

# Planning, Transportation and Economic Development Advisory Committee Terms of Reference

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## Purpose

The purpose of the Planning, Transportation and Economic Development Advisory Committee is to advise Council and recommend policies that integrate land use, transportation, and economic development, balance social, environmental, and business elements, and promote sustainability, and smart growth.

## Mandate

The Planning, Transportation and Economic Development Advisory Committee will, consistent with the purpose described above, undertake the following:

- Develop and recommend policies to Council and respond to Council requests for advice and information.
- Provide advice to Council on projects, policies or bylaws under consideration by staff or Council, and on additional topics of interest to committee members that fall within the subject area of the committee.
- Review and provide feedback on the Strategic Plan.
- Provide a community perspective on promoting development policies linking land use, transportation, and economic development while encouraging an aesthetic and safe urban landscape.
- Foster public awareness, recognition and support for optimizing the use of the urban land base according to sustainability principles while recognizing the urban containment boundary role in preserving Saanich's rural character.
- Review and comment to Municipal staff on local and regional land use and economic development plans, initiatives, and studies, major bylaw reviews, development permit guidelines, engineering road standards, long-range road system and traffic planning, area wide traffic calming projects, and parks master planning.

Any initiatives proposed by the committee that has resource implications, including staff time, would have to be approved by Council.

## Meetings

The Committee will meet a minimum of four times per year in accordance with its regular schedule of meetings established annually at the first meeting of the year. No meetings are held during the summer and winter breaks (July, August and December). Special meetings may be held at the call of the Chair. The meeting rules and procedures will be in accordance with the Council Procedure Bylaw.

## Membership

To the extent possible, Advisory Committees will have a diverse membership with respect to gender, age and cultural-ethnic background.

The Committee will consist of eleven (11) members qualified in a discipline relevant to the committee mandate or with a perspective necessary for fulsome consideration of the associated topic, including:

- One member of Council to serve as Chair, appointed by the Mayor; and,
- Ten (10) community representatives appointed by the Council, of which one may be a non-resident land and/or business owner and including one youth voting member described as 16-24 years of age.

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Members may serve a maximum of seven years on an Advisory Committee, consisting of a one-year term followed by a potential for three, two-year terms. Members who wish to be re-appointed after the completion of a term must re-apply and provide the application and their resume for Council's consideration.

## **Staff Support**

The Planning Department will be the primary contact and together with the Parks Division will provide the required professional support. The Legislative Division will provide secretarial and administrative support.

## **Review of Terms of Reference**

These Terms of Reference will be reviewed during the committee's first meeting each term.