corporate Services  
Andrea Warren, Interim Commissioner of Public Works  
Adrian Smith, Interim Chief Planner and Director of Regional Planning and Growth Division