



















**BACKGROUND/HISTORY:**

On November 21, 2021, Council endorsed the Terms of Reference for the Willowbrook Community Plan (WCP) update. The Terms of Reference define the planning area, goals, scope, work plan, and public engagement approach. The Terms of Reference include the establishment of a Community Planning Team (CPT) representing area residents, key property owners, and other community groups and organizations.

**DISCUSSION/ANALYSIS:**

Terms of Reference for the Willowbrook CPT have been prepared to define its composition, mandate, and roles and responsibilities, as follows:

- Composition: The CPT would have a maximum of 11 volunteer members including three property owners or residents, three business owners, three residents at-large, and two representatives from the development and/or building industries.
- Mandate: The CPT would be a “sounding board” with active participants providing critical input and important contributions to the planning process and by commenting and advising on project deliverables.
- Roles and Responsibilities: The CPT would attend six to eight meetings or workshops throughout the process (approximately June 2022 – late 2024). CPT members are also encouraged to attend other public engagement events such as open houses and public workshops.

Next Steps

The recruitment process would start as soon as the CPT Terms of Reference are endorsed by Council. Advertising for the recruitment process would include a postcard to each household, business, and property owners, newspaper advertisements, and the Township’s project webpage. In addition, the Phase 1 open house tentatively scheduled for June 2022 would provide an opportunity for encouraging community members to be part of the CPT.

It is anticipated that Council would consider appointments to the Willowbrook CPT in July 2022, consistent with the outline of the WCP Terms of Reference, as endorsed by Council, to provide for input from the CPT as part of the initial phases of the process.

Respectfully submitted,

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for  
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ATTACHMENT A Willowbrook Community Planning Team Terms of Reference





