



Environmental Advisory Committee (EAC) Planning Working Group Terms of Reference

Mandate

The Working Group has two mandates:

1. To investigate, assess and report to the EAC regarding major developments for which planning applications have been filed where the community, staff or councillors anticipate significant potential risks within natural areas of land or water. This would include considerations driven by the principles in the Natural Heritage chapter of the County Official plan as well as provincial and federal concerns.
2. To ensure the Official Plan, secondary plans, and By-Laws are put through an environmental lens to identify and quantify environmental risks, reduce potential ecological costs to the County, and reduce costs to developers from earlier identification.

Goals and Purpose

The goals and purpose of the EAC Planning Working Group are to:

1. Identify potential harms or dangers to the environment in planning applications.
2. Propose mitigation measures and sustainable land use planning solutions.
3. Recommend methods to encourage adaptation to climate change in proposals.
4. Provide comments for or against planning applications and files.
5. Provide an early forum for consultation with proponents and interested groups.
6. Promote climate change mitigation and adoption of mitigation solutions.

Membership

1. One (1) to five (5) EAC members as long as it does not constitute a quorum of the Committee. The Chair of the Working Group will be a member of the EAC.
2. Other technical experts.

Roles

1. Liaise with planning staff from the County to understand the County's planning process and goals.
2. Provide comments on behalf of the Committee to the planning department.
3. Liaise with external providers and academic advisors.
4. Members will actively participate and provide support and expertise.
5. Members will adopt a participatory, inclusive, and collaborative approach.
6. Members will liaise with the Committee. The Working Group will serve as voting members and count towards quorum for Working Group meetings.
7. Provide a representative to attend selected planning pre-consultation meetings with proponents of a development.

Responsibilities of the Working Group

1. It is the responsibility of all appointed members to comply and work with County procedures, By-Laws, and Provincial legislation, with guidance of staff.

This includes abiding by:

- a. Council's Code of Conduct
 - b. *Ontario Heritage Act*
 - c. County Accountability and Transparency Policy
 - d. County Procedural By-Law
 - e. Other applicable County By-Laws and policies
 - f. *Municipal Act*
 - g. *Planning Act*
 - h. *Municipal Freedom of Information and Protection of Privacy Act*
 - i. *Municipal Conflict of Interest Act*
2. The Working Group will make recommendations to the Prince Edward County Environmental Advisory Committee.

3. Provide a succinct update of each meeting that is held. This may include subject matter, discussion points, recommendations, and any comments provided to the Planning Department on behalf of the Committee. This update will be included in the EAC's next Agenda and published on the County's website.

Term

The term of the Working Group will coincide with the Committee term.

Staff Support

Staff support and resources may be provided to the Working Group with the approval of the Chief Administrative Officer (CAO).

Reporting Relationship to Council

The Working Group will act as a resource to the Committee and does not have any delegated authority. Recommendations for implementation will be provided to the Committee and then to Council via a staff report.

Finances

No member shall receive remuneration for services. A member is entitled to reimbursement for any reasonable out-of-pocket expenses that have been pre-approved by the CAO or Council.

Meetings

The Working Group shall meet as required. Should a public meeting be required, staff will provide support, on direction from the CAO.