



Staff Report for Committee of the Whole Meeting

Date of Meeting: December 4, 2019

Report Number: SRPRS.19.181

Department: Planning and Regulatory Services

Division: Policy Planning

Subject: Official Plan Update Committee Terms of Reference

Purpose:

The purpose of this report is to seek Council's approval of a Terms of Reference for a new Committee of Council related to the Update of the City's Official Plan.

Recommendation(s):

- a) That Council receive staff report SRPRS.19.181.
- b) That the composition of the Committee shall be:
 - i. The Mayor and 4 Councillors, as appointed by Council; or
 - ii. All members of Council.
- c) That Council approve the Terms of Reference provided in Attachment 1 of Staff Report SRPRS.19.181 in relation to a new Committee of Council.
- d) That, should Council select option (b)(i) above, Council appoint its members for this Committee at the December 18th meeting of Council.

Contact Person:

Sybelle von Kursell, Manager, Planning Policy, telephone number 905-771-2472

Report Approval:

Submitted by: Kelvin Kwan, Commissioner of Planning and Regulatory Services

Approved by: Neil Garbe, City Manager

All reports are electronically reviewed and/or approved by the Division Director, Treasurer (as required), City Solicitor (as required), Commissioner and City Manager. Details of the reports approval are attached.

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Background:

At the November 20, 2019 meeting of Council, Council approved all recommendations provided in staff report SRPRS.19.053 in support of the City initiating the process to update its Official Plan. Staff noted a number of immediate actions that need to be undertaken in order to complete the update of the Official Plan in a comprehensive and collaborative manner. One of these actions is:

1. **Establish a Council Task Force** to permit staff-Council discussions regarding the progress and strategic directions of the Official Plan update. Within a Task Force forum, staff and Council are able to have dedicated time set aside for the Official Plan update. Additionally, this forum lends itself well for discussion between staff and council to collaborate with and seek clarification from each other.

In order to establish a committee of Council, the City's Procedural by-law requires that a terms of reference be prepared and that Council appoint members to the committee. On that basis, staff have drafted a terms of reference for Council's consideration and approval (see Attachment 1). As noted in the Terms of Reference, the purpose of the Committee shall be to advise on the update of the Official Plan and related projects, provide guidance to staff, and make recommendations to Council on matters relating to the update of the Official Plan for the City of Richmond Hill. The Terms of Reference also outlines the mandate of the committee and specific tasks expected of members of the committee. Furthermore, it clarifies that all Committee meetings are open to the public who will be able to make deputations.

Financial/Staffing/Other Implications:

There are no financial or staffing implications.

Relationship to the Strategic Plan:

Establishing a committee of Council specifically speaks to the City's mandate of having Council and staff to work together for our community. Having a committee of Council where there is a greater opportunity for staff and Council to have dedicated time to discuss the Official Plan update supports Goal 1 of the Strategic Plan "Stronger Connections in Richmond Hill." Through open dialogue, staff and Council will be able to gain a shared understanding of issues, opportunities, vulnerabilities and barriers facing people who live and work in Richmond Hill, and consider how changes in the Official Plan can address those matters.

Attachments:

The following attached documents may include scanned images of appendixes, maps and photographs. If you require an alternative format please call the contact person listed in this document.

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- Attachment 1: Official Plan Update Committee Terms of Reference

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Report Approval Details

Document Title:	SRPRS.19.181 Offical Plan Update Committee Terms of Reference.docx
Attachments:	- SRPRS.19.181_Attachment1_OPUC_Terms of Reference.docx
Final Approval Date:	Nov 25, 2019

This report and all of its attachments were approved and signed as outlined below:

Patrick Lee - Nov 25, 2019 - 2:37 PM

Kelvin Kwan - Nov 25, 2019 - 4:18 PM

Neil Garbe - Nov 25, 2019 - 4:24 PM