

The Corporation of the Township of Southgate

By-law Number 2025-066

being a by-law to approve the Terms of Reference for the Planning Committee and provide for its governance.

Whereas the Municipal Act, 2001, S.O 2001, c.25, as amended, provides municipalities with the authority to establish committees, define their responsibilities and enact bylaws related to the governance of such committees; and

Whereas the Council of the Corporation of Southgate has determined the need to establish a Planning Committee and corresponding Terms of Reference in accordance with the provisions of the Municipal Act.

Now therefore be it resolved that the Council of the Corporation of the Township of Southgate hereby enacts as follows:

1. **That** the Terms of Reference for the Planning Committee as attached hereto as Schedule "A", are hereby approved; and
2. **That** the Planning Committee is hereby established under the authority of Section 9 of the Municipal Act, which grants municipalities the power to establish committees and delegate responsibilities as they deem appropriate; and
3. **That** this by-law shall come into force and effect May 21, 2025.

Read a first, second and third time and finally passed this 21st day of May, 2025.

Original Signed By

Brian Milne – Mayor

Original Signed By

Lindsey Green - Clerk



1. Purpose and Mandate

The purpose and mandate of the Planning Committee is to hold public meetings, in order to obtain public input and to all information to be shared with the public for all Planning Act applications that require a public meeting to be held before Council decisions are made.

2. Authority

The Planning Committee is an advisory committee appointed by Township of Southgate Council. The Committee is to consider issues pertaining to the areas of responsibility of the Township of Southgate's Planning Department.

3. Duties and Responsibilities

The Committee is a standing committee of Council and ensures that the strategic goals of the Township are considered in decisions related to land use planning and development.

The Committee will hear and make considerations on the following matters:

- a) Land use proposals and development applications including:
 - i. Township Official Plan Amendments;
 - ii. County Official Plan Amendments;
 - iii. Zoning By-law Amendments;
 - iv. Temporary Use Permit Applications;
 - v. Decisions as Delegated through the Official Plan;
 - vi. Any other applications or land use planning matters which may be specifically referred by Council or the Planner, Director, Clerk, Chief Administrative Officer or similar position, as the case may be.

No decisions will be made at the public meeting, and the purpose of the public meeting is to receive comments for consideration only.

4. Composition

The Committee is comprised of seven (7) members, the Mayor, Deputy Mayor and five (5) Councilors.

5. Term

Members' term will be consistent with that of the Council term.

6. Quorum

A majority of members are required to be present to constitute a quorum of the Committee. If a quorum is not present at a scheduled meeting fifteen (15) minutes after the scheduled commencement time, the meeting shall stand adjourned until the date of the next regular meeting, the names of the members of the Committee will be recorded.



7. Staff Liaison

The Municipal Planning Director and Planning Coordinator, or appropriate delegate, will serve on the Committee as staff liaison. Staff from other Township Departments are to attend as necessary.

The role of staff liaison(s) includes:

- a) Providing information and professional advice;
- b) Advising on matters of procedure;
- c) Bringing such matters to the Committee's attention as are appropriate for it to consider in support of the Township of Southgate's direction; and
- d) Serving as one of the communication channels to and from Council.

8. Chair

The Mayor shall be designated as the Chair and the Deputy Mayor shall be designated the Vice Chair to preside over the meeting when the Chair is absent. In the instance that both the Mayor and Deputy Mayor are absent, the Committee shall appoint an Acting Chair to preside over the meeting.

9. Schedule of Meetings

- a) The Planning Coordinator shall prepare a schedule of Meetings on an annual basis.
- b) All Committee Meetings shall be held monthly, as determined by sufficient agenda items and will be open to the public.
- c) Meetings will be held in person in the Township Council Chambers/ and or by electronic means. If participating electronically, members of Council, staff and the public shall adhere to the Township of Southgate Electronic Participation Policy No. 86.

10. Rules of Procedure

Committee procedures shall be governed by:

- a) The Township of Southgate Procedural By-law;
- b) Statutory Powers and Procedures Act or similar legislation;
- c) The Ontario Planning Act; and
- d) Roberts Rules of Order.

11. Reporting

- a) The minutes of the Committee meeting will be published on the Township website following the meeting and published on the agenda of Council at the earliest reasonable opportunity.
- b) Information that is obtained at the Public Meeting will be summarized in the minutes and summarized in the staff reports for the respective Planning Act applications.