
Subject: Recommended Membership for Planning Advisory Committee

Report to: Planning and Economic Development Committee

Report date: Wednesday, April 25, 2018

Recommendations

That the recommendation contained in Confidential Appendix 1 to Report PDS 19-2018 **BE APPROVED** confirming the citizen appointments to the Planning Advisory Committee.

Key Facts

- The purpose of this report is to seek Council's approval to appoint citizen members to the Planning Advisory Committee (PAC).
- Council approved Report PDS 19-2017 which provided for the establishment of a PAC.
- Advertising for members of the PAC was done in conjunction with Communications and included in local newspapers, on the Niagara Region's website and on social media.
- A structured process was used to select members for appointment to the PAC.
- The recommended members provide expertise in areas such as agriculture, environment, urban growth management, servicing and smart cities areas and can provide quality input in to the development of the new Official Plan.

Confidential Matter

Personal information about recommended members is being made available to determine selection.

Financial Considerations

The appointment process of the PAC members utilized existing resources and did not require additional financial resources.

Analysis

The Terms of Reference for and structure of the Planning Advisory Committee (PAC) was previously approved by consideration of PDS 19-2017. The PAC is to consist of up to 8 members who can provide a level of professional expertise preferably in the areas or topics to be addressed by the Region's new Official Plan. The PAC will provide input on key findings of the Background Studies that inform the new Official Plan as well as policy development for the new Official Plan.

A request for applications for the Planning Advisory Committee (PAC) was placed in local papers and advertised through social media through Regional communications. Interested applicants were directed to an online application.

As indicated previously in Report PDS-3 2018, 86 applications were received. Report PDS 3-2018 identified a process that staff would follow in order to recommend PAC candidates to the Planning and Economic Development Committee.

Process Selection Steps

1. The Official Plan Policy Consultant and Director of Community and Long Range Planning reviewed the applications based on the information submitted and considering a balance of professional credentials/experience, the subject area of expertise, interest in the Official Plan process and knowledge expressed. Twenty applications were selected to be reviewed by an internal application review team.
2. The internal application review team was created to review the 20 short listed applications. The internal review team consisted of staff members who would be dealing with the Committee the most in the development of the new Official Plan, namely the Official Plan Policy Consultant, Director of Long Range and Community Planning, Manager of Long Range Planning, Manager of Community Planning and Associate Director Infrastructure Planning and Development Engineering.
3. The internal review team then reviewed the 20 applications and short listed to 12 for interviews considering a balance of professional credentials/experience, the subject area of expertise, interest in the Official Plan process, knowledge expressed, geographic location etc.
4. Approximately 30 minute interviews were held with each of the 12 candidates with the objective of recommending up to 8 candidates for selection. The interview focused on the contributions candidates could bring in terms of providing input in to the Official Plan. The internal review team was able to recommend eight candidates for selection to the PAC.

The 8 candidates recommended for appointment and a summary of their background is attached as Appendix 1. The area of expertise covered by the candidates will assist in reviewing important components of the Official Plan such as the environment, climate change/sustainability, and agricultural sectors as well as the urban/growth management, servicing and Smart Cities. Further, while it is impossible to have every municipality represented on the PAC with a maximum of 8 members, there is geographic diversity with representation from Port Colborne, Fort Erie, Niagara-on-the-Lake, Pelham, Niagara Falls and St. Catharines. There is also gender diversity and youth representation on the Committee.

For disclosure - two members will receive pay from a local municipality, one sits on a Committee-of-Adjustment while the other will likely be a summer student. Staff do not see these issues as conflicts given the nature of the positions.

Should a selected Committee member eventually resign from the Committee for any circumstance the Committee could either continue to function with 7 members or staff could recommend another member from the 12 interviewed.

Upon Council's endorsement of the PAC's member composition all applicants will be notified and thanked for their interest. Those applicants not selected will be placed on a stake holder consultation list so they receive updates on the Official Plan process and can provide input in public consultation or stakeholder sessions.

Alternatives Reviewed

A structured process was followed in selecting the recommended members for the PAC. The internal review team are confident the selected members will provide excellent input in to the development of the new Official Plan.

Relationship to Council Strategic Priorities

A New Regional Official Plan will assist in implementing Council's Strategic Priority of Innovation, Investment, & Entrepreneurship. The PAC will provide input on key findings of the Background Studies that inform the new Official Plan as well as policy development for the new Official Plan.

Other Pertinent Reports

PDS 19-2017: Planning Advisory Committee
PDS 3-2018: Official Plan Update

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Appendices

Confidential Appendix 1 List of Recommended Planning Advisory Committee Appointees *(Distributed under separate cover to members of Planning and Economic Development only)*