

Terms of Reference
Community Advisory Committee on Planning
(Planning Community Advisory Committee)

Role

The role of a Community Advisory Committee is to provide recommendations, advice, and information to the Municipal Council on those specialized matters which relate to the purpose of the Community Advisory Committee.

Mandate

The Community Advisory Committee on Planning (CACP) shall serve as the City's municipal heritage committee, pursuant to Section 28 of the *Ontario Heritage Act*, RSO 1990, c O.18. As part of their decision-making process, Municipal Council shall consult with the London Planning Community Advisory Committee in accordance with the *Ontario Heritage Act*, as specified through the passing of a by-law or policy, or as set out in this mandate. The CACP shall also serve as the City's planning Community Advisory Committee, pursuant to Section 8(1) of the *Planning Act*, RSO 1990, c P.13.

The Community Advisory Committee on Planning reports to the Municipal Council, through the Planning and Environment Committee.

The role of the CACP includes the following:

- to advise Municipal Council within its capacity as the City's municipal heritage committee;
- to recommend and to comment on appropriate policies for the conservation of cultural heritage resources within the City of London, including Official Plan policies;
- to recommend and to comment on the protection of cultural heritage resources within the City of London, such as designation under the *Ontario Heritage Act*;
- to recommend and to comment on the utilization, acquisition and management of cultural heritage resources within the City of London, including those that are municipally owned;
- to recommend and to comment on cultural heritage matters, agricultural and rural issues;
- to recommend and comment on various planning and development applications and/or proposals;
- to review and to comment on the preparation, development, and implementation of any plans as may be identified or undertaken by the City of London or its departments where and when cultural heritage, rural and/or agricultural issues may be applicable;
- to advise Municipal Council and comment on legislation, programs, and funding that may impact the community's cultural heritage resources and rural issues; and
- to assist in developing and maintaining up-to-date information on cultural heritage resources, and to assist in the identification, evaluation, conservation, and management of those resources on an ongoing basis through the review of documents prepared by the Civic Administration and/or local community groups.

Composition

Voting Members

The London Planning Community Advisory Committee shall consist of a minimum of five members to a maximum of eleven members, including one youth representative (aged 15-24). Appointments to the London Planning Community Advisory Committee may include the following:

- Three members-at-large;
- Where possible, appointments to CACP may include a representative of the following broad sectors or spheres of interest:
 - Built Heritage (Architectural Conservancy Ontario London);
 - Local History (London & Middlesex Historical Society);
 - Archaeology/Anthropology (Ontario Archaeological Society, London Chapter);
 - Natural Heritage (Nature London);
 - Movable Heritage – Archives, (Archives Association of Ontario);
 - Movable Heritage – Museums & Galleries;
 - Neighbourhood Organizations;
 - Development Community (London Home Builders Association/London Development Institute);
 - London and area Planning Consultants;
 - Representative of the Indigenous Population;
 - Agricultural organizations; and
 - London Society of Architects.

Non-Voting Resource Group

The Community Advisory Committee may engage resource members from applicable organizations or sectors as may be deemed necessary.

Sub-committees and Working Groups

The London Planning Community Advisory Committee may form sub-committees and working groups as may be necessary to address specific issues; it being noted that the City Clerk's office does not provide support resources to these sub-committees or groups. These sub-committees and working groups shall draw upon members from the CACP and may include outside resource members as deemed necessary. The Chair of a sub-committee and/or working group shall be a voting member of the CACP.

Term of Office

Appointments to Community Advisory Committees shall be determined by the Municipal Council.

Conduct

The conduct of Community Advisory Committee members shall be in keeping with Council Policy and the Respectful Workplace Policy.

Meetings

Meetings shall be once monthly at a date and time set by the City Clerk in consultation with the London Planning Community Advisory Committee. Length of meetings shall vary depending on the agenda. Meetings of sub-committees and/or working groups that have been formed by the CACP may meet at any time and at any location and are in addition to the regular meetings of the CACP.