

## Report to Strategic Priorities and Policy Committee

**To:** Chair and Members  
Strategic Priorities and Policy Committee  
**From:** Michael Schulthess, City Clerk  
**Subject:** Community Advisory Committee on Planning (CACP)  
Terms of Reference  
**Meeting on:** February 6, 2024

### Recommendation

That, on the recommendation of the City Clerk, the following actions be taken:

- a) the report entitled Community Advisory Committee on Planning (CACP) Terms of Reference **BE RECEIVED** for information; and,
- b) the Terms of Reference for the Community Advisory Committee on Planning (CACP) **BE APPROVED** as attached to the staff report as Appendix "A".

### Executive Summary

The existing Terms of Reference for the Community Advisory Committee on Planning (CACP) have been updated by incorporating urban design, aligning with Municipal Council's direction on October 17, 2023. This updated draft is presented in this report for the Council's consideration.

### Linkage to the Corporate Strategic Plan

Municipal Council recognizes the importance of accountability and trust in the City of London 2023 – 2027 Strategic Plan. Specifically, as a Well-Run City, the City of London is committed to ensuring people have trust and confidence in their municipal government.

### Previous Reports

None.

### Discussion

#### 1.0 Council Resolution

The Municipal Council, at its meeting held on October 17, 2023 passed the following resolution:

"That, the following actions be taken with respect to the Urban Design Peer Review Panel:

- a) that Civic Administration BE DIRECTED to take the necessary steps to provide for the immediate dissolution of the Urban Design Peer Review Panel;
- b) that Civic Administration BE DIRECTED to bring the Terms of Reference for the Community Advisory Committee on Planning (CACP) back to a future Strategic Priorities and Policy Committee meeting for consideration of the inclusion of urban design; and
- c) that Civic Administration BE DIRECTED to provide an information report that addresses the matter of the Urban Design Awards and any other matters relevant to the dissolution of the Urban Design Peer Review Panel;

it being noted that the Planning and Environment Committee received the following communications with respect to these matters:



## Appendix “A” – Terms of Reference Community Advisory Committee on Planning

### Terms of Reference Community Advisory Committee on Planning

#### 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 Community Advisory Committee on Planning (CACP) 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 CACP 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, urban design, agricultural and rural issues;
- to recommend and comment on various planning and development applications and/or proposals;
- to recommend and to comment on urban design policy to ensure that buildings and public spaces demonstrate a high level of design, that fit well within their context to contribute to the policies of the city;
- 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, urban design, 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 as well as urban design 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 CACP shall consist of a minimum of five members to a maximum of fifteen members. Appointments to the CACP may include the following:

- Three members-at-large;
- One representative from a Youth-Oriented Organization (i.e. ACO NextGen); and,
- 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;
  - London Society of Architects; and,
  - A member of Ontario Association of Landscape Architects.

Should it not be possible to represent a sector or sphere of interest on CACP, after consultation with other organizations in the respective sector, member-at-large appointments may increase.

### **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 CACP 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 CACP. 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.