



# Corporate Report

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**DATE:** January 27, 2009

**TO:** Chair and Members of Planning and Development Committee  
Meeting Date: February 17, 2009

**FROM:** Edward R. Sajecki  
Commissioner of Planning and Building

**SUBJECT:** **Lakeview and Port Credit Local Advisory Panels – Terms of Reference**

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**RECOMMENDATION:**

1. That the report titled "*Lakeview and Port Credit Local Advisory Panels – Terms of Reference*", dated January 27, 2009 from the Commissioner of Planning and Building, be received for information.
2. That the Planning and Building Department proceed with the selection of panel members for the Lakeview and Port Credit Local Advisory Panels, in accordance with the Terms of Reference contained in the report titled, "*Lakeview and Port Credit Local Advisory Panels – Terms of Reference*" dated January 27, 2009 from the Commissioner of Planning and Building.

**BACKGROUND:** **Lakeview and Port Credit District Policies Review and Public Engagement Process – Directions Report**

In November 2007, the City initiated the District Policies Review and Public Engagement Process for Lakeview and Port Credit.

The goal of the process was to engage the community in creating practical and realistic visions for the future of Lakeview and Port

Credit. In addition, the process was intended to obtain public policy recommendations which staff would consider when drafting the district policies. The public engagement process included a kick-off meeting, visioning sessions, place-making sessions, youth engagement and a community open house.

The public engagement process culminated in the preparation of the *“Lakeview and Port Credit District Policies Review and Public Engagement Process – Directions Report”*. The report included a vision for each area based on themes, as well as a summary of community input and public policy recommendations.

A staff report was presented to the Planning and Development Committee on November 17, 2008. The following recommendations were approved at the meeting (PDC-0081-2008):

- “1. That the report titled *“Lakeview and Port Credit District Policies Review and Public Engagement Process – Directions Report”*, dated October 28, 2008 from the Commissioner of Planning and Building, be received for information.
2. That staff review and prepare revised Lakeview and Port Credit District Policies with consideration of the Public Policy Recommendations and the Other Considerations outlined in the report titled, *“Lakeview and Port Credit District Policies Review and Public Engagement Process – Directions Report”* dated October, 2008, from Brook McIlroy Inc./PACE Architects, MSAi Architects and Poulos and Chung Transportation Engineers.
3. That staff be directed to set up a Local Advisory Panel in each of the Lakeview and Port Credit areas, to facilitate discussion and input on City studies that have impact on the local community. Staff will prepare terms of reference to outline the advisory panel mandate, responsibilities, membership selection process, and panel procedures.
4. That the letter dated November 14, 2008 from Stephen Diamond, President of Diamondcorp, providing comments with respect to the Lakeview and Port Credit District Policies Review and Public Engagement Process – Directions Report, be received for information.”

On November 26, 2008, City Council adopted the recommendations of the Planning and Development Committee (0286-2008).

**COMMENTS:****Local Advisory Panel – Terms of Reference**

The Planning and Development Committee recommendation #3 directed staff to set up a Local Advisory Panel in each of the Lakeview and Port Credit areas in order to facilitate discussion and input on the Lakeview and Port Credit Area Plans<sup>1</sup>.

In order to implement this recommendation, Terms of Reference were prepared and reviewed by staff for the Lakeview Local Advisory Panel (Appendix 1) and the Port Credit Local Advisory Panel (Appendix 2). The Terms of Reference describe the purpose, mandate, scope, membership, selection process, operation, and meeting procedure of the Local Advisory Panel (“Advisory Panel”).

The purpose of the Advisory Panel is to provide an independent advisory body to staff preparing the Lakeview and Port Credit Area Plans. The mandate of the Advisory Panel is to:

- Advise and assist in providing input into the proposed policies or guidelines for the area;
- Work co-operatively in facilitating discussion and input to City staff for consideration in the decision-making process; and,
- Enhance the public engagement process.

The Advisory Panel will be comprised of seven to ten (7 – 10) members with representation from the community-at-large, including members of various ratepayers’ associations, local businesses, Business Improvement Associations or property owners, members of the local residential community, and special interest groups. Other guests will be invited to attend such as Charles Sousa, MPP for Mississauga South, Provincial staff and senior staff at the City of Mississauga.

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<sup>1</sup> The Lakeview and Port Credit Area Plans are land use studies to develop Official Plan policies for the Lakeview and Port Credit communities.

It is not within the scope of the Advisory Panel to approve or refuse projects or make policy decisions. The Advisory Panel is intended to enrich and not replace the public engagement process for various City initiated studies.

**FINANCIAL IMPACT:** The financial impact of the Advisory Panels includes minor expenses associated with advertising for Advisory Panel members, facility rentals for holding meetings, and staff overtime associated with attending meetings will be incurred.

**CONCLUSION:** The establishment of Advisory Panels to assist in the development of Official Plan Policies for communities is a new concept and the Terms of Reference may require some modifications as the work program progresses. However, it is expected that the Advisory Panels will contribute positively to the public engagement process for the Area Plan studies and in the preparation of Official Plan policies for local communities.

**ATTACHMENTS:** APPENDIX 1: Lakeview Local Advisory Panel - Terms of Reference  
APPENDIX 2: Port Credit Local Advisory Panel - Terms of Reference

*Original Signed By:*

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Edward R. Sajecki  
Commissioner of Planning and Building

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