



City of Port Moody

Council Committee Terms of Reference

Date:	July 07, 2016	File No. 01-0360-20-01
Type:	Select	
Committee Name:	Community Planning Advisory Committee	

Approvals/Reviews/Amendments

Approval date: ~~July 19, 2016~~
~~May 22, 2018~~
~~June 12, 2018~~
January 8, 2019

1. Committee Purpose

To review information and provide the General Manager of Planning and Development and/or City Council with advice on proposed land use changes or other planning related matters as detailed below and within the terms of the Council Committee Systems Policy.

2. Duties

The Committee will provide advice regarding proposed land use changes through the review of Official Community Plan, Zoning Bylaw, Land Use Contract, or Temporary Use Permit applications, and will provide recommendations to the General Manager of Planning and Development as part of review process of these applications.

The Committee will also review and advise Council on bylaws, plans, studies, or policies on land use planning matters referred by Council, and may identify other areas of focus for approval by Council. ~~An annual work plan shall be drafted at the first meeting of each year and forwarded to Council for consideration and endorsement.~~

3. Membership

The Committee will comprise the following members to be appointed by Council:

1. One (1) member of Council to serve as Chair;
2. One (1) member of Council to serve as Vice-Chair;
3. One (1) resident of College Park nominated by a neighbourhood association in College Park or by ten (10) residents of College Park;
4. One (1) resident of Glenayre nominated by a neighbourhood association in Glenayre or by ten (10) residents of Glenayre;
5. One (1) resident of Heritage Mountain nominated by a neighbourhood association in Heritage Mountain or by ten (10) residents of Heritage Mountain;

Council Committee Terms of Reference

Community Planning Advisory Committee

6. One (1) resident of Inlet Centre nominated by a neighbourhood association in Inlet Centre or by ten (10) residents of Inlet Centre;
7. One (1) resident of Moody Centre nominated by a neighbourhood association in Moody Centre or by ten (10) residents of Moody Centre;
8. One (1) resident of Pleasantside nominated by a neighbourhood association in Pleasantside or by ten (10) residents of Pleasantside;
9. One (1) architect, with one (1) secondary architect whose attendance is considered for quorum determination only when present;
10. One (1) landscape architect;
11. One (1) engineer;
12. One (1) representative from the business community;
13. One (1) representative from the construction industry;
14. One (1) representative with a background in arts and culture;
15. One (1) representative with an environmental background;
16. One (1) representative from the Port Moody Police Department; and
17. One (1) representative with mobility or accessibility challenges or expertise in mobility or accessibility challenges.

Neighbourhood boundaries are set out in the map included as **Attachment 1**.

Members shall be appointed for a term of two (2) years, and may be reappointed for further terms, without limitation. Appointments for resident representatives shall be staggered such that half (1/2) of resident representatives are appointed each year:

2019

- Three (3) resident representatives appointed for one-year terms; and
- Three (3) resident representatives appointed for two-year terms.

2020 and subsequent years

- Three (3) resident representatives appointed for two-year terms.

Appointments for other representatives shall also be staggered such that half of the entire committee are appointed each year.

4. Operations of the Committee

4.1 Meeting Schedule

The Committee will meet ~~on the first Tuesday of each month~~ monthly as needed with the exception of August, during which no meetings will be held. Committee meetings will be held in the Brovold Room at City Hall or other suitable location specified by the Chair.

4.2 Meeting Open to Public

Council Committee Terms of Reference

Community Planning Advisory Committee

Committee meetings will be open to the public.

4.3 Rules of Procedure

Meetings shall be conducted in accordance with the rules of procedure set out in the Council Procedure Bylaw and Committee System Policy.