

Halton Developers' Liaison Committee

2022-2026 Terms of Reference

1. Council Mandate
 - 1.1 The Halton Developers' Liaison Committee has been established by Regional Council in accordance with these adopted Terms of Reference.
2. Goal, Scope and Purpose
 - 2.1 The goal of the HDLC is to discuss issues of mutual concern related to land development matters in Halton Region, including considering possible solutions around alternatives when presented.
 - 2.2 This Liaison Committee is not an Advisory Committee of Regional Council, although minutes from the Committee will be made available to Regional Council through circulations. While not an Advisory Committee, HDLC is expected to follow the Code of Conduct for Advisory Committees.
 - 2.3 The Chair and the Committee as a whole will strive to reach consensus on advice and perspectives related to the Committee's mandate. Some voting options are provided as detailed within these Terms of Reference.
 - 2.4 The purposes of the HDLC are to provide feedback and receive and/or share information related to matters of land development, including, but not limited to:
 - a) the implementation, review and monitoring of Regional requirements with respect to land development;
 - b) the rollout, take-up, and monitoring of the Region's Allocation Programs and related means to finance growth-related infrastructure;
 - c) Halton programs and initiatives that could have an impact on general land development-related matters;
 - d) change management surrounding Regional programs and initiatives and service delivery related to development review; and
 - g) the work plan for the Committee for each year and the preparation of a report to Regional Council on its activities at the end of term.

3. Committee Dissolution

- 3.1 When the stated Committee goal, scope and purpose, as established by Regional Council and outlined in Section 2 of these Terms of Reference, have been achieved, Staff shall initiate a process of review, consulting with Committee members and referring to Committee annual reports, meeting minutes, records and any other relevant Committee documents.
- 3.2 If dissolution is appropriate, Staff will forward a report recommending dissolution of the Committee to Regional Council for approval.

4. Definitions

“Clerk’s Staff” shall mean the Regional Clerk or other member of the Office of the Regional Clerk assigned to work with the Committee.

“Committee” shall mean the Halton Developers’ Liaison Committee.

“Committee Members” shall mean members appointed to the Halton Developers’ Liaison Committee, pursuant to these Terms of Reference and the Regional Procedural By-Law.

“Conservation Authorities” shall mean Conservation Halton, Credit Valley Conservation Authority, and Grand River Conservation Authorities.

“Delegate” shall mean any person, group of persons, firm or organization that is neither a Committee Member nor a member of Regional Council or Staff, wishing to address the Committee, and “Delegation” shall refer to the presentation of same.

“Local Municipalities” shall mean the City of Burlington, the Town of Halton Hills, the Town of Milton, and the Town of Oakville.

“Majority” shall mean a number greater than half of the total.

“Region” shall mean The Regional Municipality of Halton.

“Regional Council” shall mean the Council of the Region.

“Regional Procedural By-Law” shall mean the Region’s By-law No. 90-19 as amended or replaced from time to time, being a by-law to govern the calling, place and proceedings of Regional Council and its committees and the conduct of its members.

“Staff” shall mean employees of the Region.

“Staff Liaison” shall mean an employee of the Region assigned to work with the Committee in an advisory capacity.

5. Composition

- 5.1 The Committee shall be comprised of a maximum of 21 Members, consisting of the following members:
- a) Up to 11 private sector development professionals, appointed by Regional Council and ideally with the following balanced representation:
 - i) 1 real estate professional;
 - ii) 2 land use planning professionals;
 - iii) 2 engineering professionals;
 - iv) 2 construction professionals; and
 - v) 4 general land development professionals.
 - b) Generally 5 senior Regional staff representatives responsible for:
 - i) Development Application Review;
 - ii) Infrastructure Planning and Delivery;
 - iii) Development Infrastructure Financing; and
 - iv) Development Engineering.
 - c) 4 members of Council, comprised of 1 Councillor from each Local Municipality, appointed by Regional Council; and
 - d) The Regional Chair.
- 5.2 Wherever possible and where appropriate, a balanced representation of individuals to reflect experiences from all Local Municipalities is preferred.
- 5.3 The Staff Liaison shall maintain a mailing list that can include any member of the public for electronic circulation of agendas, minutes, and presentations by the Clerks Department.
- 5.4 Notwithstanding Section 5.1(c) above, Council may appoint additional members of Regional Council to the Committee as members. All members of Council are invited to attend either Committee or Sub-committee meetings.
- 5.5 Staff from the Conservation Authorities and Local Municipalities are not members of the Committee, but are invited and encouraged to attend and participate in Committee meetings to ensure collaborative efforts in advancing improvements in service delivery.

