

## **Columbus Community Advisory Committee Terms of Reference for the Integrated Columbus Part II Planning Act and Municipal Class Environmental Assessment Act Study**

### **Background**

The City of Oshawa has initiated an Integrated Planning Act and Municipal Class Environmental Assessment Act Study (the Study) for the Columbus community, focusing on the Columbus Part II Plan Area.

Specific objectives of the Study are to:

- Advance the Planning Act component and Municipal Class Environmental Assessment component to facilitate the future development of the Columbus Planning Area;
- Advance development that is consistent with the Provincial Policy Statement and conforms to the Provincial Growth Plan for the Greater Golden Horseshoe including minimum population and job density targets;
- Advance development that is compliant with the requirements of the Municipal Class EA process;
- Emphasize sustainable development and the protection and enhancement of environmental and natural features;
- Protect the South Columbus Industrial Area along the Highway 407 East corridor for employment uses;
- Advance development of the Columbus Planning Area in conformity with the Durham Regional Official Plan and the Oshawa Official Plan; and
- Advance development that is sensitive to the historic community of Columbus.

The purpose of this Terms of Reference is to provide an understanding of the Columbus Community Advisory Committee membership, role, responsibilities and authority of members and the expected level of commitment.

### **Purpose of the Columbus Community Advisory Committee**

The Columbus Community Advisory Committee (the Committee) provides one forum for community input into the Study. The Committee will be established during Stage 1 of the Study and it will provide input throughout the Study process to assist the Project Team (City staff and the Consultant Team) in understanding community opinions, on such matters as:

- Guiding principles and a community vision;
- The preferred land use and transportation alternative for the Columbus Part II Plan Area;

- The land use policies for the Part II Plan Area; and,
- Other Study related feedback.

The Project Team consists of City Staff and the Consultant Team. The Consultant Team is led by Macaulay Shiomi Howson Ltd. (M.S.H.) and is also comprised of sub-consultants, consisting of the following: HDR, Wood, Brook McIlroy, Natural Resource Solutions, Watson & Associates Economists Ltd., Three Sixty Collective and ASI.

The Committee will be engaged on an as-needed basis and meet at a minimum of once per Stage of the Study. There are four stages of the Study, necessitating a minimum of four meetings throughout the duration of the Study.

### **Columbus Community Advisory Committee Mandate**

The City of Oshawa believes that communicating with residents, property owners, businesses and the overall community is important. The Committee will provide a forum for the positive and open exchange of information and feedback on the Study, including a forum for discussion of key opportunities, concerns and potential solutions. The Committee is not a decision-making body and will not have the authority to vote or commit City resources or direct the work of employees or the consultants.

### **Membership**

The Committee will include up to five community members. All committee members must live or own a business in the study area. Oshawa City Council will be responsible for selecting the Committee members. Once selected and approved by Council, Committee member names will be made available to the public on the Study website. However, no personal information (e.g. address, telephone or email) will be released.

Membership is voluntary and no compensation will be paid by the City to members.

Meeting attendance is very important. If a member misses two consecutive meetings, the member will be deemed to have forfeited their position on the Committee, subject to the member having the opportunity to address Council in writing regarding the absenteeism. Council will then vote on their continued participation.

### **Member Responsibilities**

Committee members will:

- Consider matters, issues or information provided by the Project Team relating to the Study process, and provide feedback as requested;
- Strive to operate in a consensus mode where participants openly discuss views and opinions and seek common ground;
- Be expected to bring forward any known views of residents and business owners and institutional uses in the community;

- Be open, transparent and receptive and be respectful to others when providing comments, advice or recommendations; and
- Be expected to serve for the full extent of the Study.

Project Team members will:

- Strive to provide accurate, understandable information to Committee members so they can contribute informed advice and opinions;
- Pass along any correspondence from the public to the Committee through the Chair;
- Strive to ensure that appropriate City employees or members of the Consultant Team, or others as necessary, are present at discussions on specific issues or components of the planning process; and
- Be open, receptive, respectful and transparent, and give careful consideration to advice and ideas received from Committee members.

### **Columbus Community Advisory Committee Chair**

The Committee will be chaired by the Lead Consultant to enable all members to participate fully in the discussion.

The Chair will plan meeting agendas, preside over meetings and coordinate activities of the Committee. The Chair will also assist the Committee to develop and approve meeting process rules and other procedures related to Committee effectiveness. The Chair will be supported by the balance of the Project Team in developing the details of the meeting protocols.

### **Timelines**

The Committee's inaugural meeting is anticipated to be held in the first quarter (Q1) of 2019 (between January 1<sup>st</sup> and March 31<sup>st</sup>). Subsequent meetings will be scheduled as appropriate with respect to the overall Study schedule, meeting at least once per stage of the Study. The Committee will serve until the completion of the Study.

### **Meeting Minutes**

Minutes of Committee meetings will be prepared by the Project Team and will be circulated to Committee members. They will describe the key conclusions and action items arising from the meetings. Committee members will have the opportunity to review the minutes and provide comments prior to their finalization.

Minutes of Committee meetings will be made available to the public on the Study website.

### **Conduct**

To preserve the integrity of the Committee and its members, the members shall govern themselves so as not to disrespect, offend or limit the ability to discharge the matters

before the Committee in an orderly and effective manner. Procedural rules which reflect this approach may be established by the Committee at its initial meeting.

Attendance at Committee meetings will generally be limited to Committee members and Project Team members, to ensure that members remain focused and not distracted. Members of the public will not be permitted to attend Committee meetings but will be able to submit correspondence to the Committee. Members of City Council may attend Committee meetings to observe.