5.6 Project-driven sub-committees may be established as required by the Chair, in consideration of the advice of the Committee, to provide a defined forum for feedback into major Regional projects and initiatives.

5.7 Sub-committees shall use the same rules as those for the Committee.

5.8 Members of a sub-committee shall only be selected from the Committee to a maximum of 8 total members, exclusive of members of Council and the Regional Chair.

6. Selection of Members

6.1 Vacancies on the Committee for positions that are not staff appointments or Members of Regional Council shall be advertised to the public at the beginning of the Committee term and during the term as needed.

6.2 All Committee Members that are to be appointed by Regional Council shall be selected by the Interview Committee in accordance with the Regional Procedural By-Law.

6.3 Regional Council may seek assistance from the Staff Liaison in determining the criteria for evaluating prospective Committee Members' eligibility for the Committee. The Staff Liaison may participate in interviews in an advisory capacity only and shall not be permitted to ask questions of prospective Committee Members or to participate in the Interview Committee's decision-making.

6.4 If a Committee Member is unable to complete the term as set out in Section 7 below, a new Committee Member may be appointed by Regional Council following the above-noted procedures.

6.5 Alternates shall not be permitted for Committee Members appointed by Regional Council.

7. Term

7.1 Committee Members shall be appointed for a term that coincides with the term of Regional Council, expiring on November 14 of the year in which a municipal election is held, unless otherwise provided by resolution of Regional Council, or until successors are appointed.

7.2 A Committee Member may resign from the Committee at any time by advising of this intention in writing to the Committee Chair, Clerk's Staff or the Staff Liaison.

7.3 A Committee Member is deemed to have resigned from the Committee if at any time during the term the Committee Member has not attended three consecutive scheduled meetings of the Committee and has not communicated to the Committee Chair, Clerk's Staff or Staff Liaison during that time period indicating intentions to remain on the Committee.

8. Frequency of Meetings

8.1 The Committee shall normally meet once every quarter, or at any other time at the call of the Committee Chair.

8.2 The Chair can cancel meetings if there is an insufficient number of agenda items to justify a meeting.

9. Quorum

9.1 A quorum shall be a Majority of the Committee Members.

9.2 If quorum for a Committee meeting is not present within fifteen (15) minutes of the time fixed for the commencement of the meeting, or if quorum is lost during the course of a meeting, the Committee may proceed without a quorum being present. The minutes of the meeting must indicate that quorum was not present.

10. Selection of the Committee Chair

10.1 The Committee Chair shall be the Commissioner of Public Works for Halton Region, or a designate.

11. Roles and Responsibilities of the Committee Chair

11.1 The Committee Chair shall:

- a) preside over the meetings of the Committee;
- b) assist the Committee in reaching consensus.

11.2 While presiding over a meeting, the Committee Chair shall:

- a) preserve order and decide all questions of order;

- b) confirm a summary of the points raised during discussion;
- c) adjourn the meeting when business is concluded.

12. Roles and Responsibilities of Committee Members

12.1 Committee Members shall:

- a) attend and actively participate at all meetings;
- b) work with other Committee Members to attempt to reach consensus on matters before the Committee; and
- c) adhere to these Terms of Reference, the Regional Procedural By-Law and the Advisory Committee Code of Conduct.

13. Voting

13.1 The Committee will only vote on matters of procedure.

13.2 For all matters that are not procedural in nature, the Committee will not vote to achieve a singular position, rather the Chair will try to ensure that all options, their advantages and disadvantages regarding the issues are identified and recorded. The Chair and the Committee will strive to reach consensus, while recognizing and respecting minority views.

13.3 If there is a vote on matters of procedure, a motion shall be deemed to be carried when a Majority of the members present and voting vote in favour of it. Consequently, on a tie vote, the motion is lost. Any Committee Members present during the vote who abstain from voting will be deemed to have voted against the motion.

14. Public Access, Closed Meetings and Delegations

14.1 All Committee meetings shall be open to the public. The Committee shall not hold meetings or portions of meetings that are closed to the public.

14.2 Members of Regional Council who are not Committee Members may attend meetings and participate in the discussion.

14.3 Other persons in attendance at the meeting may be heard from the floor by first making a request to the Chair during proceedings. A Majority of the Committee must then vote in favour of hearing from the person making the request. The decision of the Committee in each instance will be final.

- 14.4 Every person shall have five (5) minutes to speak to the Committee unless the Committee Chair obtains Committee's approval to extend or limit the speaking time.
- 14.5 Following a Delegation, Committee members, the Chair, and applicable Staff shall be limited to asking questions for clarification or for additional and relevant information only.
- 14.6 No Delegate shall:
- a) speak disrespectfully of any person;
 - b) use offensive words or inappropriate language;
 - c) speak on any subject other than the subject for which they have received approval to address the Committee; or
 - d) disobey the rules of procedure or a decision of the Chair or Committee.

15. Resources

15.1 Clerk's Staff

Clerk's Staff prepares minutes and agendas and provides general administrative coordination for meetings, including electronic circulation of information packages.

15.2 Staff Liaison

The Staff Liaison will provide advisory support to the Committee, including coordination and preparation of background information, presentations, and resources to Committee Members to assist them in their role, and will ensure that the Committee adheres to its goal, scope and purpose as defined in these Terms of Reference.

15.3 Assistant Corporate Counsel

Assistant Corporate Counsel is in attendance to provide input from an process flow and continuous improvement perspective where the development process interfaces with Halton Region's Legal Services department. Assistant Corporate Counsel is not to provide legal advice to the Committee, and the Committee shall not seek legal advice from the Legal Services department.

15.4 Additional Advisory Staff

Other Staff not noted in Sections 15.1 through 15.3 may provide advice, deliver presentations and/or participate in Committee discussions as required from time to time. The Staff Liaison will coordinate all such additional

participation. The Committee may also request the participation of other individuals with a particular area of expertise. The Staff Liaison will coordinate such requests made by the Committee.

16. Committee Records

16.1 Clerk's Staff will co-ordinate and retain Committee records including agendas, minutes, any subcommittee reports (if applicable and as required), annual reports and aims and objectives.

16.2 Annual reports for the Committee including, but not limited to, annual achievements and work plans, shall be coordinated by the staff Liaison in concert with the Committee.

16.3 Committee Records listed in Sections 16.1 and 16.2 shall be maintained by the Office of the Regional Clerk.

16.4 Agenda packages shall be circulated by the Clerks' Department to members of the Committee, all members of Regional Council, and all members of the mailing list for electronic circulation maintained by the Staff Liaison authorized by Section 5.3 of this Terms of Reference.

16.5 Regional staff shall cite feedback received at or from the Committee in reporting on that project.

17. Maintenance and Refinement of Terms of Reference

17.1 These Terms of Reference shall be reviewed at the end of each term by Regional Council.

17.2 Amendments to these Terms of Reference may be proposed by the Committee, through Staff, to Regional Council. Only Regional Council may approve changes to these Terms of Reference.

18. Committee Communications

18.1 When communicating on behalf of the Committee to Regional Council or a Regional Standing Committee, including appearing as a Delegate at meetings of same, a Committee Member shall reflect the decisions made and positions taken by the Committee.

- 18.2 A Committee Member may, in communications to Regional Council or a Regional Standing Committee, including appearing as a Delegate at meetings of same, present a position that differs from the Committee's position; however, in that instance, they must make clear that they are appearing on their own behalf or on behalf of another organization, and not as a representative of the Committee.
- 18.3 The Committee shall not declare that the Committee's decisions or positions are the official position of the Region, without the direct authorization of Regional Council.
- 18.4 Any communications regarding the Committee in its official capacity shall be conveyed to the public by Staff, as required.
- 18.5 Nothing in Section 18 is meant to affect the free and open dialogue at Committee meetings or among Committee Members.
19. Reimbursement of Expenses
- 19.1 Committee Members serve without remuneration.
20. Application of Region's Procedural By-Law
- 20.1 The Committee shall, at all times, where applicable and to the extent possible, follow the procedures and practices set out in the Regional Procedural By-Law.